



Requesting a Member Roster

Tom C seemed to send U547 directors a Unit 547 Member Roster about every October. I don't know if most directors actually used these pdf listings of the Active Membership, but there was a lot of information available in each report. I also don't know if Tom received these automatically (probably not) or if he had to request them (at no charge) from ACBL.

Unit and Club officials who wish to request a roster start by logging in to MyACBL on the ACBL web site. You'll need to scroll down a bit until Member Rosters is visible. The screen snippet below is what appears when you click on Member Rosters.

Your *E-mail address*: should appear in the window for that entry. You may accept that one or type in a different one.

For *Format option*., most likely you would select the first choice: *Printable report*.

Be sure to check that you've *read and agree to*

Just below the snippet is a button. As needed, scroll down to click it and on the next screen (shown on the next page), check that you want to *Provide units/districts or zip/postal codes*. You may select multiple units (one-after-another) but you just want Unit 547, which you'll select when you click on the down arrow in the first Unit/District window. Then scroll to the bottom of the window and click the button. A message tells you to expect an e-mail with the report (attached) in about an hour (or less).

When the e-mail comes in and you save the attachment, you'll probably want to rename it to reflect that it's for Unit 547. Tom's format was: U547 Member Roster mm-yyyy.pdf.



Upload an ACBLScore player number file

Instructions

No file chosen

OR

Provide units/districts or zip/postal codes

Instructions

[View map of districts](#)

Unit/District

547 - Ventura

Start ZIP

End ZIP

