

Navy Supply Corps Foundation

Web
Instruction

Accessing
Member
Lists



Accessing Chapter member list

Login then select your Chapter's home page.



Click on "Admin" that will appear in the upper menu.

Accessing Chapter member list



Select User Administration (1) on the Index page.

Be sure your Chapter is appearing at the top of the page (2).

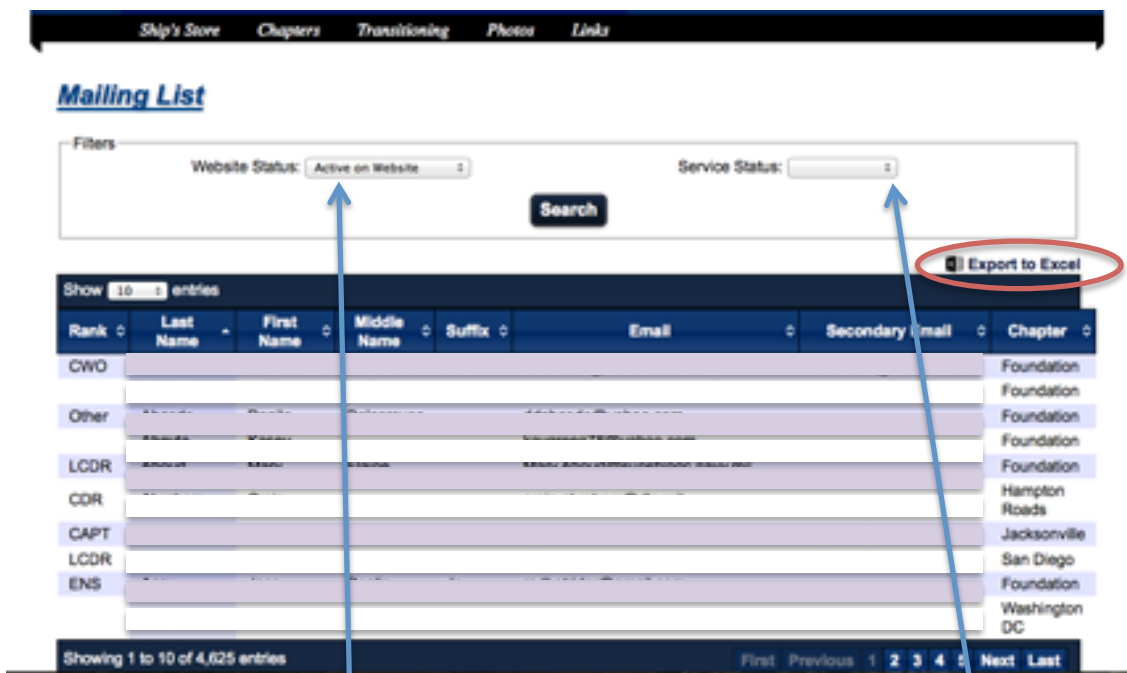
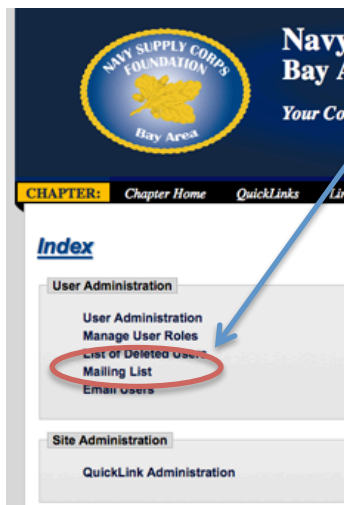
“Approved” will be in the dropdown beside “Website Status” (3) and a list of your members will be in the gray area indicated (4)



By changing “Approved” to “Inactive” then “Search” and you will see if any members who have not supplied email addresses have selected your Chapter.

Download a Member List

To download a list of your Chapter members to an Excel spreadsheet, log in and select your Chapter. Select Mailing List on the Index page.



A complete list of your Chapter's members will appear. By selecting "Export to Excel" (circled in red, far right) a complete list of your Chapter members will download to Excel. From there you can create a mailing list of other lists by deleting unneeded columns. (Personal info has been covered on this graphic.)

By selecting categories in the Web Status dropdown or the Service Status dropdown, you can narrow your group of members to be downloaded.

