## Accessing Your 2015-2016 Membership List

1) Log in – Click **"My Account"** in the upper right hand corner of the screen:



2) Scroll Down until you see a new link titled: **"View Membership Reports Here"** <u>Click that link.</u>

Postal Code (Home)
Country (Home) United States
State (Home) VT
» Edit Name and Address
» View Contact Record » View Contact Dashboard
My Contact Dashboard
View your membership list here.
View Your FOTW Maps
FELLOWSHIP OF THE WHEEL View Membership Reports Here

3) Click the report (blue link) for your chapter's 2015 Membership Details

in the second	Home	Visiting VT? -	Membership	⊤ Ab	out –	Events	•	Resources	•	Trail Conditions		
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ñ	View All	Reports										
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	» 2015 M	ember Details - Fellowshi	₽	Provid Can a	Provides a list of members along with their membership status and membership details (Join Date, Start Date, End Date). Can also display contributions (PAYMENTS <sup>C)</sup> ) associated with each membership.							
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Pro Ca	View All	Reports										

4) A list of all chapter memberships purchased From January 1, 2015 and on will be listed. Please note – any 2015-2016 memberships to your chapter purchased prior to January 1 will be sent to the chapter liaisons in a separate excel sheet.

To export the list, click the **"Export to CSV"** button. Please note, the "Receive Date" is the date their membership payment was received at VMBA.ORG.

P	2015 Member Details - Fellowship												-	
Sec.	Print Report PDF Export to CSV													
	Membersh	ip Types	Is one of F	ellowship of The Wr	heel Indivi	dual, Fellows	hip of The W	The Wheel 5-pack, Fellowship of The Wheel Family, Fellowship of The Wheel FAMILY 5-pack						
Receive Date Between January 1st, 2015 and December 31st, 2015														
65	Financial Type Is Member Dues													
25	Contribution Status Is Completed													
$\approx$	Group		Is Fellowship ALL MEMBERS											
كرلا	Contact Name	First Name	Last Name	Membership Type	Status	Street Address	City	Postal Code	State/Province	Country	Email	Phone	Receive Date	
° }	Castles, Roger	Roger	Castles	Fellowship of The Wheel Individual	New	2 Butler Drive	South Burlington	05403	Vermont	United States	rogerc@skirack.com		January 27th, 2015	
5	Conner, Jere	Jere	Conner	Fellowship of The Wheel Individual	New	343 Lincoln Rd	Williston	05495	Vermont	United States	jroverp6@comcast.net		January 23rd, 2015	