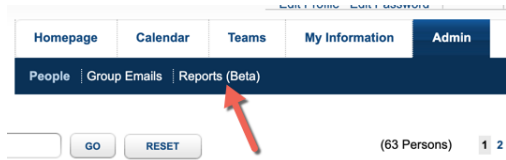
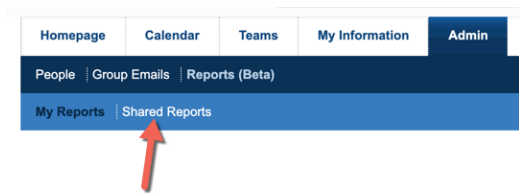


Running Reports – Sector Couples

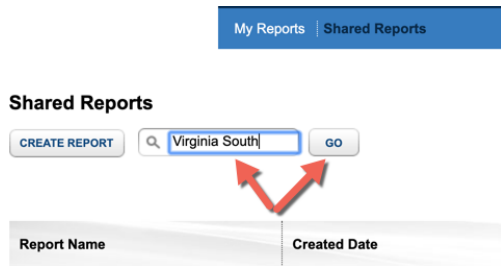
- Go to the teamsfourlady.org website
- Select Member Login at the top of the page
- Select “Admin” Tab
- Select Sub-Tab “Reports (Beta)”



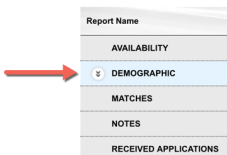
- Click on Shared Reports Sub-Tab



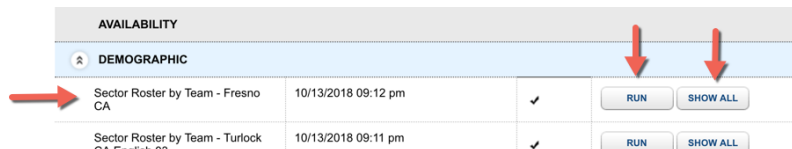
- Enter in your Sector name and hit “GO” button



- Click on “Demographic Section”



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

DEMOGRAPHIC				
Sector Roster by Team - Fresno CA		10/13/2018 09:12 pm	✓	<input type="button" value="RUN"/> <input type="button" value="HIDE LOG"/>
S.No.	Person Name	Date	Status	Action
1	Cadieux, Ed	10/13/2018	Complete	<input type="button" value="X"/> <input type="button" value="f"/> <input type="button" value="EXPORT &"/>
Sector Roster by Team - Turlock CA English 03		10/13/2018 09:11 pm	✓	<input type="button" value="RUN"/> <input type="button" value="SHOW ALL"/>
Sector Roster by Team - Portland OR A		10/13/2018 09:10 pm	✓	<input type="button" value="RUN"/> <input type="button" value="SHOW ALL"/>
Sector Roster by Team - Portland OR B		10/13/2018 09:09 pm	✓	<input type="button" value="RUN"/> <input type="button" value="SHOW ALL"/>

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