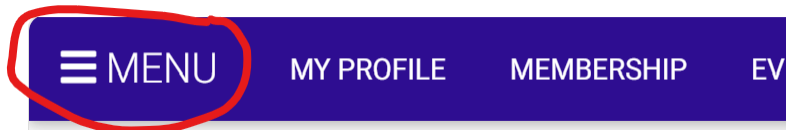


How to generate a member roster

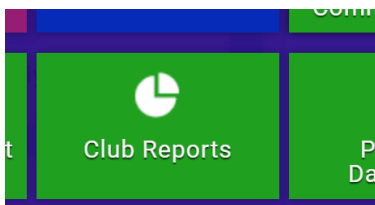
1. Go to <https://fpusa.justgo.com> or scan the QR code below



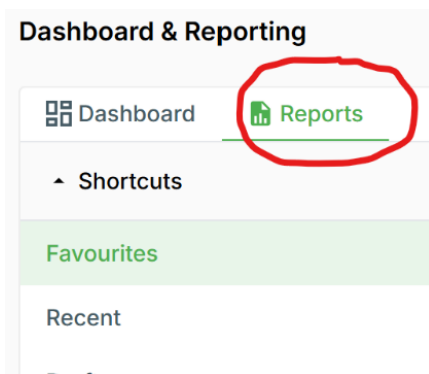
2. Click on "Menu"



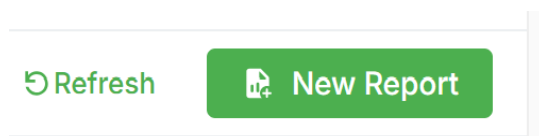
3. Select "Club Reports" tile at the bottom



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



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



How to generate a member roster

6. Select "Members" and click "Next"

Report Type

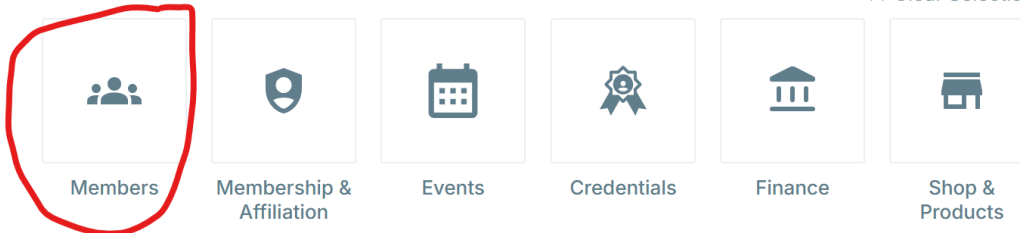


General Data Report

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

Module (Max 3) *

× Clear Selection



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

☐ User Name	Add >> << Remove
☐ First Name	
☐ Last Name	
☒ Full Name ⓘ	
☒ Contact Number	
☐ Last Login Date	

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"

+

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

How to 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.

Alain Gimenez

FPUSA Membership Secretary