To generate a GymBC member report for your club

→ Login to the GymBC Uplifter portal https://gymbc.uplifterinc.com then click on the "Individuals" button/tab.

→ Click on the "Registered Memberships" link from the top right (below the "Individuals" heading, in the same bar as the "New individual", "Find individual", and "Individual import" options).

Or, you can also use the following URL: https://gymbc.uplifterinc.com/users/user-report-view.php?report=reportTypes\participantRegistrations::0

- On the "Individuals - Registered Memberships" report page that comes up you can filter by specific membership year(s) and/or a category should you wish (i.e. coaches, judges). FYI you can only search for one category at a time so, to search for everyone leave the "Filter by Category" option blank.

    ▪ The current category options are: Recreational, Interclub, Coaches, Judges, Supporters, Men's Artistic Gymnastics Athlete, Women's Artistic Gymnastics Athlete, Trampoline Gymnastics Athlete: TR - DMT - TU.

→ To show ONLY individuals that have been registered by your club, be sure to select the "Only show individuals that have been registered by this account" located under the "Filter Individuals by Registration or Account Ownership" option.
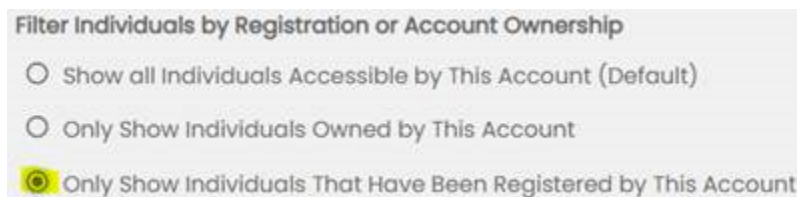
→ You can choose which columns to include in your report by selecting them from "Columns to Display". Not selecting any columns will default to including all columns in your report. Click the "Preview" button to view the report onscreen, or click the "Excel" or "CSV" buttons to generate a file that you can then save to your computer.

- FYI, the "SKU Count" field can be handy. It will include a column with the number of SKUs each individual is registered to, which makes it easy to then set-up conditional formatting in Excel to highlight those cells (that contain greater than "1"). This makes them easier to spot in your report.

→ By default, the report will include each individual on their own line/row and will also include each GymBC membership SKU that an individual is registered to..

  o If you want to see each membership SKU in its' own column (if an individual is registered to multiple SKUs), make sure you select the "YES" checkbox for "Show registered memberships as separate columns" option.

→ There are several "Generate Report" button options: "Excel" will provide you with an Excel file, "CSV" will provide a .csv file, and "Preview" will display the results on your screen without generating a downloadable file.

→ Note: as you might expect, you will only be able to see your own club's member registrations.

To generate a detailed report for a membership invoice you submitted to GymBC

→ Login to the GymBC Uplifter portal https://gymbc.uplifterinc.com then click on the "Invoices" button/tab.
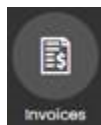
→ Select the invoice that you want the detailed report for.

→ Click on the "XLS" link at the top of the invoice.

Contact membership@gymbc.org if you have any questions. Thanks!