

How to create a report in YEAH

Log into YEAH HUB

Under the “Utilities” tab find the “Export Data to Table”

Select the population for your export: (drop down options –Inbound Students; outbound students; volunteers; etc.)

Target folder for the downloaded file: (where you want the file to be saved on your computer)

Next:

Drop down boxes:

Population sub-group: i.e.: current

Year: you can leave blank

Host district: you can leave blank

Club Groups: you can leave blank unless you only want students from US or Canada

Host Club: You can leave blank unless you want a specific club

Country Group: You can leave blank unless you want a specific group

Country: you can leave blank unless you want a specific country

School: you can leave blank unless you want a specific school

Check all the fields you want in your report – proceed

You should resave it as an excel file format so it is compatible to all