- □ Go to the teamsofourlady.org website
- $\hfill\square$  Select Member Login at the top of the page
- Select "Admin" Tab
- □ Select Sub-Tab "Reports (Beta)"



 $\hfill\square$  Click on Shared Reports Sub-Tab

Homepage	Calendar	Teams	My Information	Admin
People Group	Emails Repo	rts (Beta)		_
My Reports	Shared Reports			
	1			

 $\hfill\square$  Enter in your Sector name and hit "GO" button

	My Reports Shared Reports
Shared Reports	South
Report Name	Created Date

□ Click on "Demographic Section"



□ Look for your region/province's roster report then select "Show All"

		AVAILABILITY			1.1
	*	DEMOGRAPHIC			
_	>	Sector Roster by Team - Fresno CA	10/13/2018 09:12 pm	*	RUN SHOW ALL
		Sector Roster by Team - Turlock	10/13/2018 09:11 pm		RUN SHOW ALL

□ Select "Run"

It will take about 60 seconds for the system to run your report. When it is ready you will see an "Export" Button.

## □ Select "Export"

Sector Ro CA	ister by Team - Fresno	10/13/2018 09:12 pm	~	RUN	HIDE LOG	
S.No.	Person Name		Date	Sta	tus	Action
1	Cadieux, Ed		10/13/2018	Cor	nplete	
Sector Ro CA Englis	ister by Team - Turlock sh 03	10/13/2018 09:11 pm	~	RUN	SHOW ALL	
Sector Ro	ster by Team - Portland	10/13/2018 09:10 pm		RUN	SHOW ALL	

 $\hfill\square$  Open the downloaded file with Excel, and format as desired.