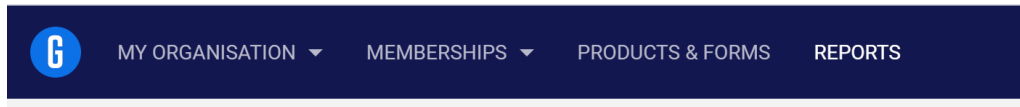




Baseball Victoria MEMBER TRANSACTION REPORTS

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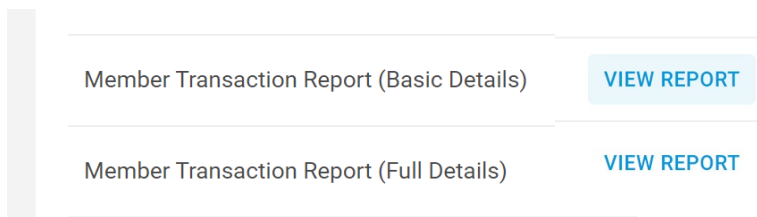
Select **REPORTS** from the top banner



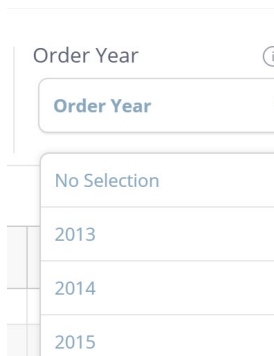
Select **TABULAR REPORTS**



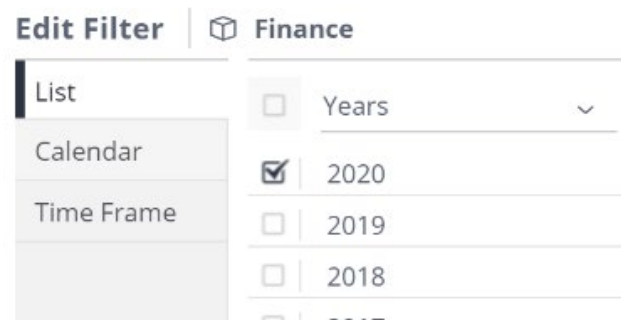
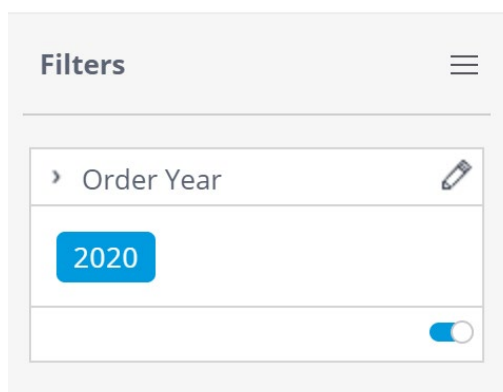
Select either **MEMBER TRANSACTION (BASIC)** or **MEMBER TRANSACTION (FULL)** by clicking **VIEW REPORT**. The full report will show personal member details taken from the registration form.



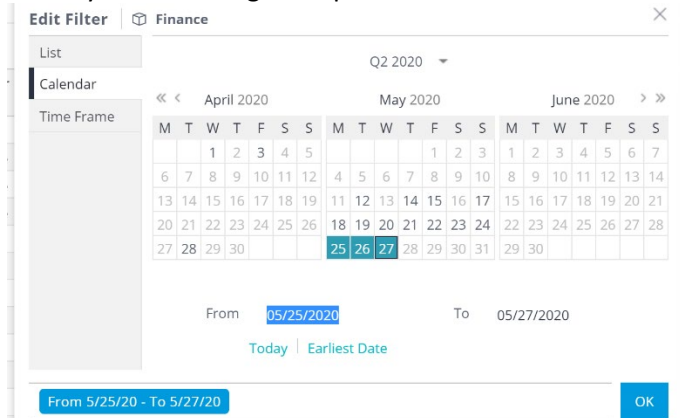
Change the **ORDER YEAR** to desired year.



To the Right of screen is **FILTERS**. Hover over **ORDER YEAR** and click the pencil. Then click **CALDENDAR**.

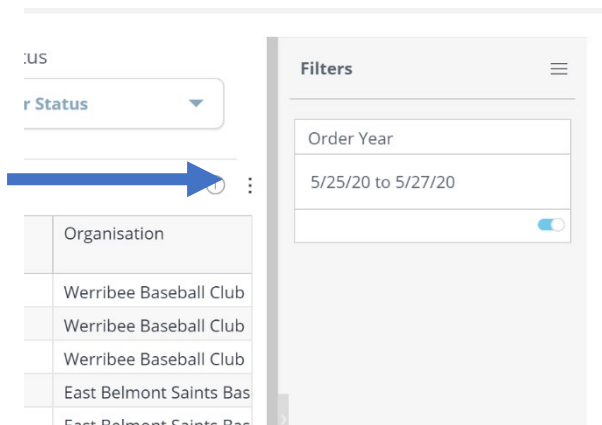


Select your date range and press **OK**

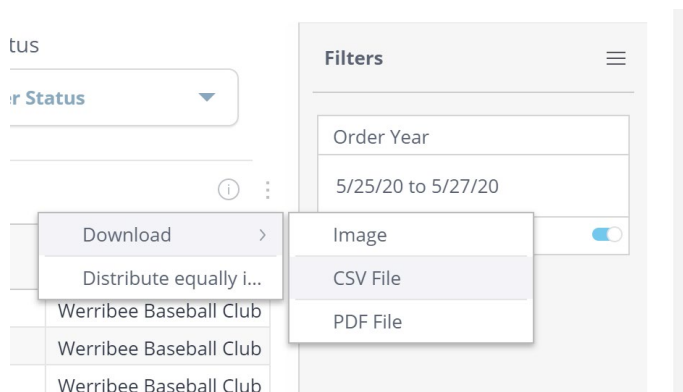


You will be taken back to the main report.

There are 3 dots above the member information to the left of the Filters. These are **OPTIONS**. Click those dots.



Select **OPTIONS** > **DOWNLOAD** > **CSV FILE**



This will produce the Excel spreadsheet of members registered within the chosen time frame.