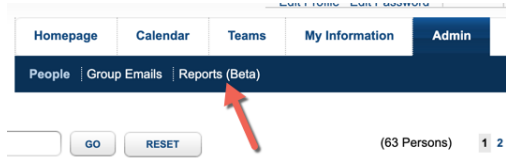
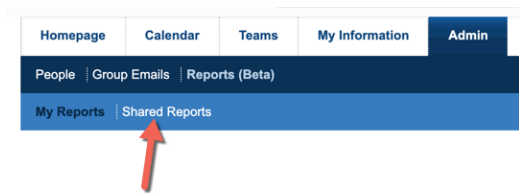


Running Reports – Regional & Provincial Couples

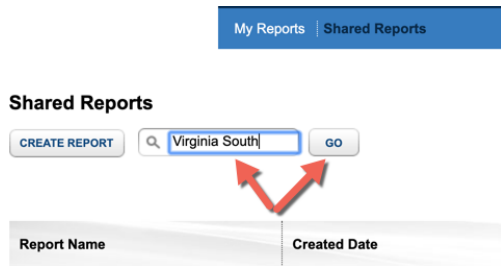
- Go to the teamsfourlady.org website
- Select Member Login at the top of the page
- Select “Admin” Tab
- Select Sub-Tab “Reports (Beta)”



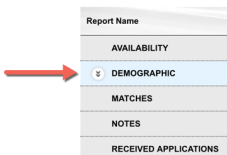
- Click on Shared Reports Sub-Tab



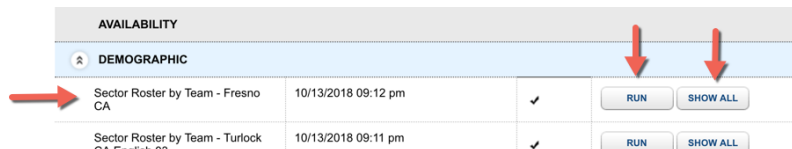
- Enter in your Sector name and hit “GO” button



- Click on “Demographic Section”



- Look for your region/province’s roster report then select “Show All”



- Select “Run”

It will take about 60 seconds for the system to run your report. When it is ready you will see an “Export” Button.

☐ Select “Export”

| DEMOGRAPHIC | | | | |
|---|-------------|---------------------|----------|---|
| Sector Roster by Team - Fresno CA | | 10/13/2018 09:12 pm | ✓ | <input type="button" value="RUN"/> <input type="button" value="HIDE LOG"/> |
| S.No. | Person Name | Date | Status | Action |
| 1 | Cadieux, Ed | 10/13/2018 | Complete | <input type="button" value="X"/> <input type="button" value="f"/> <input type="button" value="EXPORT &"/> |
| Sector Roster by Team - Turlock CA English 03 | | 10/13/2018 09:11 pm | ✓ | <input type="button" value="RUN"/> <input type="button" value="SHOW ALL"/> |
| Sector Roster by Team - Portland OR A | | 10/13/2018 09:10 pm | ✓ | <input type="button" value="RUN"/> <input type="button" value="SHOW ALL"/> |
| Sector Roster by Team - Portland OR B | | 10/13/2018 09:09 pm | ✓ | <input type="button" value="RUN"/> <input type="button" value="SHOW ALL"/> |

☐ Open the downloaded file with Excel, and format as desired.