ClubRunner

What is the years of service report?

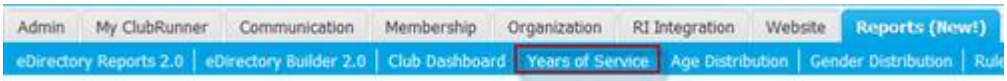
Michael C. - 2021-03-01 - Reports

Locating the Years of Service Report Tool

1. To use the Years of Service report tool, you must first locate the Years of Service link on your Admin page.

2. Within the District and Club version of ClubRunner, the Years of Service report can be found on the blue horizontal menu bar. Simply click on the **Reports** tab

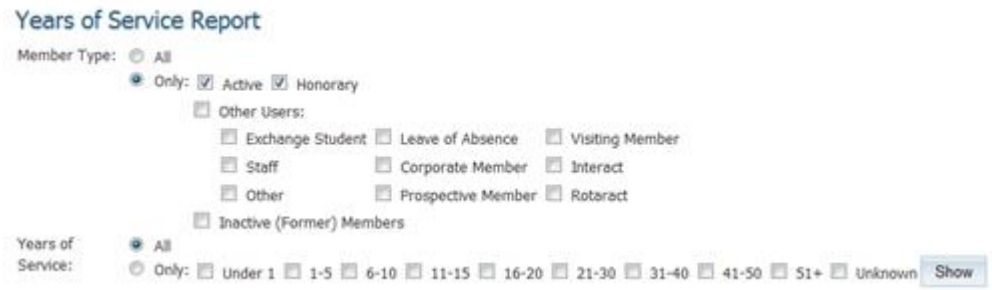
3. Then select **Years of Service**.



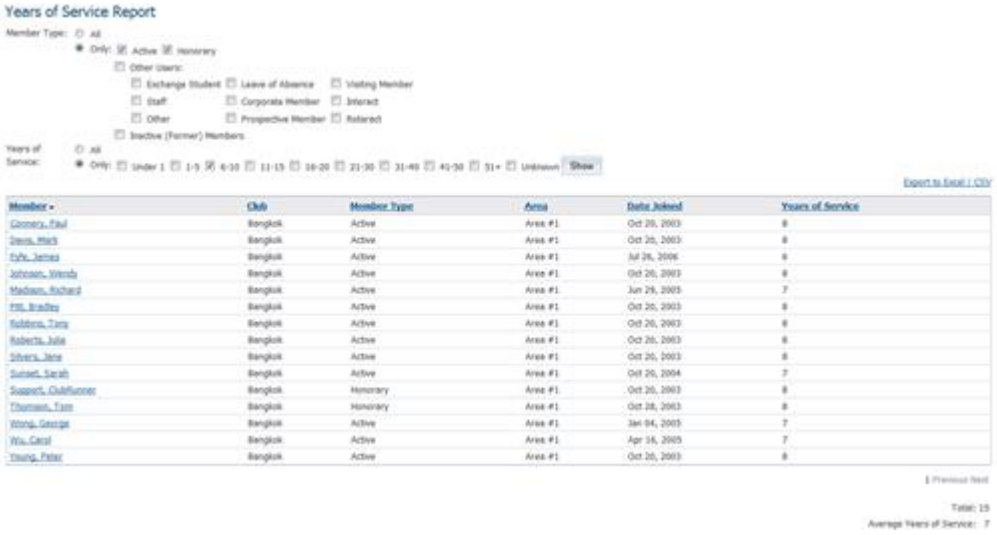
Using the Years of Service Report

When you begin to use the Years of Service report, you will find the following options that you can use to filter your results./p>

- **Member Type:** This filter is used to pull up information about members based on their status (active, honorary or other user).



- **Years of Service:** This filter is used to provide a list based only on the years option you have selected.



Once you have specified your filter, you can now click the show button to see the list of results. To export your results to an excel spreadsheet, click on the **Export to Excel / CSV** link.

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