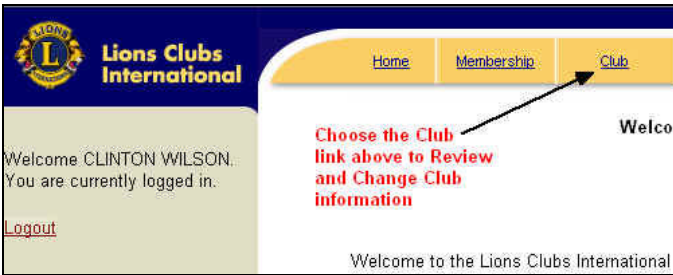


Club Report Functions

To access reports regarding your Lions club, select the **Club** link on the home page, as shown below:



Having chosen that link, the next window opens up:

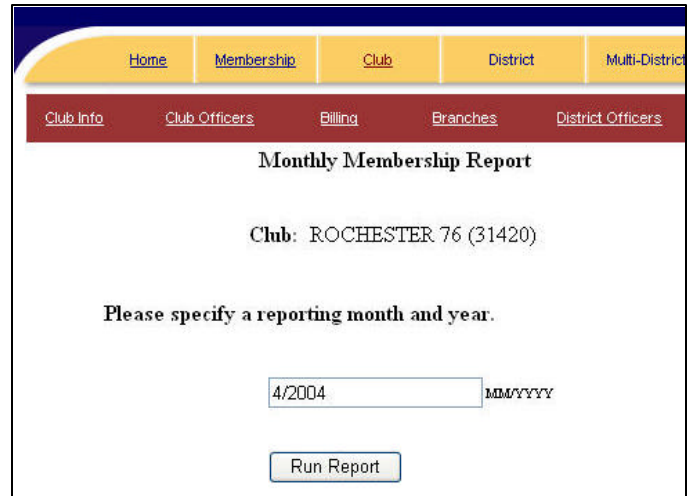


After you select one of the **Reports** links, you can then choose between several reports as shown below.



Most of these reports are self-explanatory. Be advised that having the most current version of Adobe Reader is important to your success in printing the reports. They CAN be printed from the View function, but not as conveniently or successfully.

If you choose **Monthly Membership Report**, and additional dialog box opens, as shown in the next column.



This report will generate data that is similar to the “old” MMR, which shows the number of members in each category of membership. A sample is shown below.

ACTIVE	28	1	RESIGNED IN GOOD STANDING	MEMBERS FROM LAST	28
MEMBERS AT LARGE	0	2	DROPPED FOR NON PAYMENT	A NEW MEMBERS	0
HONORARY	0	3	DROPPED FOR NON	B REINSTATED MEMBERS	0
LIFE	0	4	DROPPED FOR NON PAYMENT AND NON ATTENDANCE	C TRANSFER	0
PRIVILEGED	0	5	TRANSFERRED IN GOOD	TOTAL BEFORE	28
AFFILIATE	0	6	MOVED	D DROPPED FROM MEMBERSHIP	0
DO NOT COUNT IN LCI	0	7	DECEASED	MEMBERS AT CLOSE	28
TOTAL	28	8	OTHER		
ASSOCIATE	0	9	TOTAL		

Finally, if you choose the **Membership Data Download**, you will get another dialog box, asking you to agree to some conditions. Having agreed, you will get a comma delimited file, a portion of which is shown below.

31420, ROCHESTER 76, 1420838, GREGORY, ANDERSON, 1303 4TH ST SE, , RO
31420, ROCHESTER 76, 1420839, COREY, CARLSON, RR 2 BOX 138 A, , KASSON
31420, ROCHESTER 76, 1420840, PAULA, CARLSON, RR 2 BOX 138ANUE NW, , H
31420, ROCHESTER 76, 1420841, VERN, DOCKTER, 3209 KNOLL LANE NW, , RO
31420, ROCHESTER 76, 1420842, GLORIA, DOCKTER, 3209 KNOLL LANE NW, , H
31420, ROCHESTER 76, 1420843, KIMBERLY, EDSON, 1434 DAMON ST SE, , RO
31420, ROCHESTER 76, 1420844, JOHN, HILL, 506 12TH STREET N W, , ROCHE
31420, ROCHESTER 76, 1420845, LAWRENCE, HOWE, 525 13TH ST NE, , ROCHE
31420, ROCHESTER 76, 1420846, ROBERT, E, HYATT, 140 HAVILAND MILL ROAD,

Included in this data are the following:

Club Number, Club Name, Member Number, Salutation (Mr., Mrs, etc.), First Name, Middle Initial, Last Name, Title (Sr., Jr., etc.), Street Address, Address 2, Address 3, City, State, Postal Code, Country and Language. Missing information is blank.

This information can be copied and pasted into a data base or spreadsheet program and used for your club purposes.