

Collate Online Subscription Numbers from MemberPress

Annual Statement of Ownership, Management, and Circulation

- 1. Log into the dashboard on your website
- 2. Navigate to MemberPress -> Member Export from the menu.
- 3. Choose all of the "Digital Only" or "Online Only" memberships used on your website.

However, you should not include any "Print + Online" or combo memberships, since those print subscribers have already been included in the print subscriber statistics in your report.

(Tip: Hold the "CTRL" key on your keyboard to select multiple memberships from the list at once time.)

- 4. Click the Download CSV button at the bottom of the page to export a .CSV file containing all of your active digital subscribers.
- 5. Open the .CSV file in your spreadsheet editor (Excel, Google Sheets, etc.).
- 6. The row count minus 1 (for the Header row) represents your total number of electronic subscribers.

m MemberPress	Memberships	Export Active Members
🖨 Forms	Groups	Type below to select products by string:
Mewsletter	Rules	1 Month Digital Subscription
🔊 Appearance	Coupons Courses	1 Year Digital Subscription 1 Year Digital Subscription (Complimentary) 1 Year Online Access 1 State)
PDFs	Reminders	
Edition Actions	Promotional Newsletter Insert	
🔊 Display Ads	Members	
93 Media	Affiliates	And the support descently and the second sec
🖈 Posts	Subscriptions	Million - Tas-Ton- United Tar-1 Tank 1990 Au 1990 - Tas-Tone - Dona to Dank
📕 Pages	Transactions	
Comments	Reports	
Places	Settings Add-ons	
MaxGalleria	SMTP	
Geodirectory	Analytics	
🖌 Plugins	Renewal Subscription Box	
📥 Users	Automatic Member Reports	
差 Tools	Member Export	Export Expired Users:

If you need any help retrieving this data for your Statement of Ownership, Management and Circulation, please don't hesitate to reach out to us via email at ops@our-hometown.com.

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