

How To Create a Dependent List- Tableau

Step 1:

Go to the Tableau home page(<https://tableau.clubcorp.com>) select 'Explore' and find 'Member Roster Dashboard'.

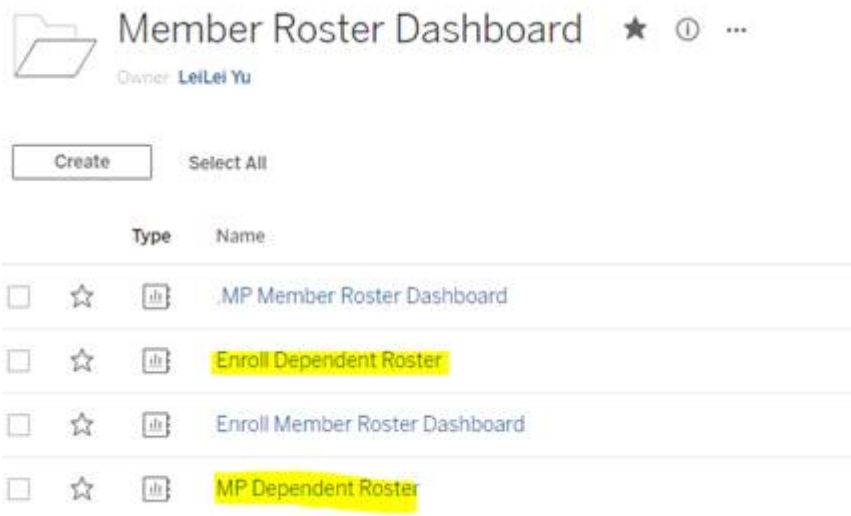


The screenshot shows the Tableau Explore interface. On the left is a navigation menu with 'Explore' highlighted. The main area displays a table of dashboards:

Type	Name	Projects	Workbooks	Views
★	Member Roster Dashboard	0	5	13
★	Member Survey	0	3	6
☆	Member Usage Tracking Dashboard	0	1	2

Step 2:

Select the appropriate Member Roster for your Club (Enroll or Member Pride)



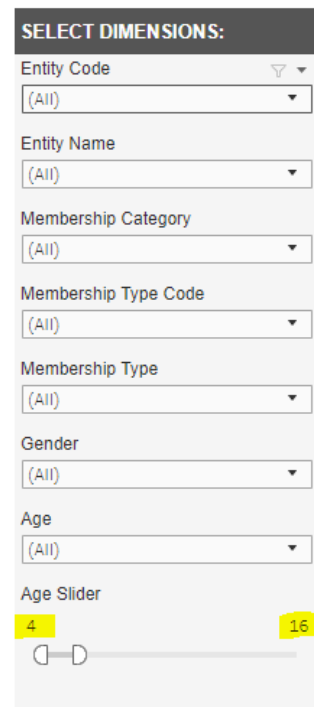
The screenshot shows the 'Member Roster Dashboard' selection screen. It features a folder icon, the title 'Member Roster Dashboard', and the owner 'LeiLei Yu'. Below are 'Create' and 'Select All' buttons. A table lists available dashboards:

Type	Name
☆	MP Member Roster Dashboard
☆	Enroll Dependent Roster
☆	Enroll Member Roster Dashboard
☆	MP Dependent Roster

Step 3:

Change filter selections on left side to the list of members you want to download.

For Crush It, please update the age slider to be 4 to 16:



The screenshot shows the 'SELECT DIMENSIONS' filter panel with the following settings:

- Entity Code: (All)
- Entity Name: (All)
- Membership Category: (All)
- Membership Type Code: (All)
- Membership Type: (All)
- Gender: (All)
- Age: (All)
- Age Slider: 4 to 16

Step 4: CRITICAL STEP

- Click anywhere on the list of members (will highlight a cell blue).
- Select “Download” in the menu bar on the top right side of the dashboard.
- Select “Crosstab”.

Age	Gender	Membership Category	Membership Type Code	Membership Type	Primary First Name	Primary Last Name	Primary Home Email	Primary Work Email
15	M	Tennis	FG	Tennis Family XLife So..	Kevin	Bull	kevin@krbull.com	
13	F	Tennis	FG	Tennis Family XLife So..	Kevin	Bull	kevin@krbull.com	
11	M	Tennis	FG	Tennis Family XLife So..	Kevin	Bull	kevin@krbull.com	
9	M	Tennis	FG	Tennis Family XLife So..	Kevin	Bull	kevin@krbull.com	
22	F			Full Golf Only Dine & Pl..	Headlee	Bailey	bailey_headlee_g@ya..	
14	M			Full Golf Only Dine & Pl..	Richard	Berard	richberardjr@gmail.com	
13	M			Social XLife Social Dine	Andrew	Bennett	andy.bennett74@gmail..	
4	M			Social XLife Social Dine	Andrew	Bennett	andy.bennett74@gmail..	
18	M			Social XLife Social Dine	Puneet	Bhatnagar	puneetbhatnagar@hot..	meetu@mbrealestat..
10	M			Social XLife Social Dine	Puneet	Bhatnagar	puneetbhatnagar@hot..	meetu@mbrealestat..
6	M			Tennis Family XLife So..	Naveen	Balasubramanyam	naveen1_us@ymail.co..	naveen.balasubrama..
7	M			Tennis Family XLife So..	Naveen	Balasubramanyam	naveen1_us@ymail.co..	naveen.balasubrama..
15	M			Full Golf Only Dine & Pl..	Zane	Burgess	zane_burgess@yahoo...	
18	M			Full Golf Only Dine & Pl..	Zane	Burgess	zane_burgess@yahoo...	
9	F			Tennis Family XLife So..	Michelle	Behm	behm93@hotmail.com	
5	F			Tennis Family XLife So..	Michelle	Behm	behm93@hotmail.com	
12	F			Tennis Family XLife So..	Michelle	Behm	behm93@hotmail.com	
18	M			Tennis Family XLife So..	Michelle	Behm	behm93@hotmail.com	

- File will download in Excel(csv).

00100	Brookhaven	Bt
00100	Brookhaven	Bt

- **Note: You will get a list of dependents along with primary information. In order to have a better performance, It has a 5000 rows limit.

Step 5: Create GLF Locker Profiles- Optional

Email the GLF Locker Support Team (supportteam@glflocker.com) the generated Excel document with ONLY the following information

- Member Number
- Dependent name
- Phone Number
- Email