How to Access Your Chapter Reports

*As of December 27, 2018, VMBA has changed it database platform / backend. If you have not joined or renewed since 12.27.18, then you must join VMBA for the 2019-2020 Member Year in order to gain access! Once you do this, please email Allison at allison@vmba.org and she can give you access to your Chapter report.

Once you have done that, the steps below will work!

<u>Step 1:</u> Click MY ACCOUNT

<u>Step 2:</u> Login using your **NEW** VMBA login information.

Step 3: Click on the CHAPTER REPORTS link in your My Account dashboard.
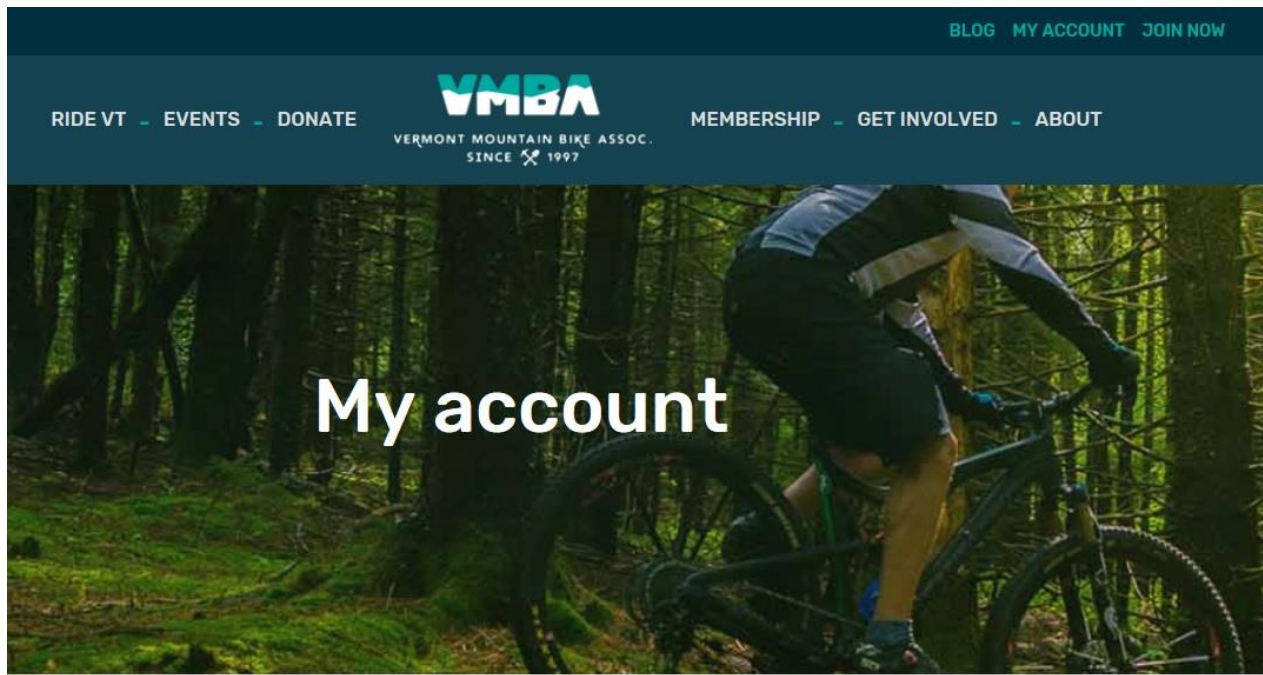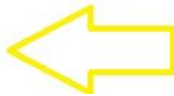
Step 4: Choose MEMBERSHIP REPORT or NEXT TERM MEMBERSHIP REPORT

Note: Since the membership data from previous years was not moved to the new platform, the Lapsed/Expired reports will not be available until 2020-21.

Step 5: Click on the box next to your Chapter name.
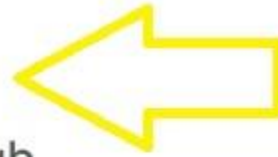
You should only be able to see YOUR Chapter in this list.

Choose Chapters

☐ Addison County Bike Club

☐ Ascutney Trails / STAB

☐ Bennington Area Trails

☐ Brewster River Mountain Bike Club

☐ Caledonia Trail Collaborative

☐ Fellowship of The Wheel

Step 5: Check the box with your Chapter name in it. You should only see YOUR Chapter here.

Step 6: *Optional.* Choose Date Range. If a date is not specified, the report will pull all of your member information.
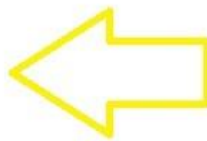
Step 7: Pick your format. You can '**Download**' and edit a CSV. OR. You can '**View**', not edit, your member report in your web browser.

Step 8: Click RUN REPORT! Voila!
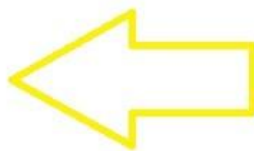
Choose Date Range

Start Date:

End Date:

Step 6: Optional Choose a Date Range. If a date is not specified, the report will pull all of your member information.
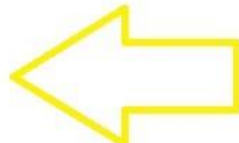
Format

◉ Download

○ View

Step 7: Pick your format. If you 'Download', a CSV will automatically download. If you 'View', the platform will provide your information on in your web browser.

RUN REPORT

Step 8: RUN REPORT. Once you click this button, your report will generate.