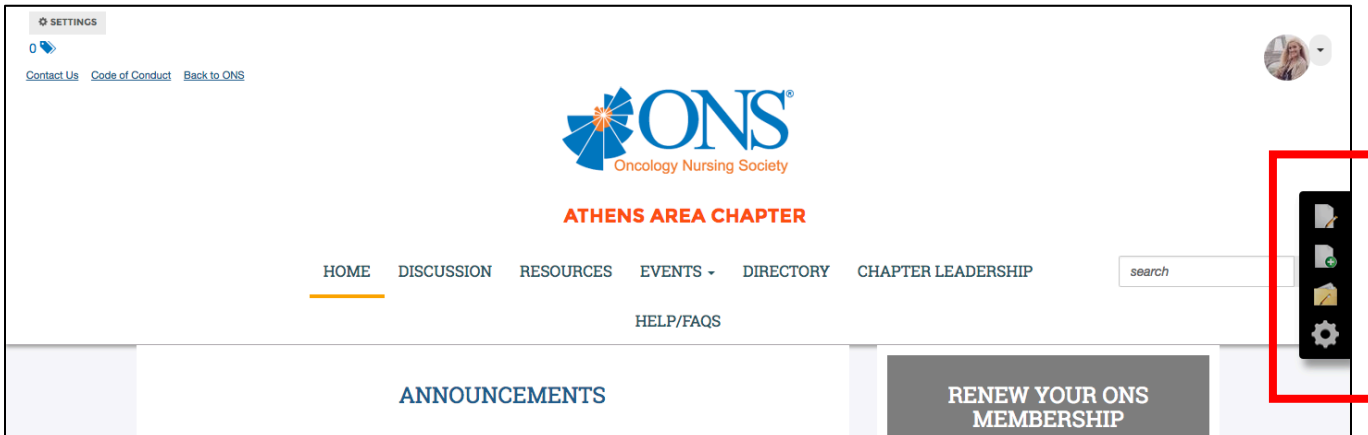
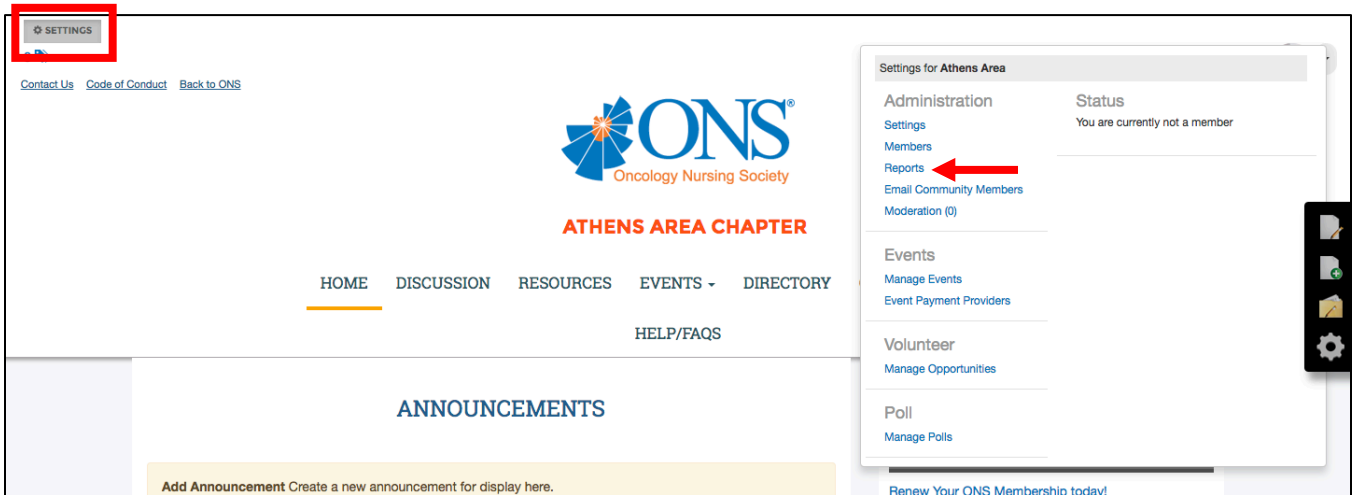


CHAPTER COMMUNITY TUTORIAL: DOWNLOADING MEMBERSHIP ROSTERS

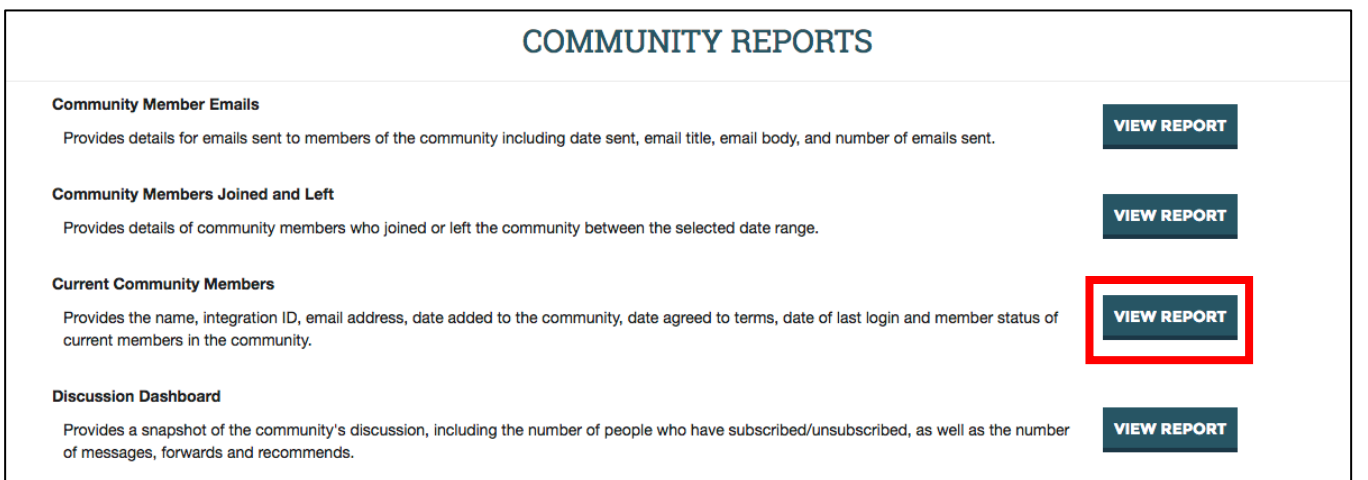
1. Ensure you have administrative access on your chapter community by confirming you can see the admin bar (outlined below in red).



2. Click on the "Settings" button in the top left corner, and select "Reports" from the pop-up menu.



3. In the reports list, select the "View Report" button for the "Current Community Members" report.



4. This will bring up a list of your current membership, along with information about their member status, e-mail subscriptions, etc. To download this information, click on the floppy disk icon and select the file format you'd like (Excel, PDF, etc.)

