

How to generate a list of active members

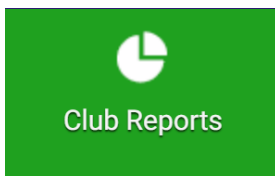
1. Go to <https://fpusa.justgo.com> or scan the QR code below.



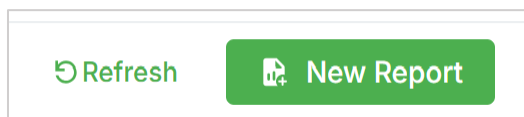
2. Enter your **email address** for the **Username**. Enter your **password** and click on Log In.
3. If you need to reset your password, click on "Forgot Password?"
4. Select **Menu** from the upper left corner.



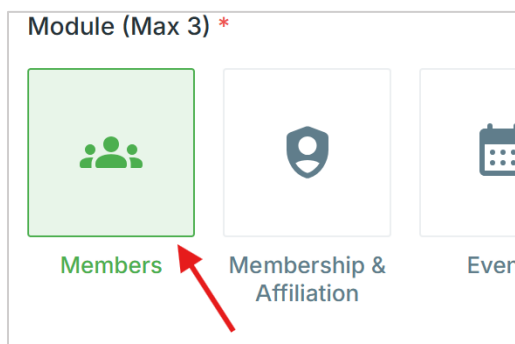
5. Scroll down and select **Club Reports**.



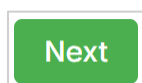
6. Click **New Report**.



7. Select **Members**.



8. Click **Next**.



How to generate a list of active members

9. Check **First Name** and **Last Name**.

☒ First Name

☒ Last Name

10. Scroll down and check **IsPrimary**.

☐ Club Name

☒ IsPrimary

☐ Club member status

11. Click **Add**.

Add >>

<< Remove

12. Here are the three selected fields.

Selected Columns (3) Sort

☐ First Name (Profile) Members	
☐ Last Name (Profile) Members	
☐ IsPrimary (Club Members) Members	

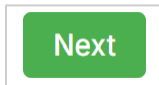
13. **Click and drag** to place **Last Name** at the top.

Selected Columns (3) Sort

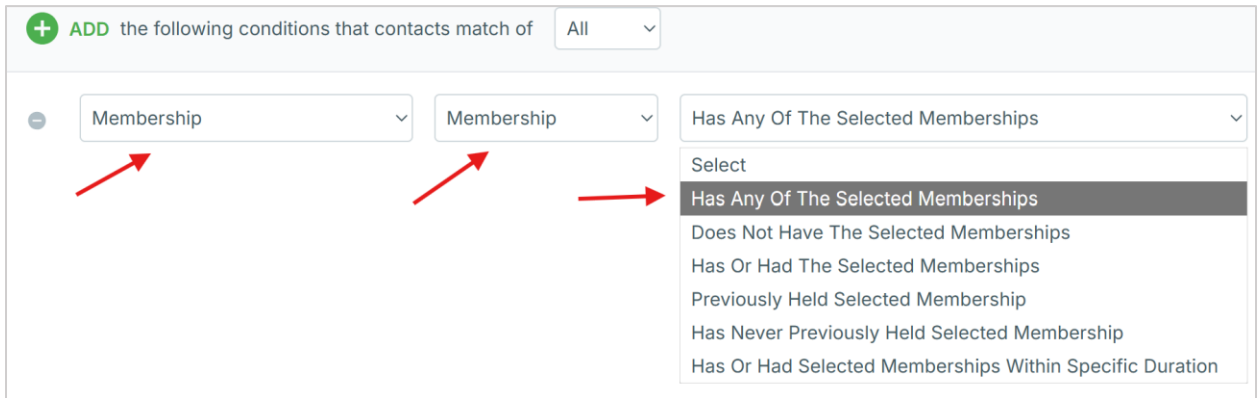
☐ Last Name (Profile) Members	
☐ First Name (Profile) Members	
☐ IsPrimary (Club Members) Members	

