

How To Guide: Generate a Member List

In Admin View...

Click the **Members** dropdown menu.

Select **List**.

Click **Export**.

Choose the **Export to** format, generally XLS works best.

Choose the information:

Unclick **Export all Fields**.

Scroll down the list and in each section, click **Clear All**.

Go back the to the top of the list.

Scroll down and click each of the desired fields.

Click the **Export** button.

Open the resultant spreadsheet and format as desired:

Click **Enable Editing**.

Sort by Last Name, then First Name.

Select **Cells > Format > Autofit Row Height**.

Make any other modifications.

Click **File > Print**.