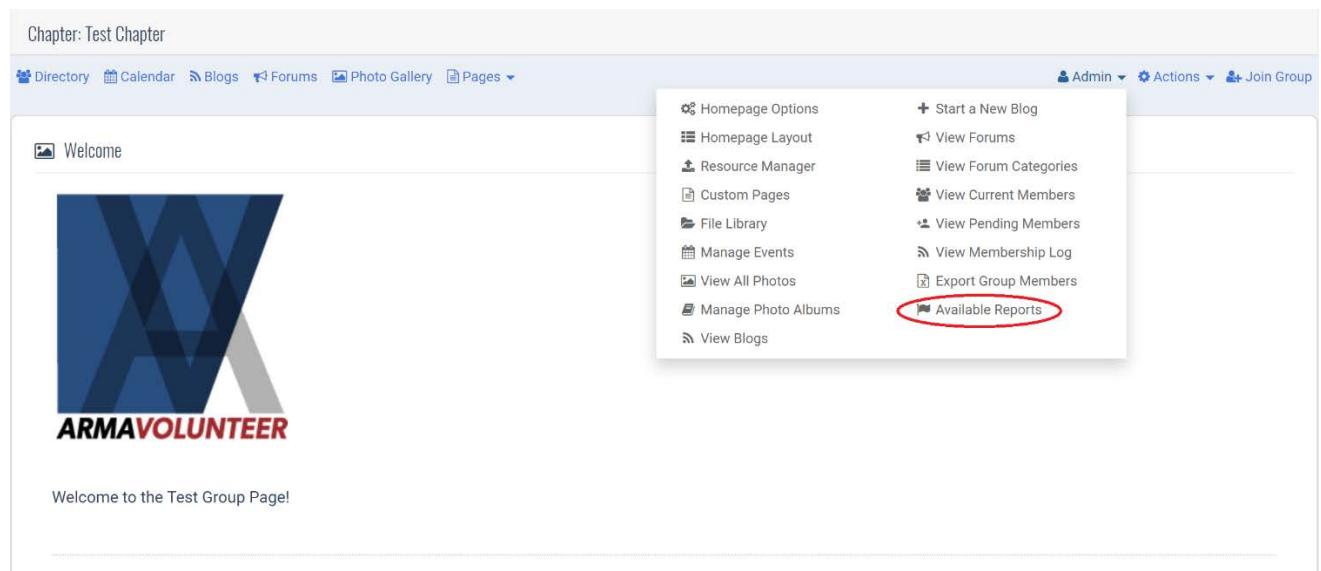


New Chapter Member Reports

Each chapter now has access to an individualized report that details the new members who have joined a given chapter in the last 30 days. This report is found under the Available Reports in your chapter group area. This report was created in response to issues with new member notifications not always being generated. This report will help your chapter see when new members join. HQ has been manually sending new member notifications to chapters about individuals. Beginning April 1, 2019, the process of HQ manually sending new member notifications to chapters has been discontinued.

It is important to note that if a free chapter membership has been granted to a person, that individual ***will not*** show on this report. This report only includes new members who paid for a chapter membership.

As with all group reports, the New Member Report can be accessed and downloaded by group admins. 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.



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

Group Admin - Chapter: Test Chapter Reporting

Directory | Calendar | Blogs | Forums | Photo Gallery | Pages | Admin | Actions

Available Reports

7 reports available

Name	Date Created
CHP_Chapter Roster: Test	5/22/2018 10:42:59 AM
CHP_Expiring in 30 Days: Test Chapter	8/17/2018 9:57:54 AM
CHP_New Chapter Members: Test Chapter View	1/18/2019 2:42:30 PM
CHP_Non-chapter Member Report: Midwest Rocky Mountain Region	5/22/2018 4:58:32 PM
CHP_Past Expiration Date: Test Chapter	8/17/2018 10:01:33 AM
CHP_Students Eligible For Chapter Membership	9/17/2018 11:23:10 AM
TestChapter	1/9/2018 12:07:07 PM

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.

CHP_New Chapter Members: Test Chapter

Return to Available Reports | Print report | Export this report in CSV format (Unicode)

Page 1 of 1 (0 records)

Member/Non-Member - Date Last Dues Transaction	Member/Non-Member - Email	Member/Non-Member - Employer Phone	Member/Non-Member - Employer Phone Area Code	Member/Non-Member - First Name	Member/Non-Member - Last Name	Member/Non-Member - Website ID	Member Group Info - Group Name
No records match your search criteria.							

Please ensure your chapter has access to this New Member Report. This will be the best communication we can provide to your chapter about who has joined in the last 30 day.