How to generate a list of active members

14. Click **Next**.



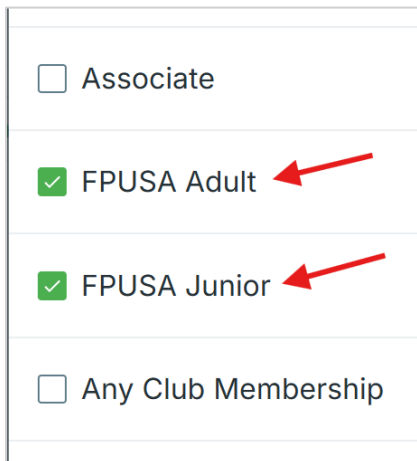
15. Select **Membership > Membership > Has Any Of The Selected Memberships**.

A screenshot of a web interface for selecting membership conditions. At the top, there is a header bar with a green plus icon, the text "ADD the following conditions that contacts match of", and a dropdown menu set to "All". Below this, there are three dropdown menus. The first two are labeled "Membership" and have red arrows pointing to them. The third dropdown menu is open, showing a list of options: "Select", "Has Any Of The Selected Memberships" (highlighted with a dark grey background), "Does Not Have The Selected Memberships", "Has Or Had The Selected Memberships", "Previously Held Selected Membership", "Has Never Previously Held Selected Membership", and "Has Or Had Selected Memberships Within Specific Duration". A red arrow points to the "Has Any Of The Selected Memberships" option.

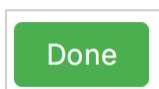
16. Click on **Items not selected**.



17. Check **FPUSA Adult** and **FPUSA Junior**.

A list of membership options with checkboxes. The options are: "Associate" (unchecked), "FPUSA Adult" (checked, with a red arrow pointing to it), "FPUSA Junior" (checked, with a red arrow pointing to it), and "Any Club Membership" (unchecked).

18. Click **Done**.

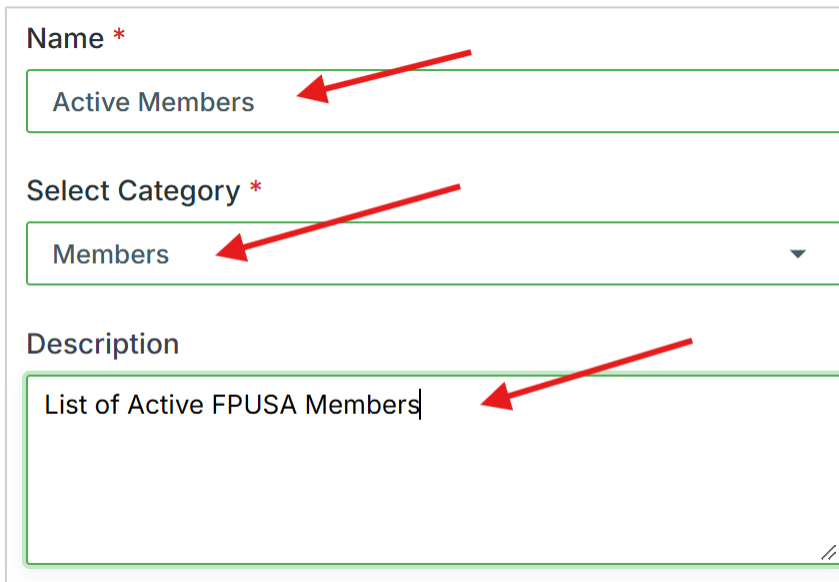


19. Click **Save**.



How to generate a list of active members

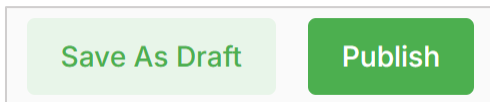
20. **Name** your report, select a **Category** and add a **Description**.



