How to download a roster using the Member Portal (Timberlake)

Access the Admin Tools

- 1. Log in to members.ascls.org
- 2. Click on Your Account in the upper right hand corner
- 3. In the Bookmarks section, click on Committees & Groups

						Member Login WELCOME ANDREA! Use the links below to access Your Account or Logout Your Membership Evenes 701/0016		
ASCLS MAIN SITE	LEADERSHIP	PUBLICATIONS	ASCLS CE.ORG	MEMBER COMMUNITY	ASCLS STORE	EVENTS		
ACCOUNT DETAILS	# > Mr. Profile							
My Profile								
My Receipts	My Profile Personal Profile Information							
My Invoices								
Membership Renewal								
BOOKMARKS Edit your profile information below and click save changes. You may provide a second address, by								
Main Page	adding	adding it to the additional location section.						
Committees & Groups	Committees & Groups the appropriate address type from the drop down menu.							
Events & Registrations	vents & Registrations							
ASCLS Member Community								
	Prefoc			Mrs.				

- 4. Select the group you wish to obtain a roster for from the list under the **My Active Committees** header.
- Select the Download Roster option from the list below. If you do not see these options, contact <u>andreah@ascls.org</u> to add your permissions. The Board of Directors group is used in this example, though the actual header will have your groups name, i.e. Alaska State Society.
 - A > My Committees

Board of Directors

Administrative Tools:

- Download Roster
- Send Email Notice
- Manage Web Pages
- Manage File Uploads

This is a list of Active members in the chosen group (SA, State Society, Committee, etc.). To obtain a list of lapsed members for your state or region, please contact <u>ascls@ascls.org</u>.

By clicking **Download Roster**, and excel file will automatically be queued to download. If you get the error message below, please click yes, and your file will open.

Microso	ft Excel
	The file format and extension of 'report (41).xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?
	Yes No Help

Additional Notes

The contact ID is the membership number

You may need to widen your columns to see the full information in each cell

The membership expiration is found in Column L.

		В		с	D	E					
1	Contact ID	Organization Nar	Prefix		First Name	Middle Name	Last N				
2	12345	St. John Macomb			Mary		Aaron				
3	12346				Courtney	Μ	Adam:				
4	12347		Mr.		Robert		Adam				
5	12348		Mr.		Rashika		Adhik				
6	12349	Oakland Regiona			Mary		Aho				
7	12350				Katie		Aleck				