



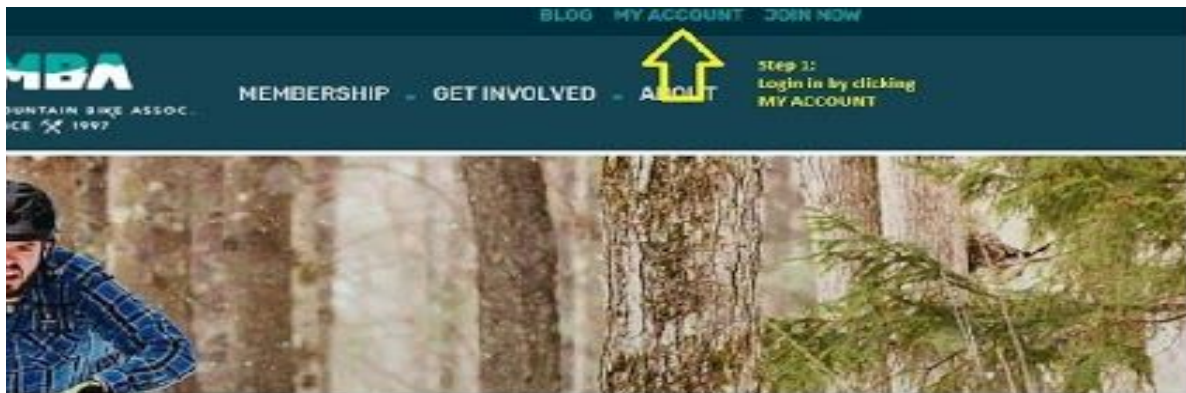
VERMONT MOUNTAIN BIKE ASSOC.  
SINCE  1997

## How to Access Your Chapter Reports

To gain access to your Chapter Reports, you must be given access in the backend. Please email [krysy@vmba.org](mailto:krysy@vmba.org) asking for permission to access and for what Chapter(s).

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

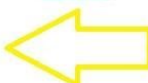
LOG IN

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 CURRENT MEMBERSHIP REPORT or EXPIRED MEMBERSHIP REPORT

- CURRENT Membership Report will provide the CURRENT member year report
- EXPIRED Membership Report will show those that have not renewed for the current season

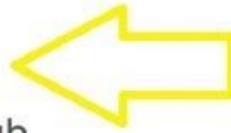


- [Dashboard](#)
  - [Orders](#)
  - [Addresses](#)
  - [Payment methods](#)
  - [Account details](#)
  - [Logout](#)
  - [Chapter Reports](#)
  - [Team Reports](#)
- ### Choose Report Type
- Current Membership Reports
  - Add-On Chapters
  - Past Membership Reports
  - Youth Team Report
  - Next Term Membership Report
  - Lapsed Member Report
  - Expired Membership Report
- 
- 

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.

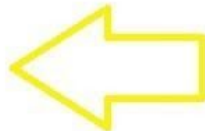
Step 7: Pick your format. You can **'Download'** and edit a CSV. OR. You can **'View'**, not edit, your member report in your web browser.

Step 8: Click RUN REPORT! Voila!

## Choose Date Range

Start Date:

End Date:

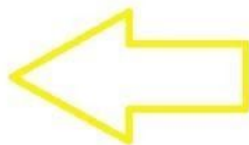


Step 6: Optional Choose a Date Range. If a date is not specified, the report will pull all of your member information.

## Format

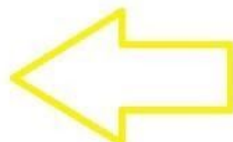
Download

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.