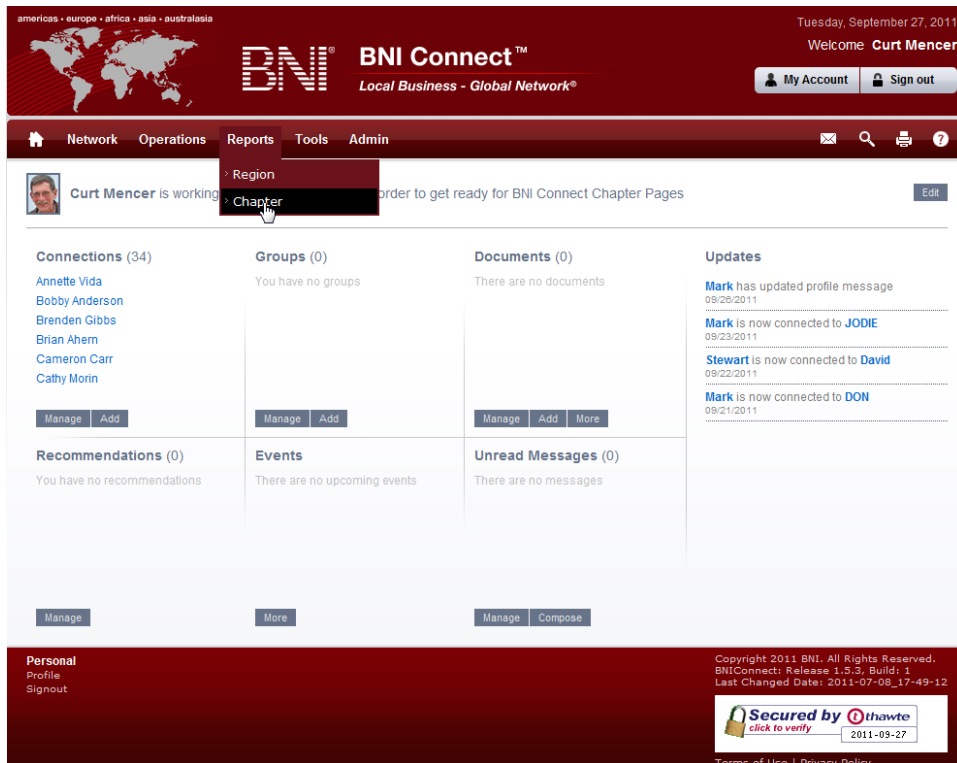


# Printing the Chapter Roster Report in BNI Connect Global

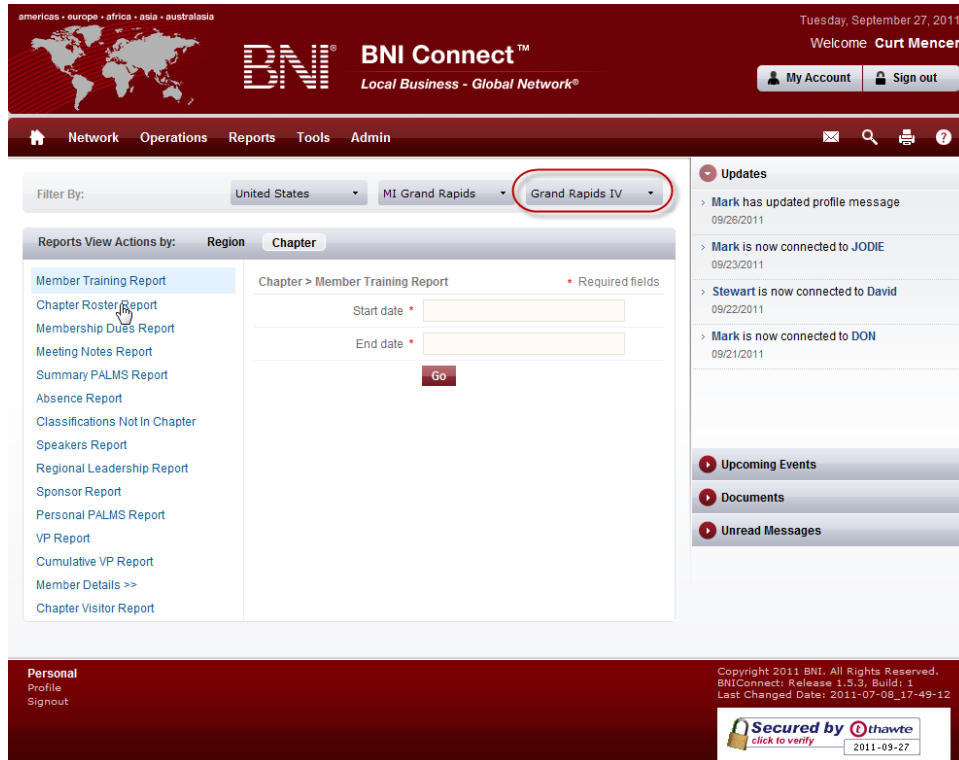
1. Under **Reports** select "**Chapter**"



