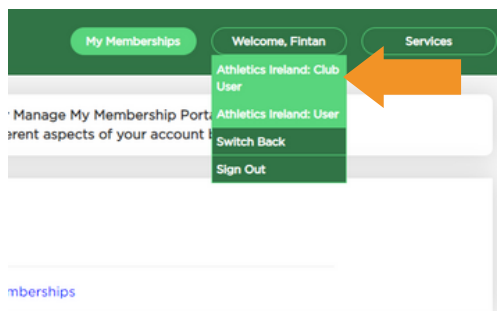


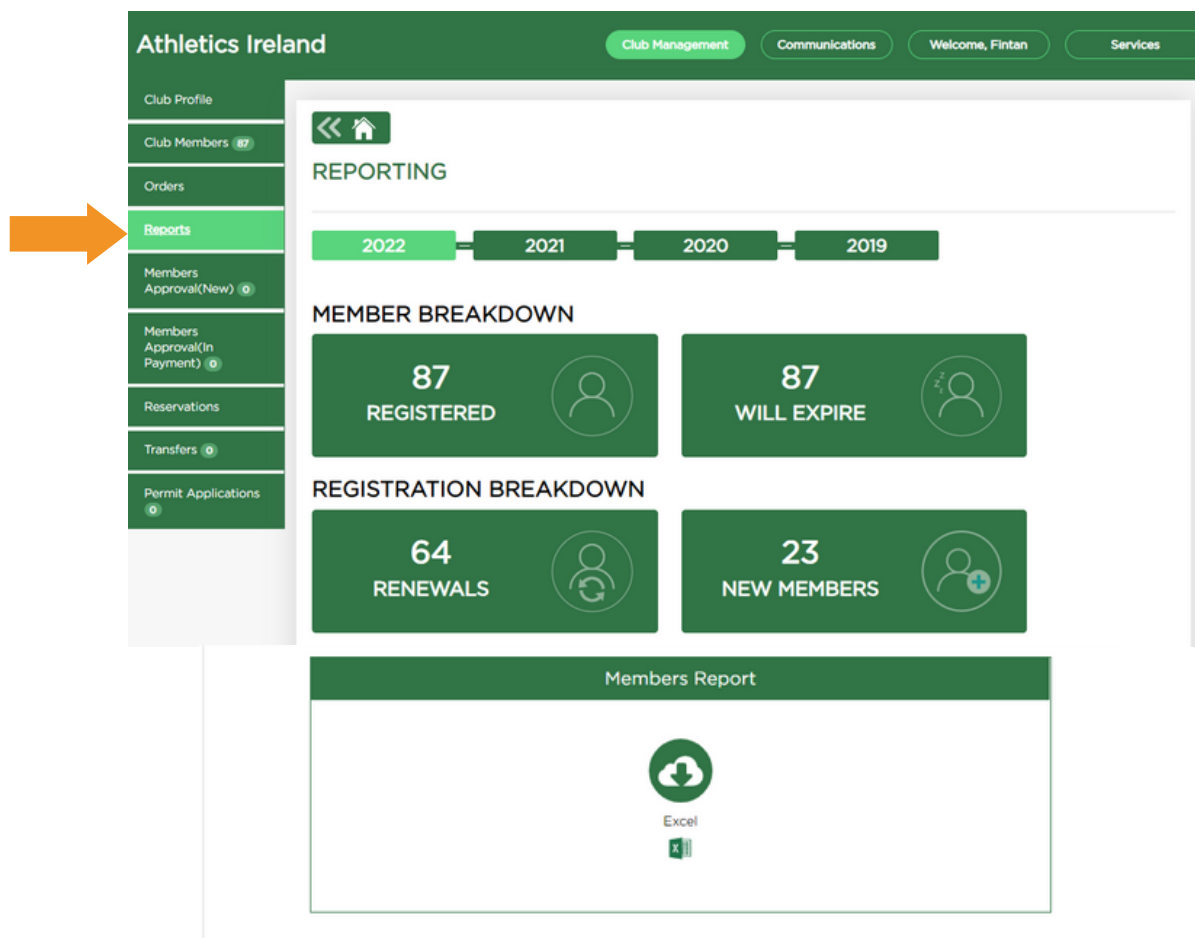
How to Access Reports

1 Log into Athletics Ireland membership system [HERE](#)



2 Scroll over where it says Welcome NAME and select **Club User**

3 On the left hand side there is a reports tab. You can pull down all your reports from here



A screenshot of the Athletics Ireland Club Management interface. The top navigation bar includes 'Athletics Ireland', 'Club Management', 'Communications', 'Welcome, Fintan', and 'Services'. On the left, a sidebar menu lists various options: 'Club Profile', 'Club Members 87', 'Orders', 'Reports', 'Members Approval(New)', 'Members Approval(In Payment)', 'Reservations', 'Transfers', and 'Permit Applications'. An orange arrow points to the 'Reports' option. The main content area is titled 'REPORTING' and features a year selector with '2022' selected. Below this, there are two sections: 'MEMBER BREAKDOWN' and 'REGISTRATION BREAKDOWN'. The 'MEMBER BREAKDOWN' section shows '87 REGISTERED' and '87 WILL EXPIRE'. The 'REGISTRATION BREAKDOWN' section shows '64 RENEWALS' and '23 NEW MEMBERS'. At the bottom, there is a 'Members Report' section with a download icon and the text 'Excel'.