



VERMONT MOUNTAIN BIKE ASSOC.  
SINCE  1997

## How to Access Your Chapter Reports

\*As of December 27, 2018, VMBA has changed its 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](mailto:allison@vmba.org) and she can give you access to your Chapter report.

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

### Step 1: Click MY ACCOUNT



### Step 2: Login using your NEW VMBA login information.



## Login

STEP 2:  
Login using your NEW  
VMBA login  
information.



Username or email address

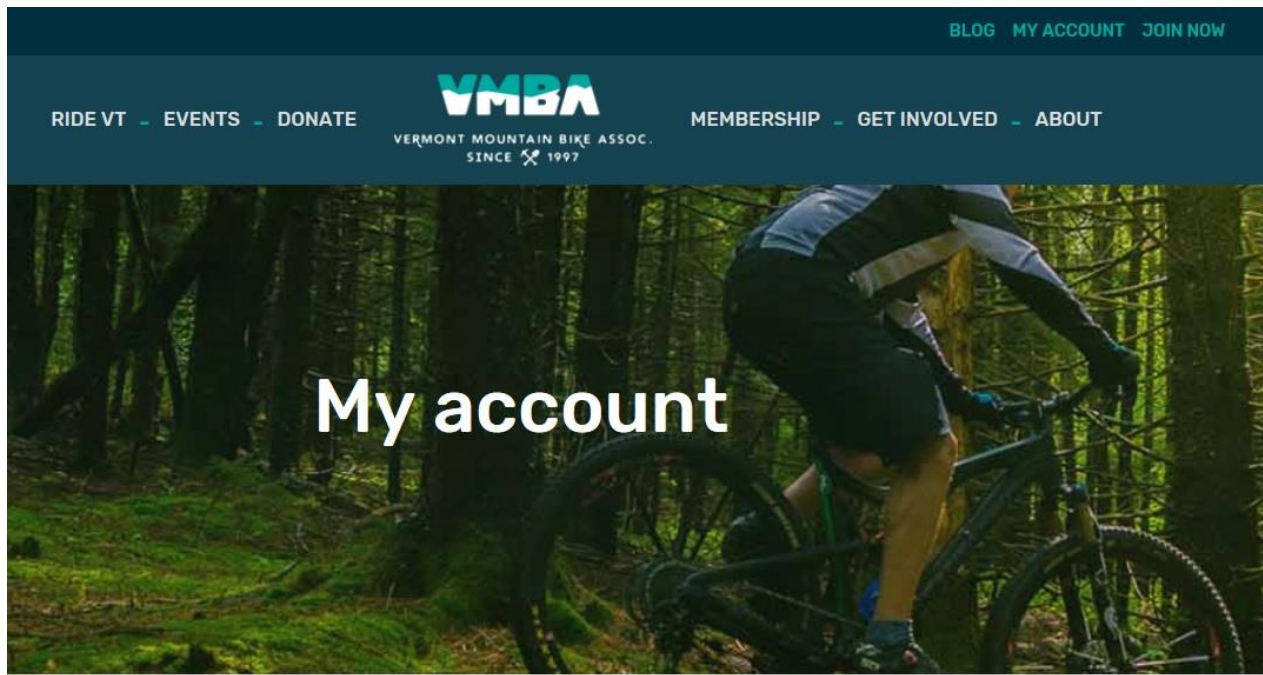
Password

LOG IN

Remember me

[Lost your password?](#)

Step 3: Click on the CHAPTER REPORTS link in your My Account dashboard.



• [Dashboard](#)

• [Orders](#)

• [Addresses](#)

• [Payment methods](#)

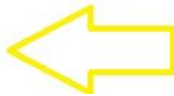
• [Account details](#)

• [Logout](#)

• [Chapter Reports](#)

Hello **Martaniuk** (not **Martaniuk?** [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and edit your [password and account details](#).



STEP 3: Click  
Chapter Reports Link

Step 4: Choose MEMBERSHIP REPORT or NEXT TERM MEMBERSHIP REPORT



• [Dashboard](#)

• [Orders](#)

• [Addresses](#)

• [Payment methods](#)

• [Account details](#)

• [Logout](#)

• [Chapter Reports](#)

### Choose Report Type

Membership Report

Youth Team Report

Next Term Membership Report

Lapsed Member Report

Expired Membership Report



Step 4:  
Choose

**MEMBERSHIP REPORT**

- to see members for the CURRENT member year.

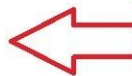
**NEXT TERM MEMBERSHIP REPORT**

- to see members for the NEXT member year

\*\*Each member year runs from April 1 to March 31.\*\*

\*\*This functionality automatically adjusts on April 1 each year. \*\*

**Important note:** Since the member data from previous years was not moved to the new platform, Lapsed / Expired reports will not be available until the 2020-21 member year.

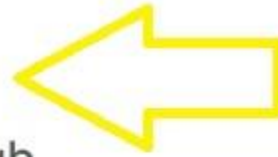


**Note:** Since the membership data from previous years was not moved to the new platform, the Lapsed/Expired reports will not be available until 2020-21.

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.

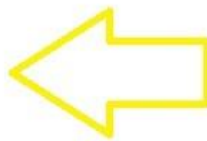
Step 7: Pick your format. You can 'Download' and edit a CSV. OR. You can 'View', not edit, your member report in your web browser.

Step 8: Click RUN REPORT! Voila!

## Choose Date Range

Start Date:

End Date:

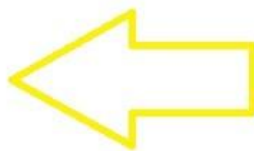


Step 6: Optional Choose a Date Range. If a date is not specified, the report will pull all of your member information.

## Format

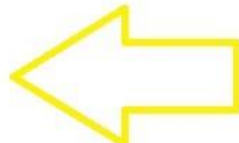
Download

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.