

Reports and viewing activist data

Information on how to access and collect data on rebels in the Action Network system

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Create reports on Action Network

Creating reports in Action Network let you see what rebels have told us about themselves and create lists that match certain criteria. To learn more, check out the [guidance document here](#)

Note that, once you have created a report you will see a link in red, bottom right; CREATE AN EMAIL BASED ON THIS REPORT. If you are targeting mail, this might be a better way to go about it than using targeting after you have written the mail because you will be able to see a list of activists targeted before you go any further.

Monitor use of your (sign up) forms

Here are three ways to keep an eye on your sign up forms (or other data collection forms)

1. View the last 100 activists who signed up
2. Get an email every time someone uses your form
3. Get a weekly summary report emailed to you

1. View the last 100 activists who signed up

Step 1: Go to the 'Actions' tab [actions.png](#)

Step 2: Choose 'manage' next to your form [manage.png](#)

Step 2: Click form answers [form-answers.png](#)

2. Get an email EVERY time someone uses your form

Follow step 1 and 2 above [responses.png](#) Scroll down to the bottom and tick the box, type in your email and click 'save responses' [notifications.png](#)

3. Get a weekly summary report emailed to you

Click on Report

[report.png](#)

Give it a name [reportname.png](#)

On the left hand include column find your report - just start typing its name and you should find it (ignore the number that just means in this case it's the 1925th form on the system!) - you just need to know what your form is called and search for that. [find-report.png](#)

Scroll further down the left hand column and pick (for example) all sign ups in the last 7 days.

[last7days.png](#)

Click 'Save and select data' blue button on bottom right.

Choose which fields you'd like to see in your report and what order you'd like to see them

Click 'Save and get results' button

Note : This may take some time to load!

Then set up a regular report to be run, see below... [report-email.png](#)

Monitor ALL new subscribers

Get a weekly summary report emailed to you

This report will pick up all new subscriptions to your email list, via any means, e.g. manually added, via your own form, via the [3.5 campaign](#), or via the [Local Group map...](#) or any other means.

1. Click on 'Report'

[report.png](#)

2. Give it a name [reportname.png](#)
3. Scroll further down the left hand column and pick (for example) all sign ups in the last 7 days.

[last7days.png](#)

4. Click 'Save and select data' blue button on bottom right.
5. Choose which fields you'd like to see in your report and what order you'd like to see them
6. Click 'Save and get results' button Note : This may take some time to load!
7. Then set up a recurring report to be run automatically and emailed to you...

[report-email.png](#)

100days Ticker sign ups

How to view the people on your local group (or nation/region) email list who have signed up to April 2023.

1. Click on a Report

[report.png](#)

2. Name your report

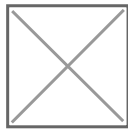
[reportname.png](#)

3. Target the report with a tag

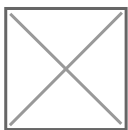
First close the first option bar



Open the next option bar



Then pick the tag called 'Ticker'



4. View your Activists

Go to the bottom of the report and click 'save and select data', then pick which fields you want to view (those already chosen for you will probably be fine), then click 'save and get results'

This should show you everyone who is on your email list who has ALSO committed to 'The Big One', the April 2023 date.

Remember, if you use the report again, you should click 'Refresh Targeting'.

See who isn't signed up to The Big One yet!

How to view the people on your local group email list who haven't signed up to The Big One in April.

1. Click on a Report

[report.png](#)

2. Name your report

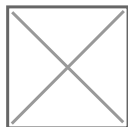
[reportname.png](#)

3. Target the report with a tag

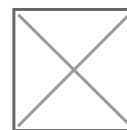
First close the first option bar



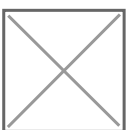
Open the next option bar



Then pick the tag called 'Ticker' in the 'EXCLUDE' column on the right

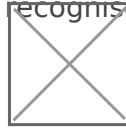


Note that the UK Rebel Ringing team have been calling people who have signed up recently on the UK email list from October 2022 onwards. So you might want to refine your search to before that date. If you want to do that add another 'EXCLUDE' to your report in the top 'Engagement' section...



4. View your Activists

Go to the bottom of the report and click 'save and select data', then pick which fields you want to view. In this case you might want to put the name first and then the phone number, as probably the best thing you could do right now is look for names you recognise and give them a text or a call



to see if you can convince them to come to London in April.

Then click 'save and get results'

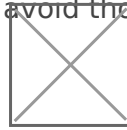
5. If you have lots of data

If you have a long list to get through, then you might want to make a report and export it. You do this by 'Create Report CVS' - then you have to wait about 5mins, then it'll be ready and you can pick the top option of 'Download Last Report'. Note if you do this, then please be sure to completely delete the data from your computer and destroy any print outs after you've completed the task.



6. BONUS info

If you are looking to call people on your list, but want to avoid those already contacted by the UK



Rebel Ringing teams this year, you can target like this...