



Membership Lists

As outlined in the *USBC Association Policy Manual*, Chapter Five, Board of Directors, approving requests by a center or another entity for a special mailing to the entire association membership has specific requirements.

- a. The membership list must be retained by the association and the mailing must be made by the association or a bonded mailing service.
- b. If a center requests a mailing to one or more individuals, the association board must receive written approval from each center prior to doing the mailing. If a center does not provide written approval, his/her center's bowlers must be excluded from the mailing.
- c. Association mailings, such as state or local tournament promotions, or mailings done by the association on behalf of another entity (state association, tournament group, etc.) not within the association's jurisdiction, does not require approval from centers.

An adult "membership report" or "membership list" is a WinLABS generated list of member data, organized by specific criteria. The WinLABS program allows for associations to produce a variety of customized reports – each specifically designed to present a particular benefit or benefits to the association. For example, generating a "High Averages Report" allows the association a simple means of determining the top average for a yearly award, as well as putting together a ranking for its yearbook.

There are two specific membership reports that are intended to benefit not only the association, but proprietors as well. These are the:

- League Bowlers by Center Report
- Membership Dropout Report

League Bowlers by Center Report

What is this report? The "League Bowlers by Center Report" is a list of current league bowlers in the association, which can be selected for each center. The bowler identification and contact information is listed as well as the bowler's age, gender, and the highest average from the previous bowling year.

Who is this report designed for? The complete report (all centers) is designed for use by the association. The report for a specific center is designed for use by that center's proprietor/manager.

Why is this report important? Each bowler has an affiliation not only with his/her association(s), but also with the center(s) in which he/she bowls. Communication efforts with the members can be greatly increased by having a complete list of members' information.

How do I generate this report? (WinLABS 12)

1. Under the "Reports" drop-down menu, select "Center" then "League Bowler by Center." This will bring up the Report Wizard and the Report criteria box.
2. Once in the Criteria Box, on the top right side of the page, the "Bowler Criteria" tab is displayed. You have the option of selecting active bowlers, inactive bowlers, or both. *An inactive bowler is one that bowled in that center the previous year but is not active at this time. Here you can also choose to exclude suspended and deceased bowlers.
3. Click "Next" to move to the "League Criteria" tab
4. On the "League Criteria" tab, select "All Leagues", the status, verify the league year, and select the appropriate season
5. Click "Next" to move to the "Average Criteria" tab



6. Verify the year of Average, the number of minimum games bowled and select the season option that best fits the list of bowlers you are looking to pull
7. Click "Next" to view the "Report Options" tab.
8. Here you can choose how the report displays the information and if the criteria used is shown on the report
9. Click "Next" to move on to the "Output Options" tab
10. The stock option is set to the Standard (8.5x11) but the margins can be changed if necessary, depending on the printer being used.
11. Click "Preview"
12. Once the preview pops up, you can view all information pulled page by page, change the filters if you need to alter the information the report pulled, change the positioning of the information the page, and either export the file or print it depending on if you will be e-mailing or filing the report.

When/how do I distribute this report to proprietors? Each proprietor should be given a copy of his/her center's report after leagues have been entered into the WinLABS program for the season. In addition, should the proprietor request a copy of his/her center's report at another time, such as before a major tournament he/she is hosting, a report also should be provided.

Each proprietor in the association is entitled to receive his/her report of league bowlers. The association must not discriminate in which proprietors receive a report. Please also note there are strong requirements regarding the use of the association membership list. Refer to the *USBC Association Policy Manual*, Chapter 5, Section B.

Membership Dropout Report

What is this report? The "Membership Dropout Report" is a list of bowlers who have left the association since last season. It does not include those that simply moved from one center to another within an association.

Who is this report designed for? The complete report of membership dropouts is designed for use by the association. The report of membership dropouts for a specific center is designed for use by that center's proprietor.

Why is this report important? Members choose to discontinue membership for a variety of reasons. By knowing who the membership dropouts are, the association and proprietor can contact those who left and gain input as to why. When it is understood what trends exist among individuals that left and their reasons, retention programs can be developed or enhanced accordingly. In addition, those that chose to leave the association, and subsequently a center, can be invited back the following season.

How do I generate this report? (WinLABS 12)

1. Under the "Reports" drop-down menu, select "Association", then "Membership" and finally "Membership Dropouts"
2. The "Selection Criteria" tab will be the first tab to appear. Select the Two years you would like to compare and mark whether you would like the Youth to be included.
3. Click "Next" to move to the "Member Criteria" tab.
4. Here you need to select "All Bowlers" and the status indicating which bowlers to pull (ex: active, inactive, both). *An inactive bowler is one that joined the Association the previous year but is not active at this time. Here you can exclude Suspended and deceased bowlers.
5. Click "Next" to move on to the "Average Criteria" tab



6. On this tab you can choose to enter a minimum Average followed by the minimum number of games and the season/s the average/s will be for.
7. Click "Next" to view the "Report Options"
8. Here you can choose how the report displays the information and if the criteria used is shown on the report
9. Click "Next" to move on to the "Output Options" tab
10. For this report, the stock option can be changed from Standard (8.5x11) to either the Avery 5161 (2 Across) or the Avery 5160 (3 Across) label option. The margins can be altered here and if you chose to use a label option, a line has appeared below the Margins box that allows you to enter the number of labels you would like to skip when printing.
11. Click "Preview"
12. Once the Preview pops up, you can view all information pulled page by page, change the filters if you need to alter the information the report pulled, change the positioning of the information on the page, and either export the file or print it depending on if you will be e-mailing or filing the information.

When/how do I distribute this report to proprietors? Each proprietor should be given a copy of his/ her center's membership dropout report after all leagues have been entered into the WinLABS program for the season. In addition, each proprietor should receive an updated copy about two months prior to the beginning of the new season.

Each center in the association is entitled to receive its report of membership dropouts. The association must not discriminate in which proprietors receive a report. Please also note there are strong requirements regarding the use of the association membership list. Refer to the *USBC Association Policy Manual*, Chapter 5, Section B.

Revised 04-28-20