

Shared Subscription Report

Step 1: Click on **MemberDesq.**

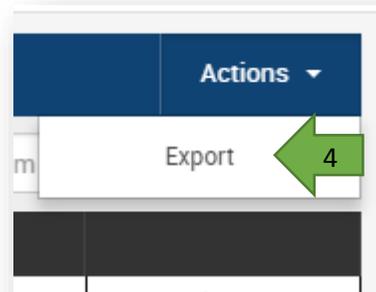
Step 2: Select **Financial** from the side navigation menu, then choose **Subscriptions.**

Step 3: Click on the  button at the top hand right corner of the Subscription Listing.

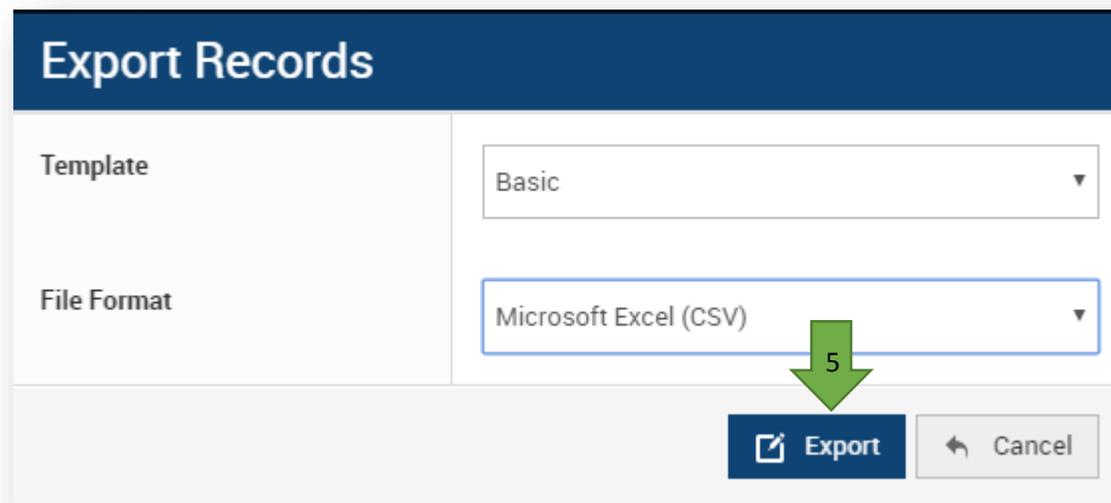
The screenshot shows the NE SPORT TECHNOLOGY interface. The top navigation bar includes icons for MemberDesq (Step 1), ShopDesq, Utilities, Administration, and Support. The left sidebar shows a navigation menu with 'Financial' selected (Step 2). The main content area displays the 'Subscription Listing' table. The table has columns for Generation Date, Member, Description, My Split, Total, Effective Date, End Date, Status, and Actions. The Actions column contains a dropdown menu (Step 3). The user 'Matt Crawford' is logged in, and the session time remaining is 17:13.

Generation Date	Member	Description	My Split	Total	Effective Date	End Date	Status	Actions
20-Feb-2014	Coulson, Jesse	Full Senior	\$0.01	\$0.01	20-Feb-2014	20-Feb-2015	Cancelled	Actions
20-Feb-2014	Bartlett, Ian	Full Senior	\$495.00	\$495.00	23-Feb-2014	23-Feb-2015	Cancelled	Actions
25-Feb-2014	Samson, Elizabeth (Beth)	Junior (U/14-U/16) 1st Child	\$215.00	\$215.00	25-Feb-2014	25-Feb-2015	Cancelled	Actions
02-Mar-2014	Otterbach, Jarryd	1st Year Junior playing seniors	\$215.00	\$215.00	02-Mar-2014	02-Mar-2015	Cancelled	Actions
03-Mar-2014	Baugh, Cynan	Student/Concession	\$395.00	\$395.00	03-Mar-2014	03-Mar-2015	Cancelled	Actions
03-Mar-2014	Baugh, Angela	Masters playing Seniors	\$765.00	\$765.00	03-Mar-2014	03-Mar-2015	Cancelled	Actions
11-Mar-2014	Langdon, Toby	Masters	\$375.00	\$375.00	11-Mar-2014	11-Mar-2015	Cancelled	Actions
11-Mar-2014	Faulkner, Riley	Junior (U/14-U/16) 2nd Child	\$185.00	\$185.00	11-Mar-2014	11-Mar-2015	Cancelled	Actions
11-Mar-2014	Rothfield, Phoebe	Student/Concession	\$412.38	\$412.38	11-Mar-2014	11-Mar-2015	Paid	Actions
11-Mar-2014	Brennan, Jess	Student/Concession	\$395.00	\$395.00	11-Mar-2014	11-Mar-2015	Cancelled	Actions
11-Mar-2014	Kennedy, Ainslie	Student/Concession	\$395.00	\$395.00	11-Mar-2014	11-Mar-2015	Cancelled	Actions
11-Mar-2014	Hoy, Jari	Junior (U/12)	\$150.00	\$150.00	11-Mar-2014	11-Mar-2015	Cancelled	Actions
11-Mar-2014	Polacsek, Ellen	Junior playing Seniors	\$395.00	\$395.00	11-Mar-2014	11-Mar-2015	Cancelled	Actions
12-Mar-2014	Winship, Lauren	Full Senior	\$495.00	\$495.00	12-Mar-2014	12-Mar-2015	Cancelled	Actions
12-Mar-2014	Crawford, Mairaed	Student/Concession	\$395.00	\$395.00	12-Mar-2014	12-Mar-2015	Cancelled	Actions
12-Mar-2014	McIntyre, Brittany	Student/Concession	\$395.00	\$395.00	12-Mar-2014	12-Mar-2015	Cancelled	Actions
12-Mar-2014	Williams, Ashleigh	Full Senior	\$495.00	\$495.00	12-Mar-2014	12-Mar-2015	Cancelled	Actions
12-Mar-2014	Boo, Olivia	Full Senior	\$495.00	\$495.00	12-Mar-2014	12-Mar-2015	Cancelled	Actions

Step 4: A drop menu will appear, select export.



Step 5: A pop up window will appear and you won't need to change any of the options, just click export.



Handy Tip: To avoid exporting all of the subscription history, use the filter option next to the search bar to better filter your results. You can set a date range so you get only those subscriptions from the current season.