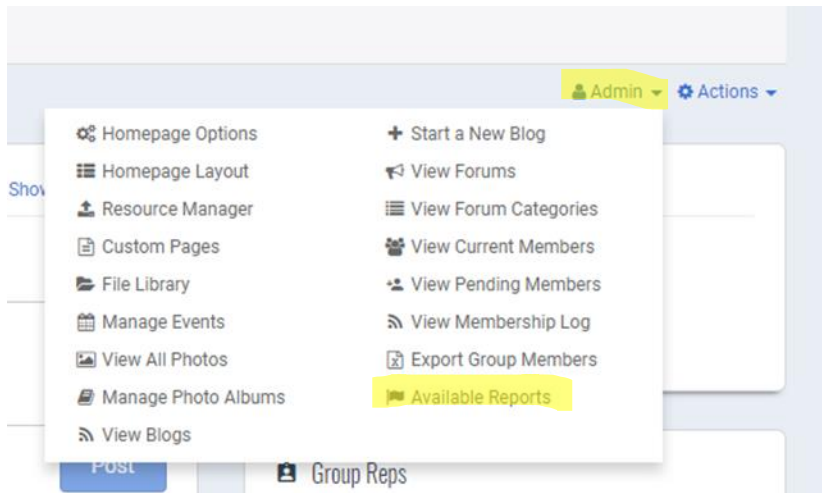


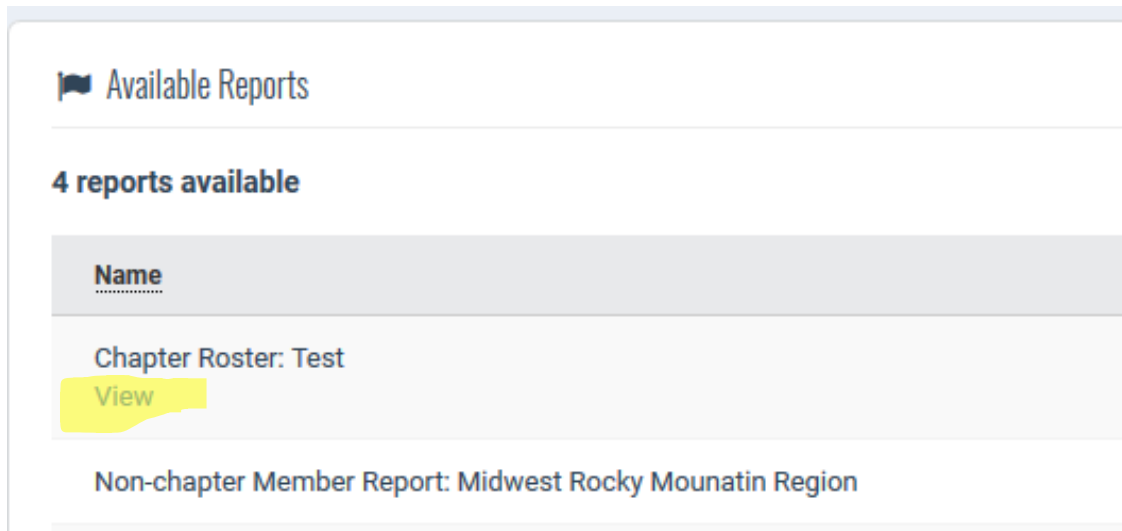
# Membership Rosters for Chapters

Membership rosters are available in the Group area of the website by a Group Admin.

1. Group admins can log into their account, and navigate to their group. Click on the Admin button in the top right corner. From this drop down, select the Available Reports section.



2. Hover over the name of the report you would like to download. A View button will appear under the name of the report.



There are two reports available for each chapter, a **Chapter Roster** and a **Non-Chapter Member Report** for your region. The Non-Chapter Member Report is what we used to call the 099 report.

When the Group Admin runs a report from this area, the information is pulled with real time data from ARMA's database. The Date Created column refers to the date the report was first created by ARMA International and made available for your chapter to use. This does not refer to when the information for your chapter became available.

3. The next page will list all the members on this report. On this page, you can download to CSV format and open the report in Excel.

 Chapter Roster: Test

[« Return to Available Reports](#) | [Print report](#) | [Export this report in CSV format \(Unicode\)](#)

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<b>Member/Non-Member - Constituent ID</b>	<b>Member/Non-Member - Date Membership Expires</b>	<b>Member/Non-Member - Date Registered</b>	<b>Member/Non-Member - Email</b>	<b>Member/Non-Member - Employer Address</b>
		6/16/2017	NoReply@yourmembership.com	

**Membership Report Column Explanations:**

**Constituent ID** = is the ID number from our previous database. Our new database has a different numbering system which is located in Column P (Website ID). This id will only show for members who were a part of the previous database. It will not be generated for anyone joining after 12/16/2017.

**Date Membership Expires** = when a member's membership is due to expire

**Date Registered** = this is the date the member joined ARMA International

**Email, Address, and Name** = information from our database

**Member Type** = if this member is professional or associate member

**Professional Title** = what is in their profile for this item

**Website ID** = this is the membership number for individuals in the new database. All members will have this number, it will be created when they join.

### **Ways to Use the Chapter Roster:**

By downloading your chapter roster, you can open the file in Excel and sort the report by columns. In doing this, you can:

- Finding out who in your chapter has renewed their membership
- See who in your chapter is approaching their expiration date
- See who in your chapter is past their expiration date. Each member has up to 60 days past expiration date to renew before membership is discontinued.
- Update chapter communications lists.
  - Since the list is pulled with real time data, if members have changed their contact information, this information will reflect when pulled.
- Double check information of new members who have joined the chapter.