

# PTA Membership Report

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1. Log into your administrative side of your Just Between Friends account.
2. Click on the tab Run My PTA/OMDRplus.

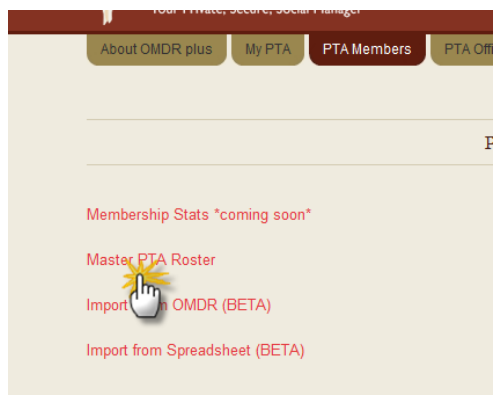


Note: if you do not have this tab, please click on the contact us button and customer support will assist you.

3. Click on the tab labeled PTA Members.



4. You will have a selection of red links click on **Master PTA Roster**.



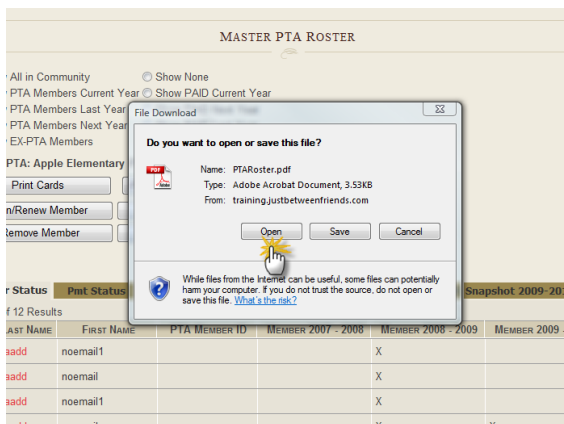
5. Note the year that the report will produce the list of members.



6. Click on the print button.



7. You will see a dialog box similar to the one below. Here you should click on open.

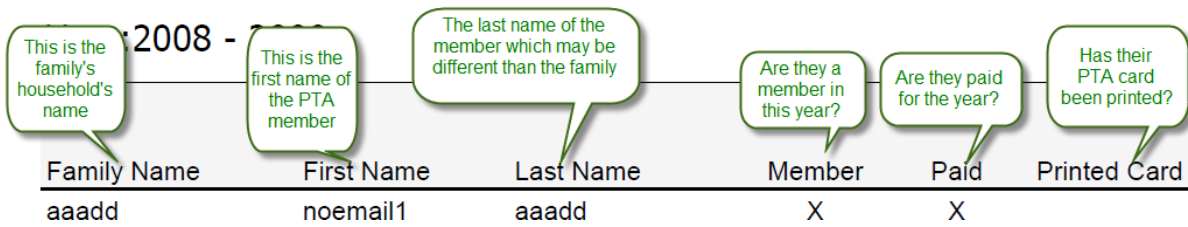


8. The report comes up in the format shown below.

Year:2008 - 2009

Family Name	First Name	Last Name	Member	Paid	Printed Card
aaadd	noemail1	aaadd	X	X	
aaadd	noemail	aaadd	X	X	
aaadd	noemail1	aaadd	X	X	
aaadd	noemail	aaadd	X	X	
Brown	Suzy	Brown	X	X	
Conners	Jim	Conners	X	X	
Conners	Bobbie	Conners	X	X	
Leek	Linda	Leek	X	X	
Lewis	Lori	Lewis	X	X	
Smith	Bobby	Jones	X	X	
Smith	Ralph	Smith	X	X	
Smith	Sally	Smith	X	X	

9.



10. Please note, you will need the correct permissions to access this information. If you cannot get to this point and believe you should have permissions to do so contact customer support by clicking on the tab Contact Us in the upper right hand corner of your screen.

