



FBLA Connect Quick Guide – Exporting Members

Exporting Members

1. Go to Members>Membership Report.

The screenshot shows the 'Membership Report - Test High School' configuration page. At the top, there is a navigation bar with 'Home', 'Records', 'Events', 'Members', 'Manage', and 'More...'. Below this is a 'Setup Wizard' progress indicator showing '20% Complete' and '3 of 15' steps. The main content area is titled 'Membership Report - Test High School' and contains three sections for configuration:

- Output Fields:** A list of checkboxes for fields to include in the report, such as National ID Number, Full Name, First Name, Preferred First Name, Middle Name, Last Name, Suffix, Maiden Name, Chapter ID Number, Login Email, Contact Email, Phone Number, Birthday, Class, Graduation Class, Home Address, Campus Address, Family Name, Date Registered, Date Last Logged In, Account Type, Birth Year, Birth Month, Grade, Ethnicity, and Join the Alumni & Professional Network.
- Account Types:** A list of checkboxes for account types to include, such as Unpaid Students, Officers, Active Members, Advisers, Alumni, Chaperones, and Awaiting Approval.
- Format:** A section asking 'How would you like to view the report?' with two radio button options: 'Open report in a new window' (selected) and 'Save report as a Comma-Separated Value file (open with Excel)'.

At the bottom of the form, there are buttons for 'Generate Report' and 'cancel'.

- 1.1. Select the output fields you want in the report.
- 1.2. Select the account types you want included.
- 1.3. Select the format you want.
- 1.4. Click on Generate Report.