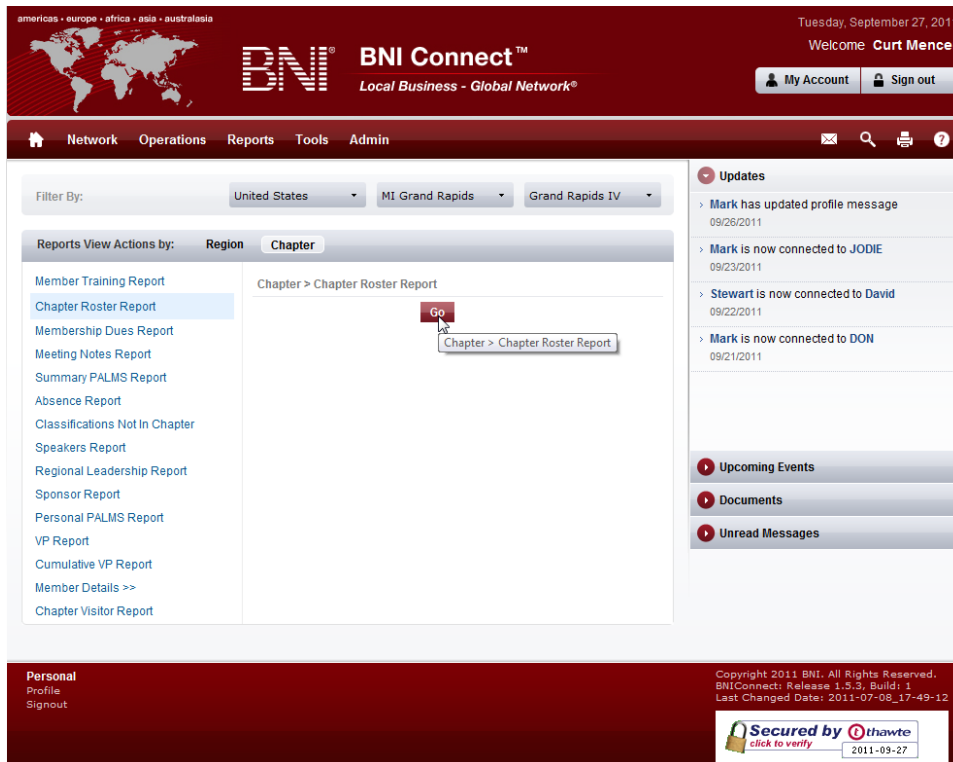
2. Select the **Chapter** you want to report on using the right hand dropdown



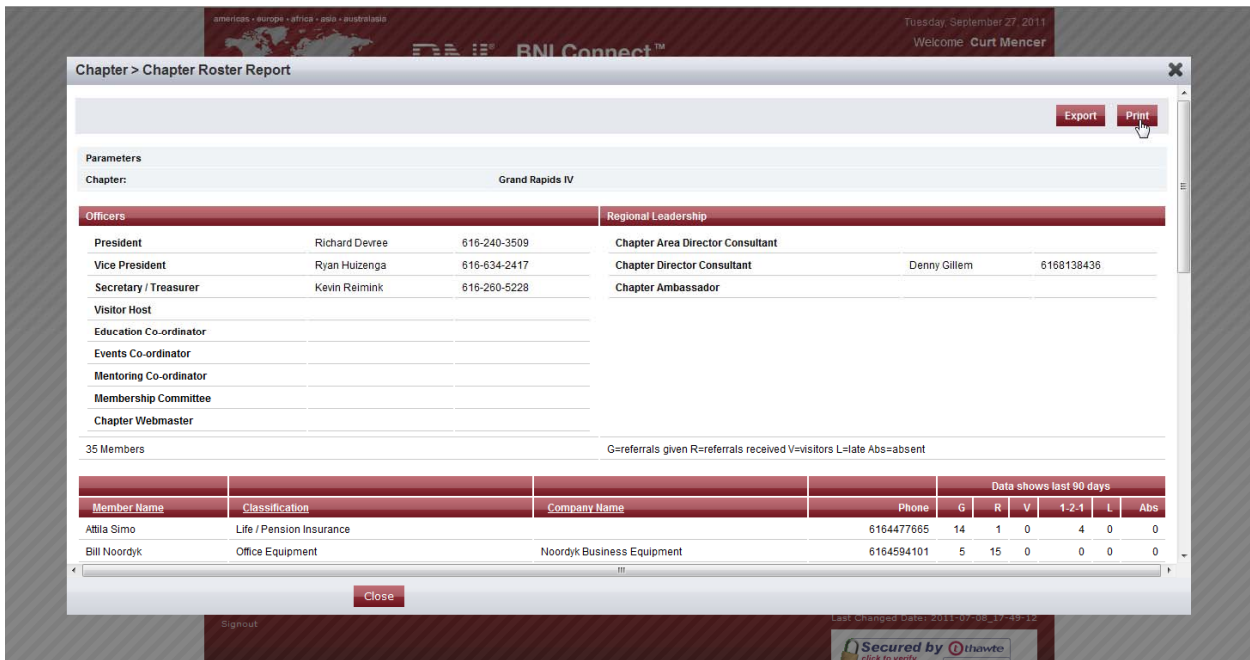
3. With your chapter properly selected as shown in the drop down, click on "**Chapter Roster Report**"



4. When the report loads, click "**GO**"



5. The **Chapter Roster Report** displays



6. Print the report by clicking on the appropriate button.

7. **NOTE:** If you want more control of the look of your **Roster Report**, you may export the report to **Microsoft Excel** and print the report from there. In **step #6** above, click on **"Export"** and save the reports to your computer. Format and print from within **Excel**.

