## Program Management Team Contact List

On the home Screen – Click on user Reports

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VSys One Bookmarks You are logge	d in as <b>ckushner</b> (superuser): <u>change password</u>				Special Olympics Pernsylvan
People Search Advanced			Home		Refresh
	News For U!	Λ	Scheduled System Outages		
Find a report	The Vsys database will be down on Friday, December 30 <sup>th</sup> from 6am - 11pm.		The Indexing tool will run weekly on Saturday Mornings at Sam. The system will be down for a few hours. Thank you! SOPA VSys Team		
People Projects	Please do not do any data entry on the 30th - all work could be lost.				
Dobs	If you have any questions please contact Carolyn Kushner christher@specialohympicspa.org				
Esports	Thankyoul				
🛅 User reports 🦯	Recent tools				8
Juser tools	Tind people by personal data		Resic mailing labels with c	ustom filters	
Letters/e-mails	Advanced exporter		Application forms		
Administrator tools			Contactor		
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🛷 VSysLive	2017 Winter Games		(1) View submitted application	<u>15</u>	
USys Klosk	Videos	C	Help 🕜	About VSys One	<b>9</b>
Setup	VSvs One v3.0 New UII Introduction	-	Get sunsort	(version 3.1.0.92)	

Click on "P: Program Management Team Contact List" report

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5	Bookmarks You are logged in a	s ckushner	(superuser); charge password				G Back	
'ools and reports:				Use	Jser-configurable reports			
R a	nd a report	2	A: Athlete Medical Certifications	2	A: Athlete Release Form Certifications		C: Expiring Certifications - Formatted Report	
н	ome	0	P: Banned list		P: Birthday listing	<b>Č</b> 3	P: People Based on Status	
	rojects	<b>C</b> .	P: People in a Group	2	P: People of a Type	<b>Č</b> 3	P: People Participating in Fall Sports	1
	ibs	29	P: People Participating in Summer Sports	ँु	P: People Participating in Unknown Season Sports	٢	P: People Participating in Winter Sports	
	eports	3	P: People Participating in Year Round Sports		P: Profile Report	23	P: Program Participants' Medicals	
	ser tools	<b>وچ</b>	P: Some Custom Fields		R: Coaches and their certifications	٢	R: Find a Coach	
A .	dministrator tools	2	R: Program Management Team Contact List	ँु	R: Sports Camp Committee and Clinicians	٢	R: Young Athletes	
	Systive Susting	3	V: All UP's Non-Sport Certificates, VV Status, and Medical Certificate.	<b>C</b>	V: All Volunteers Background Check Results	3	V: All Volunteers' Non Sports Certifications	
	spab ata preser	<b>2</b> aj	V: All Voluntaers' Non-Sport Cartification and VA: State		V: Class & Voluntaers' Non Sports CattReeves	reenshot A creenshot was	dded	

#### Select you group or multiple groups



## Select your fields - (You cannot add fields)



# Select your output file – Excel



Select your output file name & save to your desk top or a designated folder



### Now Export the file



You can preview the file -

