# Clubtec Export for Roster Sync

2016 - Winter Edition

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## Overview

This guide reviews how to pull a **member roster file** from **Clubtec** to import it into the website **Directory** using **Roster Sync**.

### Use Case(s)

Each time your **online member directory** needs to be updated, the **member roster file** must be pulled from **Clubtec** and uploaded to the website using **Roster Sync**.

# Pulling Clubtec Member File

First, open the ClubTec Manager and then select **Applications > Reports.** 



Next, click Report Selection > Membership (click the + sign to expand the options).



Click Listing Reports (click the + sign to expand the options).



#### Click Roster Export > Click rptMemListRosterExport.

Phone Listing
 Retired Member Listing
 Roster Export
 Roster Export
 Roster Export Multi Choices
 Sponsor Listing By Member
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Once you have clicked **rptMemListRosterExport.**, click the "**Preview Report**" tab at the top.

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Change the Supress Header option to NO, then click OK.

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@MemberType11 @MemberType7	@MemberType1 @MemberType8	12 @MemberTypeS @MemberTypeS	e13 @Me 8 @Memb	mberType14 perType10
@MemberType3 * @SupressHea *@ *@SupressHeaderRecord	@MemberType4 ChooseOrder (	@MemberType5 @MemberType1	@MemberTy	pe2
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**Click** the **Disc icon** on the top left hand toolbar (this could take 1-2 minutes for the disk to appear).

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Click the Export to Text tab and click the '...' to browse for the destination file path.

Export to RTF Export to Excel	Export to PDF Export to TIFF Export to Text	1
Filename C:\ce_ts\	<b>b</b>	1
	☐ Supress Empty Lines ☐ Unicode	

The location to **export** should be set to **c:\ce\_rs** (or where the ce\_rs folder is located on the computer).

Name the file **memberroster**.

# FAQs

**Q:** My statements aren't up to date on the website.

A: This is because with Club Tec, statements have to be manually generated than ran through Sync Client. Proper training for the client so they have a full understanding will prevent this from coming up and will ensure that the Club can keep Online Member Statements current with the information in Club Tec.