

# Printing Mailing Labels For Members With No Valid Email Address On File



## Create Member Report - USMS Registration

**Registration Status**  
Registered in:  
 2014  2013  2012  
 2011  2010  2009  
 2008  2007  2006  
 2005  2004  2003

**Report Type**  
 HTML  
 Excel

**Fields to Display**  
*Click an item to select it. Click that item again to remove it.*

[Select all](#)

- Birth Date
- Gender
- Reg. Date
- Reg. Year
- Address1
- City
- State
- Zip
- Country
- Primary Phone
- Secondary Phone

[Un-select all](#)

- Swimmer ID
- First Name
- Middle Initial
- Last Name
- LMSC
- Club Abbr.
- Reg. Number
- Workout Group

**Available LMSCs**  
 Virginia

**Member Affiliations**  
 Certified swimming official  
 Coach

**Recordkeeping**  
Registered: After  
Updated: After

**Information Validity**  
 Bad Mailing Address  
 No Valid Email on File

**Generate Report**

Leave all defaults as shown.  
Check the "No Valid Email on File" box; this will restrict the report to only those members who do not have email addresses on file

# Member Report - USMS Registration

Compose an Email to This Group

View Mailing Labels (PDF)

## Member Report

Excel PDF CSV

Page 1 of 1

Swimmer ID	First Name	MI	Last Name	LMSC	Club	USMS N
	<u>W</u> Barnes			12	VMST	124J-C
			<u>B</u> erkley	12	VMST	124W-
	<u>V</u> Carter			12	VMST	1241-
	<u>A</u> Finn			12	VMST	124T-C
	<u>R</u> Haas			12	UC12	1242-C

When the report is displayed, click the "View Mailing Labels (PDF)" button

Opening USMS\_MailingLabels\_10-15-2014.pdf

You have chosen to open:

 USMS\_MailingLabels\_10-15-2014.pdf

which is: Adobe Acrobat Document

from: <https://www.usms.org>

What should Firefox do with this file?

Open with Adobe Acrobat (default)

Save File

Do this automatically for files like this from now on.

OK

Cancel

Open the report to view and print it