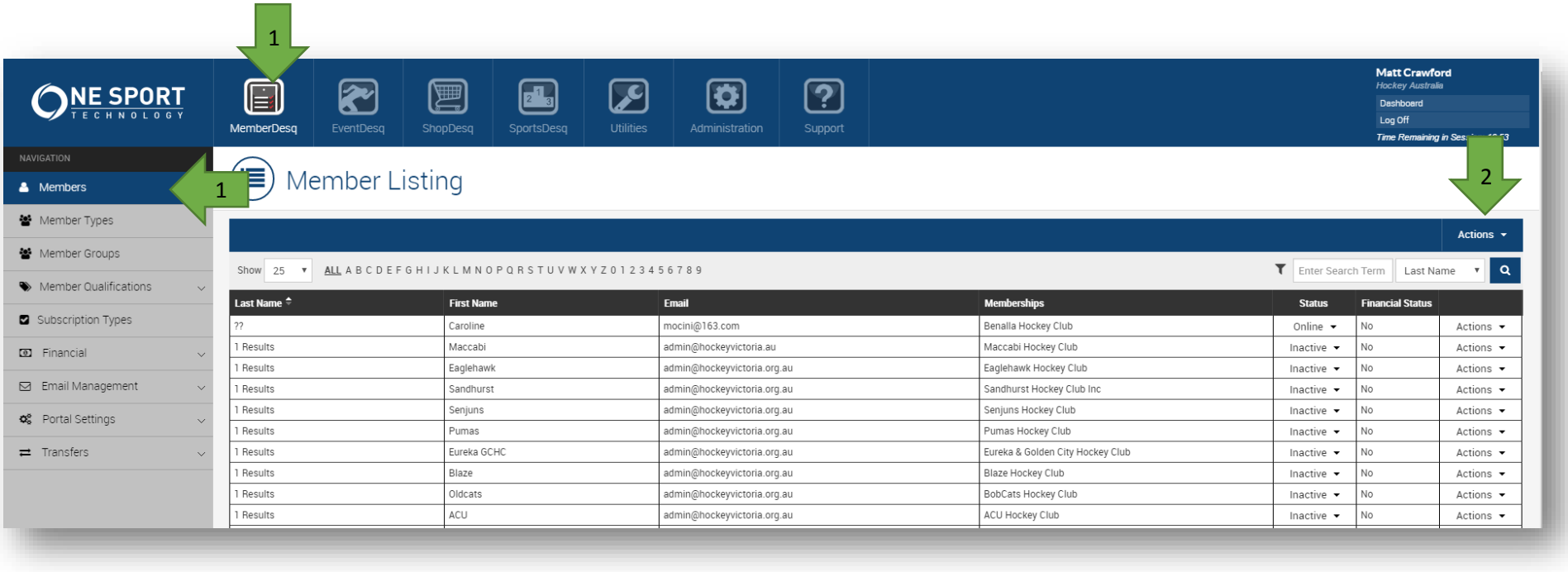
Running an Active Subscriptions Report

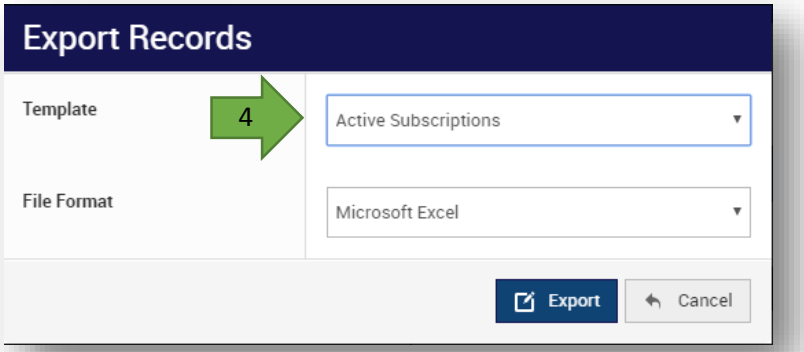
Step 1: Click on MemberDesq and then Members.

Step 2: Click on the Actions button at the top hand right corner of the Member Listing.

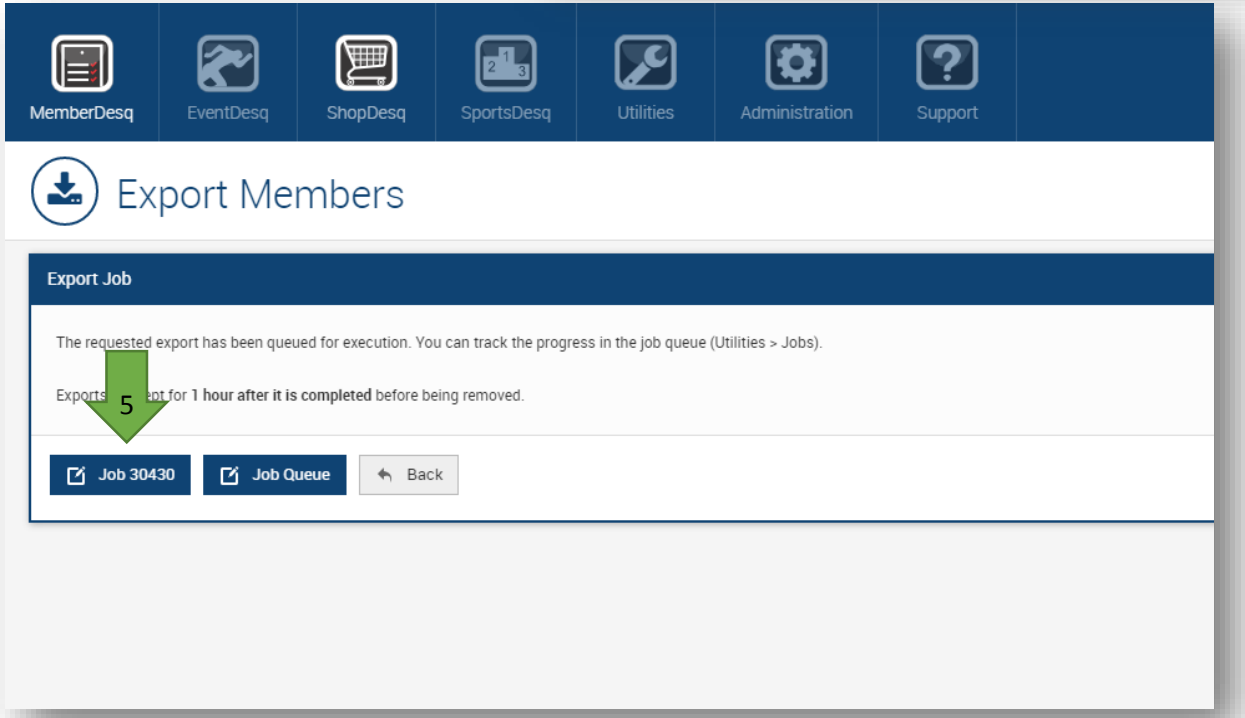
Step 3: A drop menu will appear, click Export.



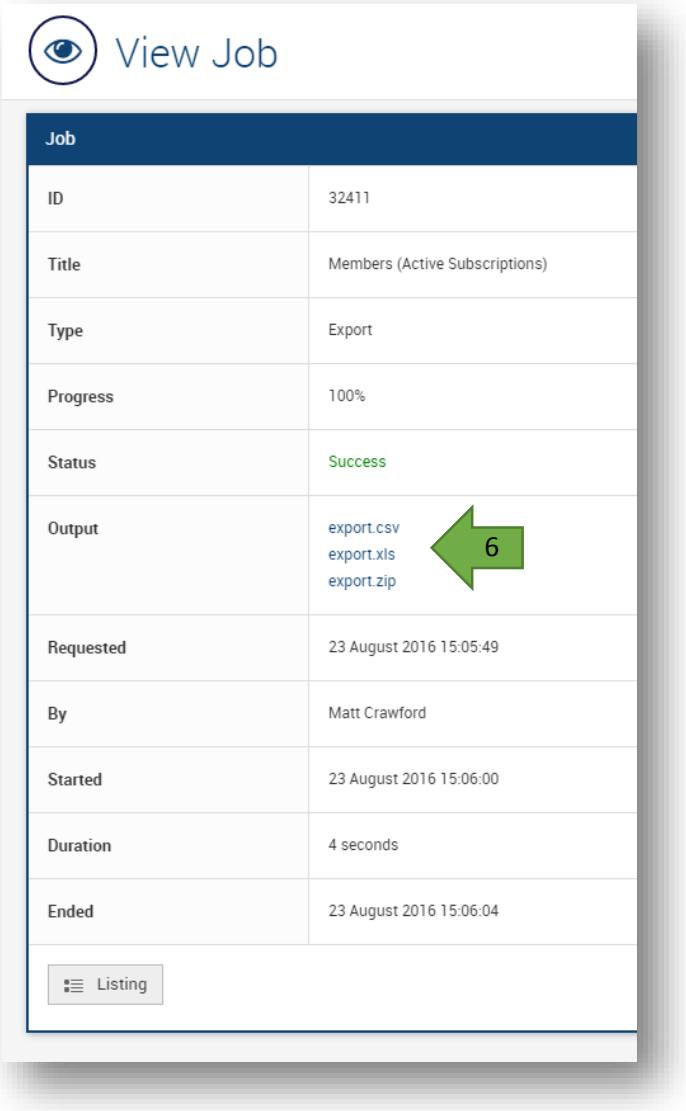
Step 4: A pop up window will appear, change the template to Active Subscriptions and click export.



Step 5: A new window will now appear. Wait about 2-3 minutes and click on the Job Number button.



Step 6: You will then be in the Job Screen, the status should read as successful. To view the report, you will then click on one of the 3 links.



Please Note: You can filter out any information you don't need through the use of filters in excel.