How to View a Roster of Members for Student Chapters in WMS

Click the View/Edit Button for your Student Chapter and click the Search button. The roster displays.

NAHB	Nati	iop a A	Association of	Home Builders	1				/ M S t Your Fingertips	5
Membership View/Edit Members Add New Member View Reports	View/Edit Memberships [Hide Search Panel]									
Upload File		F	1100003 - Kenn	ocaw State Univer	city_N	Aorietta Cam	DUE		[Hide Sear	ch Panel] ▼
Export Member Data	HBA:									
Councils	- Cinema	h by Na	me	or by ID						
View/Edit Members	First:					MSN:				
Add New Member	Last:					11.				
Spikes	Comp	any:		1		CoID:				
View/Adjust Spikes	Show:		All Active/Cancelled			Spike PIN:				
Batches	To perform partial searches use an asterisks at the beginning or end of any text field. (Ex. Smi' or 'Homes) Search Show All									
Create a New Batch Manage Batches									rev next	
		! MSI	N Contact Name (PIN)	Company Name (CoID) I		Address		Member Status	<u>Member</u> Type	Anniv. Date
General Links			ILIN	Kennesaw State			- 1	Torontono (2)	<u> 170e</u>	Date
Home Edit User Profile Change Password Register for Training View FAQ View Help Logout Administration		14043	(1708124)	a University-Marietta 110		1100 South Marietta Pkwy Marietta, GA 30060-2896		New Member (A)	Post Secondary/College	09/2016
		14043	(1708126)	Kennesaw State University-Marietta Campus (590148)		1100 South Marietta Pkwy Marietta, GA 30060-2896		New Member (A)	Post Secondary/College	09/2016
	0	14043	(1708159)	Kennesaw State University-Marietta Campus (590146)		1100 South Marietta Pkwy Marietta, GA 30060-2896		New Member (A)	Post Secondary/College	09/2016
Add a User Find/Edit Users HBA Options Manage Training HBA Information Batch Processing Edit Announcements Edit Maintenance		13604	467 (1625638)	Kennesaw State University-Marietta Campus (590148)		1100 South Marietta Pkwy Marietta, GA 30060-2896		Cancelled (D)	Post Secondary/College	06/2015
	0	1404365 (1708				1100 South Marietta Pkwy Marietta, GA 30060-2896		New Member (A)	Post Secondary/College	09/2016
		14043	(1708125)	Kennesaw State University-Marietta Campus (590146)		1100 South Marietta Pkwy Marietta, GA 30060-2896		New Member (A)	Post Secondary/College	09/2016
	8	14043	348 (1/08131)	Kennesaw State University-Marietta Campus (590146)	1100 South Marietta Pkwy Marietta, GA 30060-2896		New Member (A)	Post Secondary/College	09/2016	
	COSES		1,000,000,000	Kennesaw State	62922		STEEDS N	New		

Alternately, you can download this data by clicking the **Export Member Data** link. Click **Check All** for all the fields (you can check the **Student Type**, if desired) and then click the **Next** button.



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National Association of Home Builders



Membership xport Member Data View/Edit Members Add New Member View Reports Follow the prompts below to indicate selection criteria for the membership data you wish to download. Once yo Upload File with each step, click the "Next" button to advance to the next prompt. To return to a previous step and make c the "Back" button. Export Member Data Step 2 - Choose the Members to Download Councils View/Edit Members Select the criteria to se in filtering the member data to download. Check all boxes that apply. Add New Member Spikes Membe status: ✓ Active Reg. Cancel (J) View/Adjust Spikes Check All - Clear All New Member (A) Req. Cancel (Y) Batches Reinstated (B) Expired (Z) Create a New Batch Manage Batches Cancelled (C) Prepaid (E) Cancelled (D) Renewal (F) General Links Cancelled (G) Home Expired (X) Edit User Profile Reg. Cancel (I) Change Password Register for Training Member View FAQ ✓ Builder View Help Check All - Clear All ✓ Associate Logout **✓** Affiliate Administration Add a User Find/Edit Users Counci **HBA Options** Sales & Marketing ✓ Remodelers Manage Training Check All - Clear All Commercial Builders € 50+ HBA Information ✓ Multifamily ✓ Women's Batch Processing Edit Announcements Edit Maintenance Student Type: Secondary/High School Post Secondary/College Check All - Clear All Anniversary Date: and (MM/DD/YYYY)



National Association of Home Builders



Membership

View/Edit Members Add New Member View Reports Upload File Export Member Data

Export Member Data

Follow the prompts below to indicate selection criteria for the membership data you wish to download. Once you are done with each step, click the "Next" button to advance to the next prompt. To return to a previous step and make changes, click the "Back" button.



Once you click the "Download" button below, it may take a few moments to receive your requested data depending on your selection criteria. Please refrain from clicking the "Download" button more than once.

Councils

View/Edit Members Add New Member

Spikes

View/Adjust Spikes

Batches

Create a New Batch Manage Batches

General Links

Home
Edit User Profile
Change Password
Register for Training
View FAQ
View Help
Logout

Administration

Add a User Find/Edit Users HBA Options Manage Training HBA Information Batch Processing Edit Announcements Edit Maintenance

Step 4 - Download File

Below is a summary of the options chosen for the member data download. Click the "Download" button to download the data. When a dialog box opens, choose to save the file on your local computer in a folder of your choosing.

Summary:

HBA(s) ? 1199003

File Format ? Comma-Separated Value (.csv)

File Layout ? WMS 1.5

Anniversary Date ? All

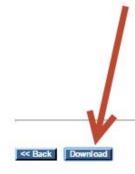
Member Type(s) ? Builder, Associate, Affiliate

Council Type(s) ? Sales & Marketing, Commercial Builders, Multifamily, Remodelers, 50+, Women's

Student Type(s)? Secondary/High School, Post Secondary/College

Member Status ? Active, New Member (A), Reinstated (B), Cancelled (C), Cancelled (D), Expired (X), Req. Cancel (I), Req. Cancel (J), Req. Cancel (Y), Expired (Z), Prepaid (E),

Renewal (F), Cancelled (G)



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The data export file shows the roster:

