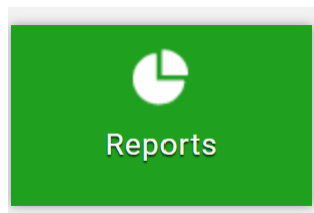
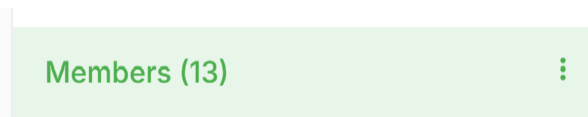


How to export a member list for the player rating system

1. Log in to <https://fpusa.iustgo.com>
2. Under the **Administration Area** select **Reports**



3. Select **Members** category



4. Scroll down to **With Current Membership** standard report
5. Click on **Export CSV** on the right side



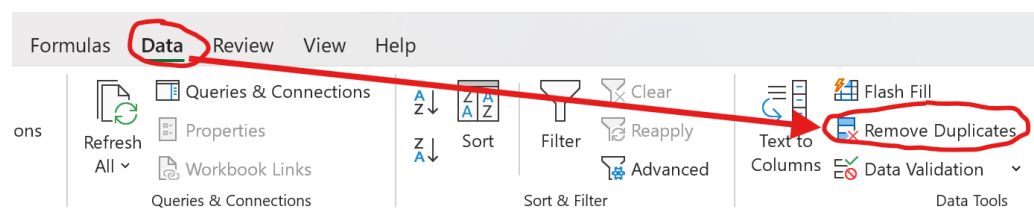
6. Find and open the downloaded file. Here is an example of a file exported on July 1, 2026 at 3:34:16 pm GMT+1.

"With Current Membership_2026-07-01-15-34-16.xlsx"

7. Keep only the seven following columns: **MID, First Name, Last Name, Gender, Primary Club, Membership and Membership Expiry**. Delete all the other columns.

	A	B	C	D	E	F	G
1	MID	First Name	Last Name	Gender	Primary Club	Membership	Membership Expiry

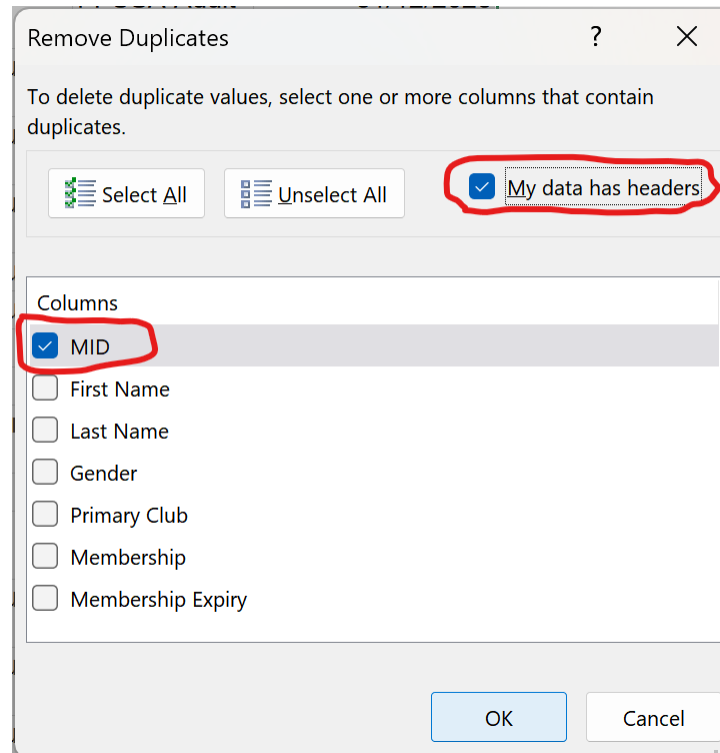
8. In Excel, go to the **Data** tab on the ribbon, and click **Remove Duplicates** in the Data Tools group.



9. Keep the checkmark for "My data has header"

How to export a member list for the player rating system

10. Keep only the MID column checked and uncheck all the others.



11. Click OK

12. Save the file

13. Send it to nsd@usapetanque.org

For questions or further assistance, please contact us at: membership@usapetanque.org.

Alain Gimenez

FPUSA Membership Secretary