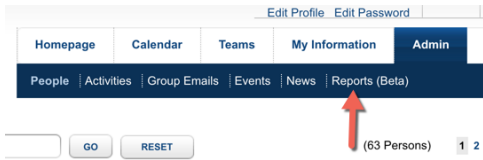
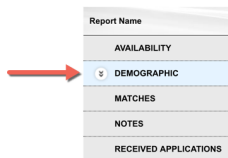


# Running Reports – Sector Couples

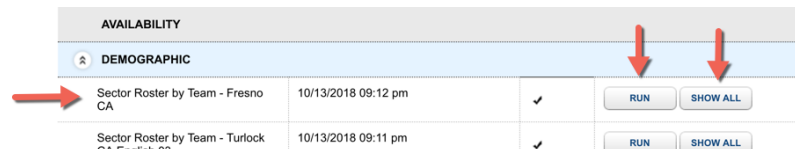
- Go to the teamsfourlady.org website
- Select Member Login at the top of the page
- Select “Admin” tab
- Select Sub-Tab “Reports (Beta)”



- Click on “Demographic Section”



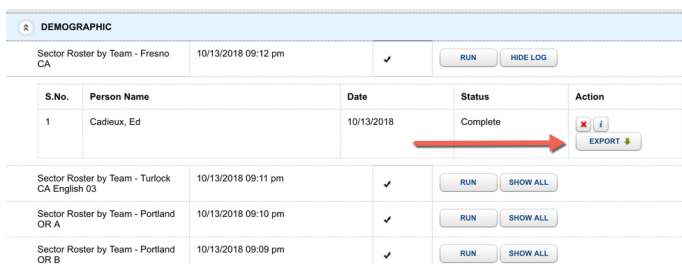
- Look for your sector’s roster report then select “Show All”



- Select “Run”

It will take about 30 seconds for the system to run your report. When it is ready you will see an “Export” Button.

- Select “Export”



- Open the downloaded file with Excel, and format as desired.