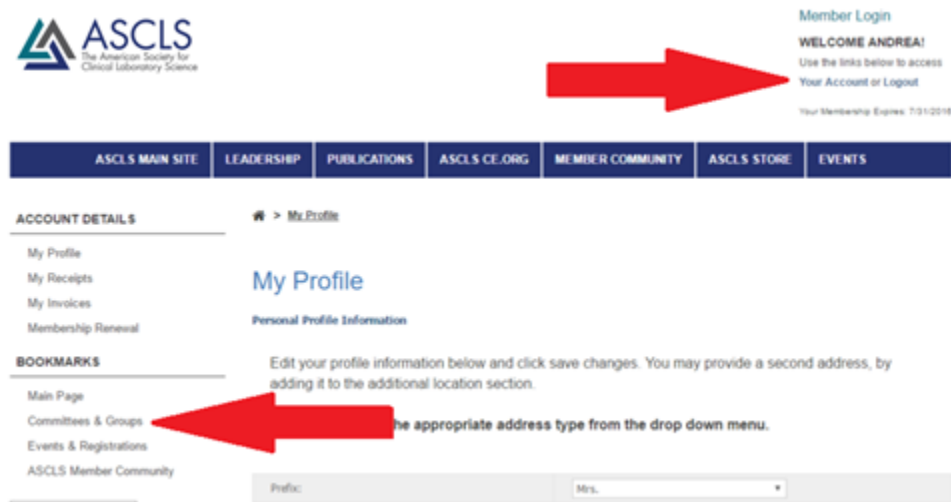

How to download a roster using the Member Portal (Timberlake)

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**



4. Select the group you wish to obtain a roster for from the list under the **My Active Committees** header.
5. Select the **Download Roster** option from the list below. If you do not see these options, contact andrea@ascls.org 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.

🏠 > [My Committees](#)

Board of Directors

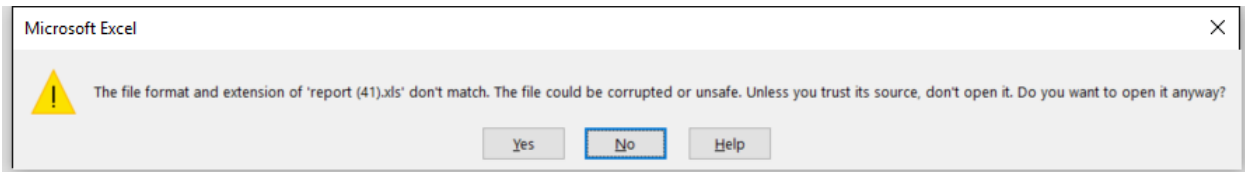
Administrative Tools:

- [Download Roster](#)
- [Send Email Notice](#)
- [Manage Web Pages](#)
- [Manage File Uploads](#)

Download Roster Feature

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 ascls@ascls.org.

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.



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.

	A	B	C	D	E	
1	Contact ID	Organization Name	Prefix	First Name	Middle Name	Last Name
2	12345	St. John Macomb	---	Mary		Aaron
3	12346	--	---	Courtney	M	Adam:
4	12347	--	Mr.	Robert		Adam:
5	12348	--	Mr.	Rashika		Adhika
6	12349	Oakland Regiona	---	Mary		Aho
7	12350	--	---	Katie		Aleck