When you click on "Load Settings" this "Select Saved Report" screen will appear.   Chose the report you are trying to use.   This screen is inside a game.

You may need to tweak your settings to reflect if you only want your delegation or a certain event.
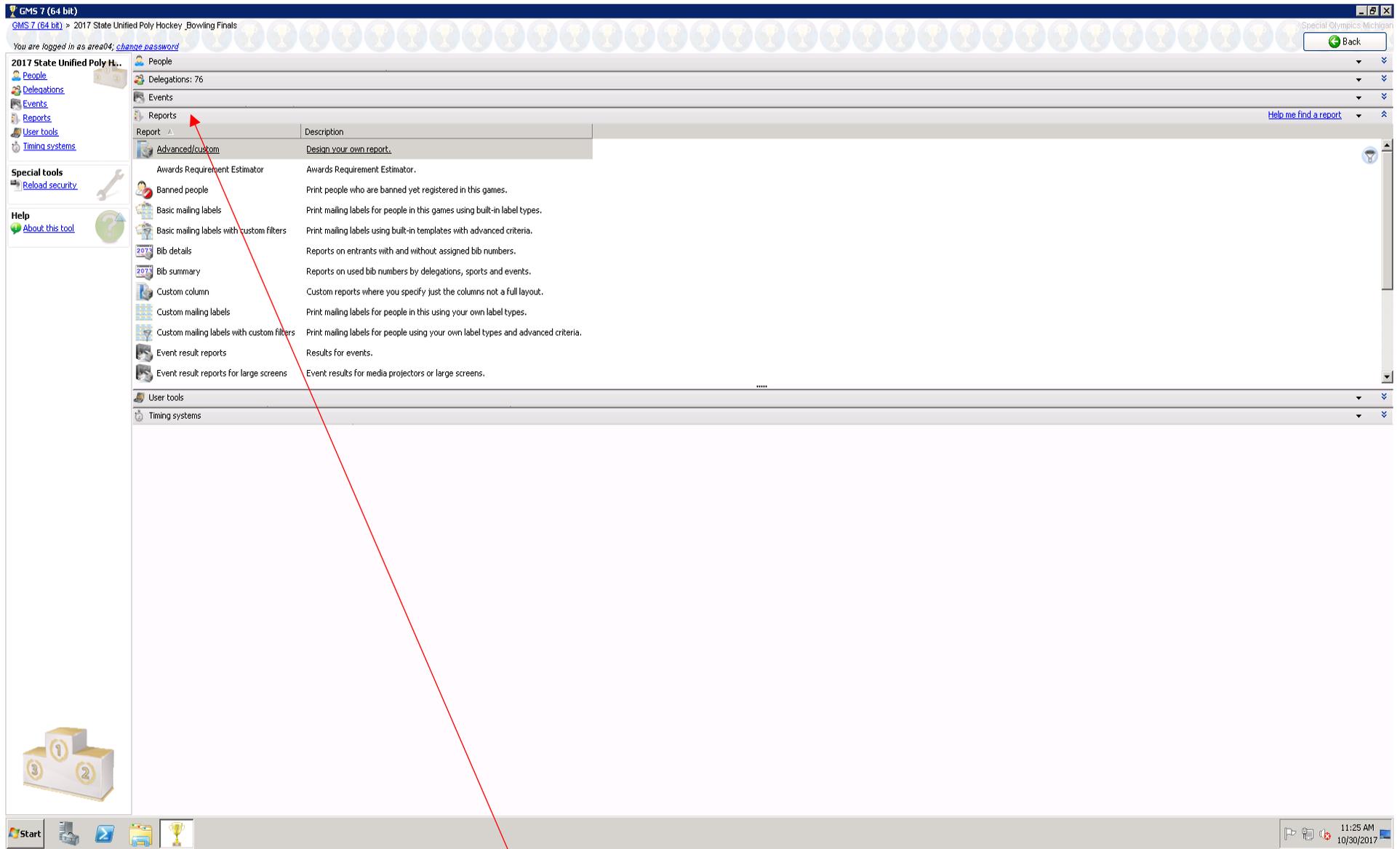
Once you are in the game, click on the tab "Report", the different options will appear.

Advanced custom will create a detailed list of athletes/partners attending the game with their event information

Summary/Crosstab is a spreadsheet report that is created to be opened in excel

This report is outside the game when trying to gather expiring athlete information, or who is in your delegation.

Report Tab:
Load Settings