



# View/Download Club Roster

District 40

After logging into Club Central, click “Club Roster” under “Club Membership.”

## Club Membership

<b>Add Membership</b> Add new, dual or reinstated members	<b>Submit Payment</b> Submit credit or debit card payment for memberships
<b>Submit Education Awards</b> Submit member education awards	<b>Club Roster</b> Review and print your club's roster. Update member contact information

Select how you wish the roster to be sorted, then export (download) or print the information.

The screenshot shows the 'CLUB ROSTER' page. At the top left, there is a 'Sort By:' dropdown menu with 'First Name' selected. To the right of the dropdown are two buttons: 'Export Excel / CSV' and 'Print'. Below these elements is a table with a blue header row. The first column of the table is labeled 'Pathways Enrolled'. To the right of the table, there is an 'Edit' button with a link icon. Blue arrows point to the 'Sort By:' dropdown, the 'Export Excel / CSV' button, and the 'Edit' button.

If a member cannot update their information, an officer can do it from this page by clicking the “Edit” button to the right.