



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.



National Association of Home Builders



Membership

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

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

View/Edit Memberships

[Hide Search Panel]

HBA: 1199003 - Kennesaw State University-Marietta Campus

Search by Name ... or by ID

First: <input style="width: 95%;" type="text"/>	MSN: <input style="width: 95%;" type="text"/>
Last: <input style="width: 95%;" type="text"/>	PIN: <input style="width: 95%;" type="text"/>
Company: <input style="width: 95%;" type="text"/>	CoID: <input style="width: 95%;" type="text"/>
Show: All Active/Cancelled	Spike PIN: <input style="width: 95%;" type="text"/>

To perform partial searches use an asterisks at the beginning or end of any text field.
(Ex. *Smi* or *Homes)

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!	MSN	Contact Name (PIN)	Company Name (CoID)	Address	Member Status	Member Type	Anniv. Date
<input type="checkbox"/>	1404341	[REDACTED] (1708124)	Kennesaw State University-Marietta Campus (590146)	1100 South Marietta Pkwy Marietta, GA 30060-2896	New Member (A)	Post Secondary/College	09/2016
<input type="checkbox"/>	1404343	[REDACTED] (1708126)	Kennesaw State University-Marietta Campus (590146)	1100 South Marietta Pkwy Marietta, GA 30060-2896	New Member (A)	Post Secondary/College	09/2016
<input type="checkbox"/>	1404377	[REDACTED] (1708159)	Kennesaw State University-Marietta Campus (590146)	1100 South Marietta Pkwy Marietta, GA 30060-2896	New Member (A)	Post Secondary/College	09/2016
<input type="checkbox"/>	1380467	[REDACTED] (1625638)	Kennesaw State University-Marietta Campus (590146)	1100 South Marietta Pkwy Marietta, GA 30060-2896	Cancelled (D)	Post Secondary/College	06/2015
<input type="checkbox"/>	1404365	[REDACTED] (1708149)	Kennesaw State University-Marietta Campus (590146)	1100 South Marietta Pkwy Marietta, GA 30060-2896	New Member (A)	Post Secondary/College	09/2016
<input type="checkbox"/>	1404342	[REDACTED] (1708125)	Kennesaw State University-Marietta Campus (590146)	1100 South Marietta Pkwy Marietta, GA 30060-2896	New Member (A)	Post Secondary/College	09/2016
<input type="checkbox"/>	1404348	[REDACTED] (1708131)	Kennesaw State University-Marietta Campus (590146)	1100 South Marietta Pkwy Marietta, GA 30060-2896	New Member (A)	Post Secondary/College	09/2016
<input type="checkbox"/>		[REDACTED]	Kennesaw State University-Marietta Campus (590146)	1100 South Marietta Pkwy Marietta, GA 30060-2896	New Member (A)	Post Secondary/College	09/2016

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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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.

Step 2 - Choose the Members to Download

Select the criteria to use in filtering the member data to download. Check all boxes that apply.

Member Status:

[Check All](#) - [Clear All](#)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Active | <input checked="" type="checkbox"/> Req. Cancel (J) |
| <input checked="" type="checkbox"/> New Member (A) | <input checked="" type="checkbox"/> Req. Cancel (Y) |
| <input checked="" type="checkbox"/> Reinstated (B) | <input checked="" type="checkbox"/> Expired (Z) |
| <input checked="" type="checkbox"/> Cancelled (C) | <input checked="" type="checkbox"/> Prepaid (E) |
| <input checked="" type="checkbox"/> Cancelled (D) | <input checked="" type="checkbox"/> Renewal (F) |
| <input checked="" type="checkbox"/> Expired (X) | <input checked="" type="checkbox"/> Cancelled (G) |
| <input checked="" type="checkbox"/> Req. Cancel (I) | |

Member Type:

[Check All](#) - [Clear All](#)

- Builder
- Associate
- Affiliate

Council Type:

[Check All](#) - [Clear All](#)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sales & Marketing | <input checked="" type="checkbox"/> Remodelers |
| <input checked="" type="checkbox"/> Commercial Builders | <input checked="" type="checkbox"/> 50+ |
| <input checked="" type="checkbox"/> Multifamily | <input checked="" type="checkbox"/> Women's |

Student Type:

[Check All](#) - [Clear All](#)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Secondary/High School | <input checked="" type="checkbox"/> Post Secondary/College |
|---|--|

Anniversary Date: (MM/DD/YYYY)

Between and

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On the screen that displays, click the **Download** button.



National Association of Home Builders

W | M | S
At Your Fingertips

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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.

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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