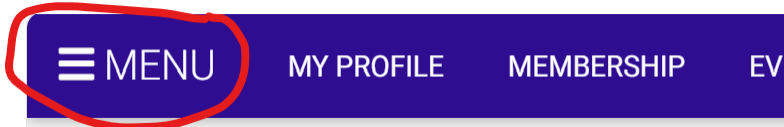


## Generate a Member Roster

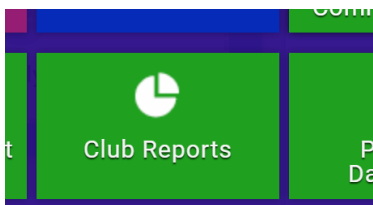
1. Go to <https://fpusa.justgo.com> or scan the QR code below



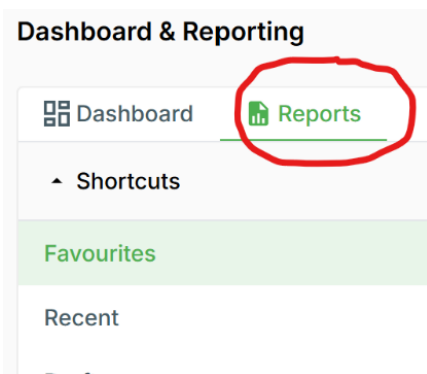
2. Click on "Menu"



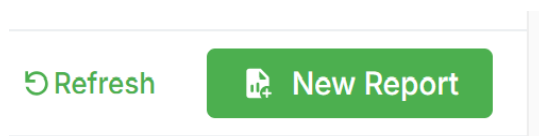
3. Select "Club Reports" tile at the bottom



4. There are 2 options "Dashboard" and "Reports". Make sure "Reports" is selected



5. Click on the button "New Report" on the right side



# Generate a Member Roster

6. Select "Members" and click "Next"

Report Type



General Data Report

Create a simple data export by selecting the columns to export and any filter conditions.

Module (Max 3) \*

X Clear Selection

Module selection interface showing six options:

- Members** (highlighted with a red circle)
- Membership & Affiliation
- Events
- Credentials
- Finance
- Shop & Products

7. Check "Full Name", Check "Contact Number" and click "Add >>"

Field selection interface:

- User Name
- First Name
- Last Name
- Full Name ⓘ
- Contact Number
- Last Login Date

Buttons: Add >> (green), << Remove (grey)

8. Click "Next"

9. You can Click on "Preview" to verify the report

10. In this example we only want members with a valid membership.  
Select "Membership", "End Date", "After Today"

Filter configuration interface:

+ ADD the following conditions that contacts match of All

Membership End Date After Today

11. Click "Save"

12. Enter a name for the report and select a category

## Generate a Member Roster

13. Click "Publish"

14. Your report is now saved under the category you selected in step 12.

For questions or further assistance, please contact us at:

[membership@usapetanque.org](mailto:membership@usapetanque.org).

Alain Gimenez

FPUSA Membership Secretary