

Report: Club Directory

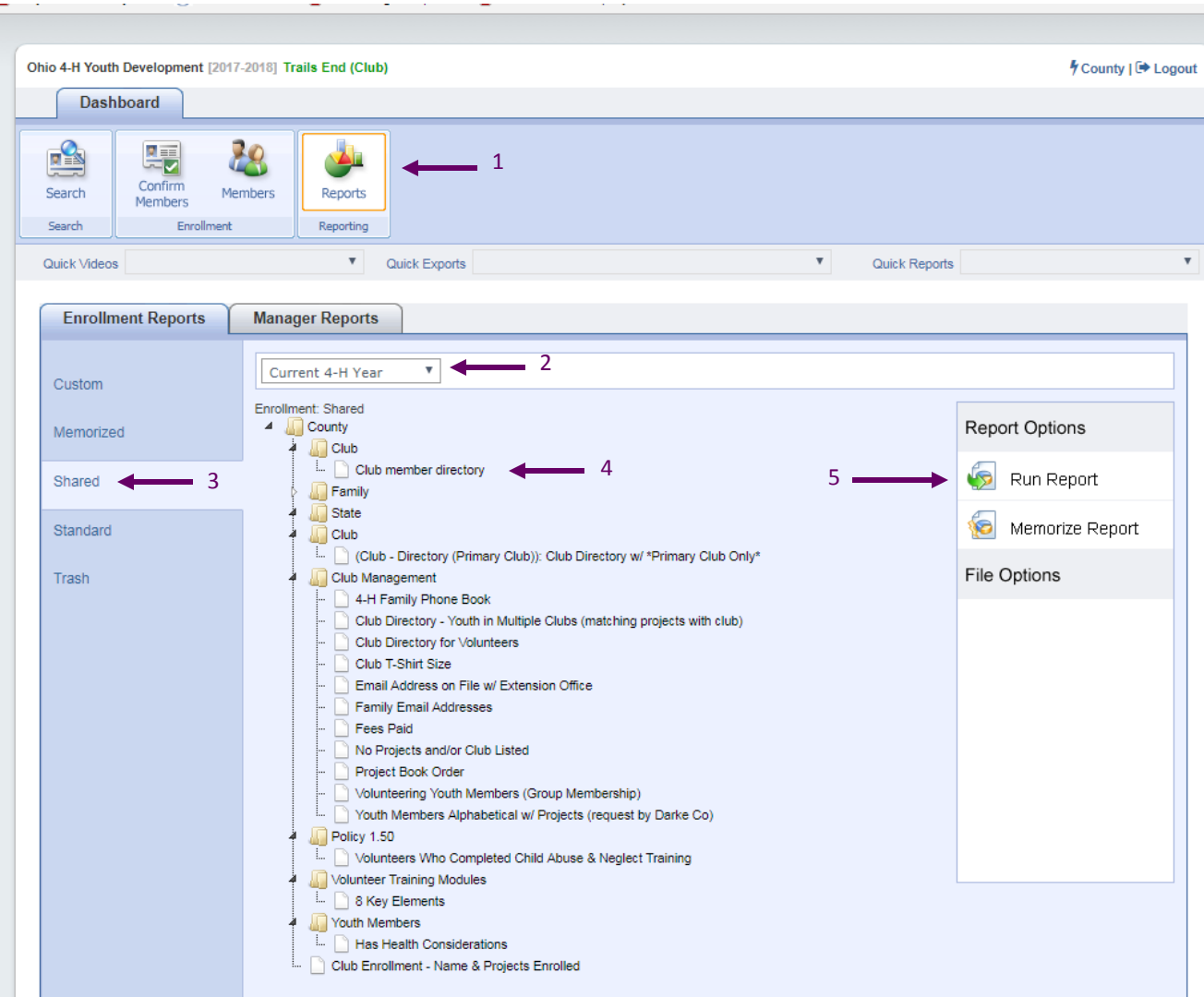
1-Go to Reports

2-Make sure it says Current Year

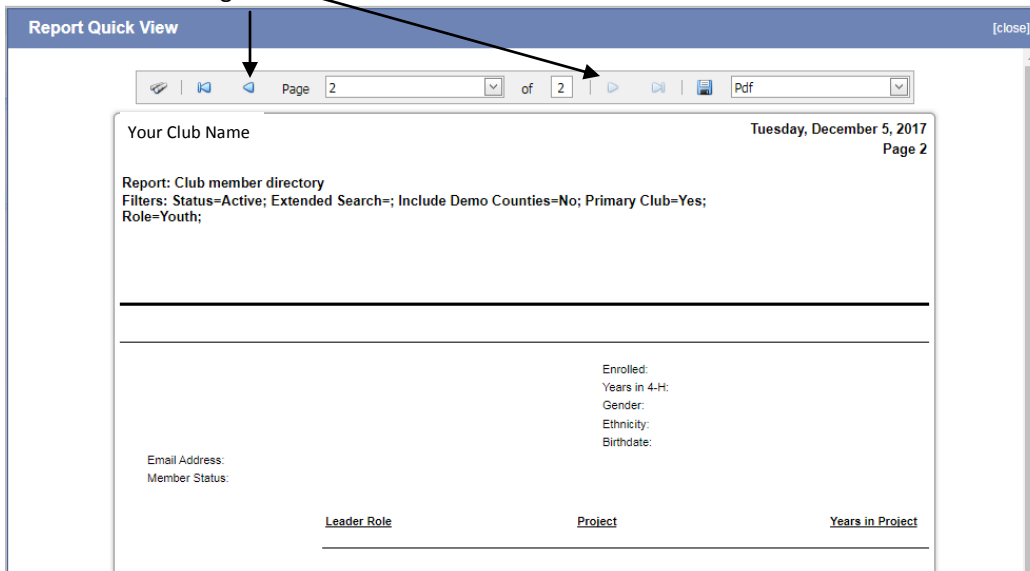
3-Click on Shared

4- Click on Club Member directory

5-Run report



Page arrow



Directory will include:

Name, Address, Phone, Email, Guardians, Age, Projects etc.

You can save as a PDF or as an Excel spreadsheet. At the bottom of Project Book Order it will show you how to click on save icon & drop down box.