How to Access Your Member Roster
1. Go to members.ascls.org
2. Click on “Your Member Account”
3. Login with your username and password
4. Click on “My Committees & Groups”
5. To View the Entire Roster click on the Group Name

<table>
<thead>
<tr>
<th>My Active Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Virginia Constituent Society</td>
</tr>
<tr>
<td>Expiration Date: 7/31/2023</td>
</tr>
</tbody>
</table>

- **View Position Roster**
6. Click “Download Roster”

NOTE: DO NOT USE “Send Email Notice”
Extra Information
• After you click “download roster”, you will receive a CSV file
  • Do not share this information with the wider Constituent Society, ASCLS, medical laboratory community, etc without member permission
  • This includes emails or text messages
• The roster only shows active members
• Anyone can pull a leadership roster in three different ways:
  1. 2. 3.