



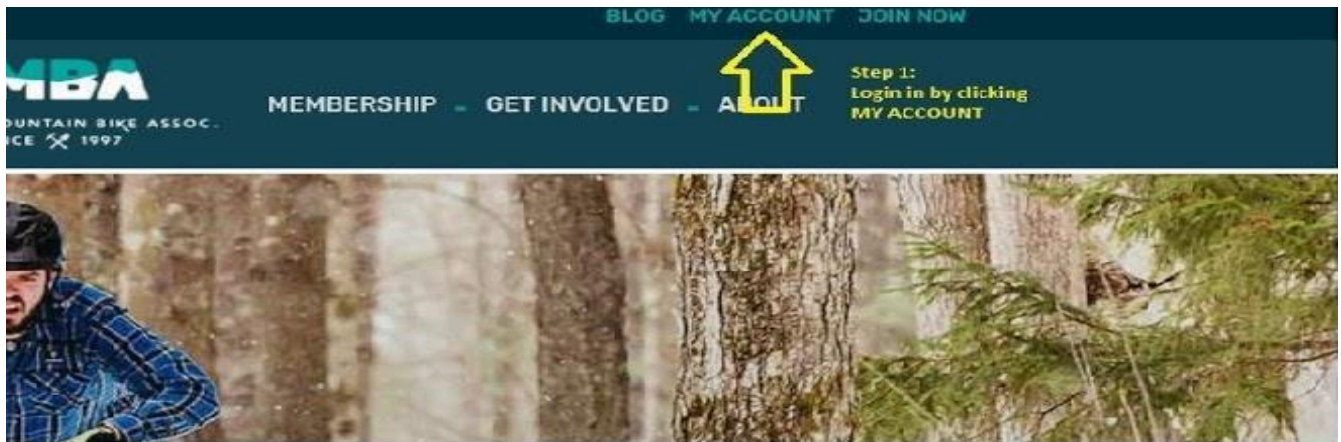
VERMONT MOUNTAIN BIKE ASSOC.  
SINCE  1997

## How to Access Your Chapter Reports

To gain access to your Chapter Reports, you must be given access in the backend. Please email [amy@vmba.org](mailto:amy@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

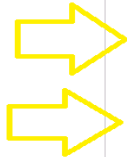


Step 2: Login using your VMBA login information.



### Login

STEP 2:  
Login using your NEW  
VMBA login  
information.



Username or email address

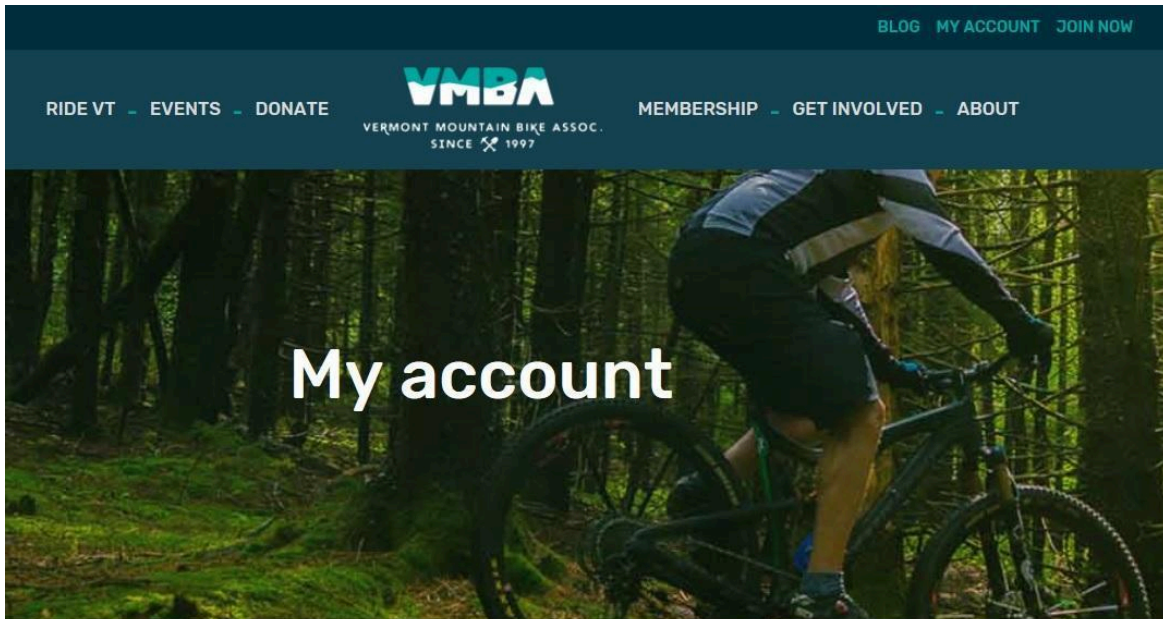
Password

**LOG IN**

Remember me

[Lost your password?](#)

Step 3: Click on the CHAPTER/COMMUNITY BUILDER/TRAIL CENTER 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

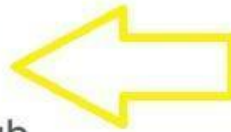
### Choose Report Type

- 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.

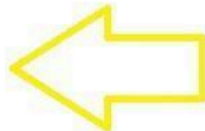
Step 7: Pick your format. You can **'Download'** and edit a CSV. OR. You can **'View'**, not edit, your member report in your web browser.

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.

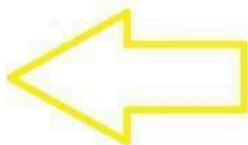
## Format



Download

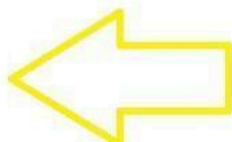


View



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.