

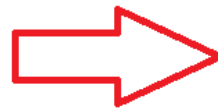


How to download an active member roster

Access the Admin Tools

1. Log in to members.ascls.org
2. Click on **Your Member Account** in the upper right-hand corner, then log in
3. In the **Bookmarks** section, click on **Committees & Groups**

← → ↻ members.ascls.org



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LEADERSHIP ROSTERS



4. Select the group you wish to obtain a roster for from the list under the **My Active Committees** header.

My Active Committees

Below is a list of Committees, Scientific Assemblies, and State Societies that you currently belong to.

Areas I'm Involved in	Status	Action
Michigan State Society Expiration Date: 7/31/2022 Cost: \$65.00 Term: 2 Year(s)	Active	<ul style="list-style-type: none">View Position Roster
P.A.C.E. Committee Expiration Date: 6/30/2050 Term: 3 Year(s)	Active	<ul style="list-style-type: none">View Roster

5. Select the **Download Roster** option from the list. The **Michigan State Society** group is used in this example, though the actual header will have your groups name, i.e. Alaska State Society.

Michigan State Society

Administrative Tools:

- [Download Roster](#)

Additional Info

This is a list of Active members in the chosen committee or constituent society. To obtain a list of lapsed members, please contact jenm@ascls.org.

By clicking **Download Roster**, an excel file will automatically be queued to download. If you get the error message below, please click yes, and your file will open.

