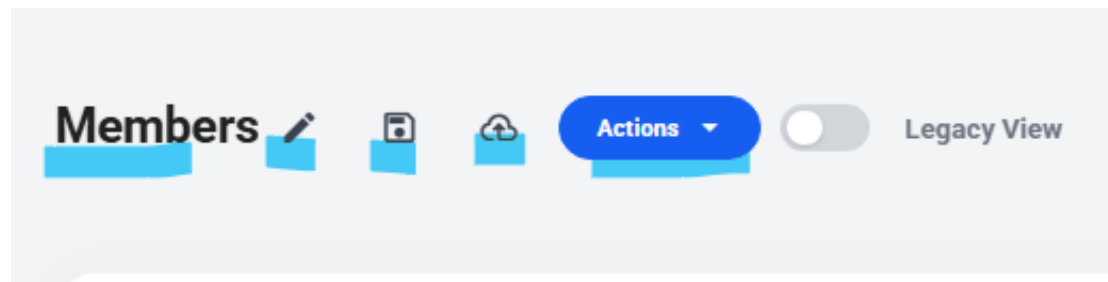


How to Create a Compliance Report in Your Club Profile

1. Log in to your **Club Profile**
2. Navigate to **Members** → **Smart Lists**
3. Under **Actions**, select **Edit Columns**
 - **View:** Limited fields visible in Sport 80
 - **Report:** Full data included in Excel export
4. Recommended report fields:
 - **Profile:** Name, Date of Birth, Gender, Email
 - **Individual Membership:** Status, Member Number, Member Type
 - **Coach Certification:** Type, Expiration Date
 - **CPR / First Aid:** Expiration Date
 - **Background Screening:** Status, Expiration Date
 - **Center for SafeSport Training:** Status, Type, Valid Through Date
5. Save the report:
 - Click the **pencil icon** next to “Members”
 - Rename the report (e.g., *Member Compliance*)
 - Click **Save**
 - Use the **cloud download icon** to access this report at any time
6. Export the report:
 - Go to **Actions** → **Export Report**
 - The Excel file will be emailed to you



The screenshot shows the 'Members' Smart List interface. The 'Members' label and 'Actions' dropdown are circled in blue. A notification banner at the top reads: "Welcome to the new Smart List functionality, you can toggle back to the old list functionality to access previous saved reports using the 'Legacy List' toggle above. Click here for more information on the new Smart Lists functionality and transitioning your reports." Below the banner is a search bar and a table with 116 records. The table columns are: First Name, Last Name, Date of Birth, Sex at Birth, Individual Membership Status, Individual Membership Memb. No., and Actions. The first few rows of the table are:

First Name	Last Name	Date of Birth	Sex at Birth	Individual Membership Status	Individual Membership Memb. No.	Actions
Ghizal	Akbar	2009-02-11	Female	Current	50869	⋮
Anita	Alvarez	1996-12-02	Female	Current	52304	⋮
Mark	Amsinger	1951-09-26	Male	Current	52598	⋮
Andrea	Anderson	1956-05-05	Female	Current	50465	⋮
Adam	Andrasko	1985-01-11	Male	Current	50005	⋮