The form contains three input fields, each with a red arrow pointing to it:

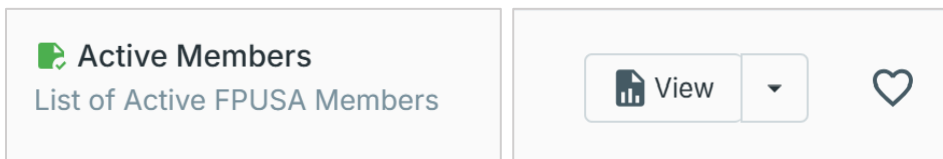
- Name ***: A text input field containing "Active Members".
- Select Category ***: A dropdown menu with "Members" selected.
- Description**: A text area containing "List of Active FPUSA Members".

21. Click **Publish**.



Two buttons are shown: "Save As Draft" (light green) and "Publish" (dark green).

22. Your **report** is now listed under the selected **category** (**Members** in our example).

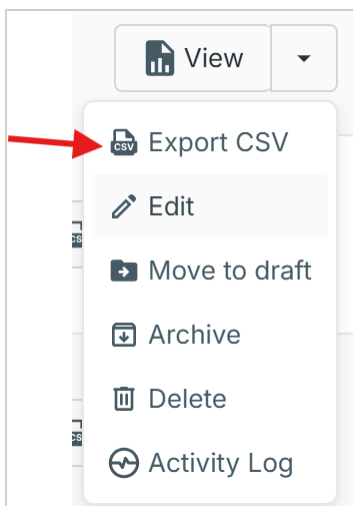


The report card displays:

- Active Members** (with a green icon)
- List of Active FPUSA Members
- A "View" button with a document icon and a dropdown arrow.
- A heart icon for favoriting.

23. Click on the **drop-down** list next to **View**.

24. Select **Export CSV**.



The dropdown menu is open, showing the following options:

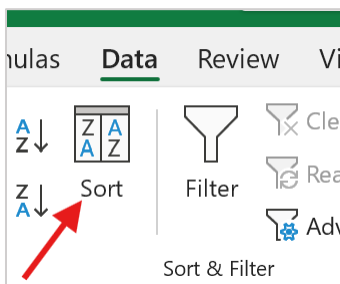
- Export CSV** (highlighted with a red arrow)
- Edit
- Move to draft
- Archive
- Delete
- Activity Log

How to generate a list of active members

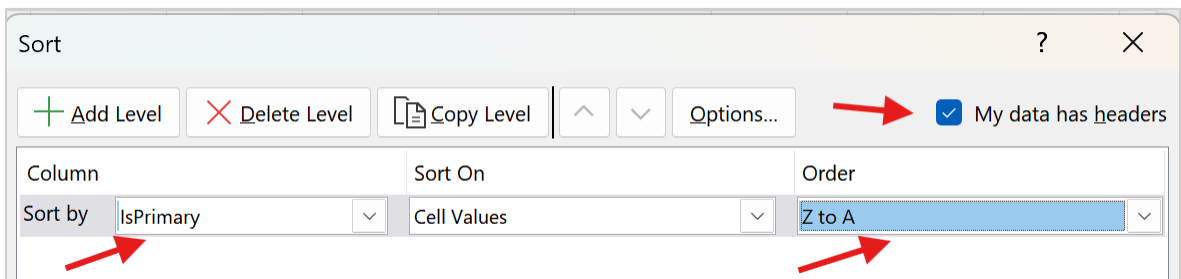
25. Open the exported list in **Excel**. The field **IsPrimary** is set to **YES for Primary members** and **No for Associate members**.

	A	B	C
1	Last Name	First Name	IsPrimary
2	[REDACTED]	[REDACTED]	Yes
3	[REDACTED]	[REDACTED]	Yes
4	[REDACTED]	[REDACTED]	Yes
5	[REDACTED]	[REDACTED]	No
6	[REDACTED]	[REDACTED]	Yes
7	[REDACTED]	[REDACTED]	Yes
8	[REDACTED]	[REDACTED]	No
9	[REDACTED]	[REDACTED]	Yes

26. Select **Data** from the main menu and click on the **Sort Icon**.



27. Check **My data has headers**. Sort by **IsPrimary**. Order **Z to A**. Click **OK**.



28. Active **primary members** are listed first for quick counting, followed by **associate members** at the bottom.

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

Alain Gimenez
FPUSA Membership Secretary