

## Things to Consider Before Running Your Report

- **Information changes.** As new information is entered or old membership data is updated, reports will change. For example, the monthly joint dues report that Constituent Services sent you in December could look different from the same report when you access it from the Affiliate Reports site in July.
- **Member information is confidential.** All information accessed through the ASCD Affiliate Reports site is intended for your internal affiliate work only. The information provided through this site is confidential and cannot be shared, sold, or published.
- **Constituent Services can help.** If you have any questions about a report or how to access one, please contact [constituentservices@ascd.org](mailto:constituentservices@ascd.org). Also, if you are looking for specific information that you can't retrieve using one of the options on the Affiliate Reports site, let us know. We may still be able to help you gather that information.
- **Access to the Affiliate Reports site is limited.** Access to the Affiliate Reports site is granted to a limited number of affiliate leaders and is based on your ASCD online account. If you think you should have access to the site but are unable to log in, please e-mail [constituentservices@ascd.org](mailto:constituentservices@ascd.org) and copy your affiliate executive director.

## 5 Steps to Using the Affiliate Reports Site Effectively

[Step 1. Getting to the Affiliate Reports Site](#)

[Step 2. Logging In](#)

[Step 3. Selecting the Right Report](#)

[Step 4. Running and Using Your Report](#)

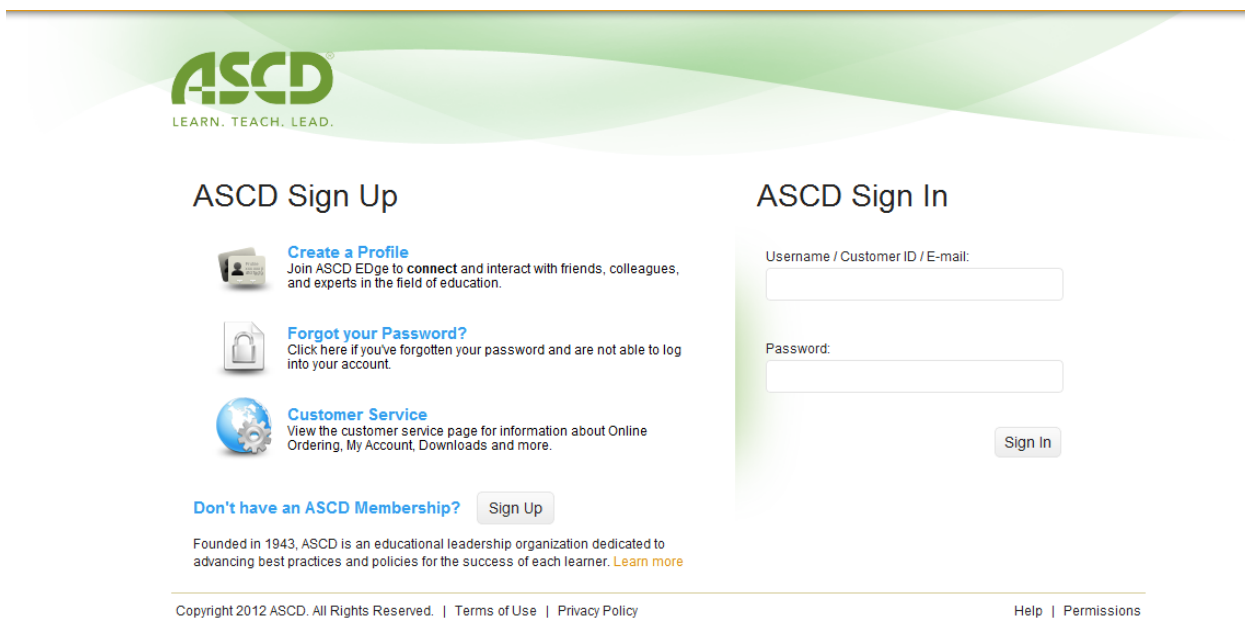
[Step 5. Logging Out](#)

## ASCD Affiliate Reports - 5 Steps to Success

**Step 1.** Go to [affiliatereports.ascd.org](http://affiliatereports.ascd.org) and click on the “Log In” link in the top right corner of the screen.



**Step 2.** Log in using your ASCD website log-in and password. Don't remember your ASCD password or log-in? You can go to [www.ascd.org/password](http://www.ascd.org/password) to get help accessing your account information.



## ASCD Affiliate Reports - 5 Steps to Success

### Step 3. Select the report you would like to view



ASCD® Affiliate Reports

Welcome Gayan Senanayake [

Wyoming ASCD reporting

Please select one of the reports

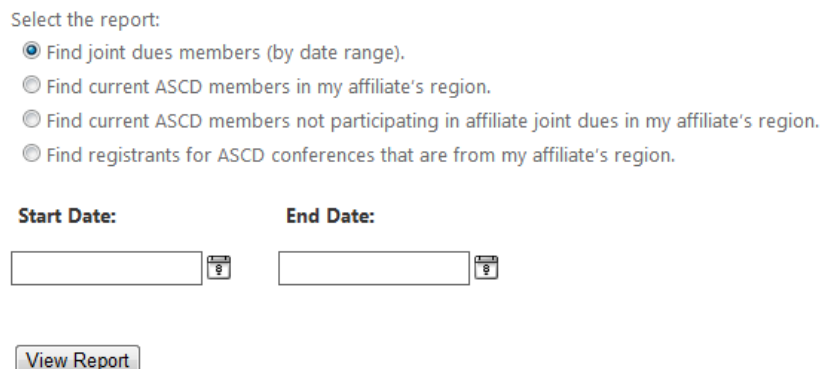
Select the report:

- ☐ Find joint dues members (by date range).
- ☐ Find current ASCD members in my affiliate's region.
- ☐ Find current ASCD members not participating in affiliate joint dues in my affiliate's region.
- ☐ Find registrants for ASCD conferences that are from my affiliate's region.

[View Report](#)


**a. Find joint dues members (by date range).** This option allows you to create a report of all of the joint dues members for your affiliate who signed up during a specific timeframe. Use the “Start Date” and “End Date” fields to define the timeframe you would like a report for.


**\*\*Please Note:** The report this option provides could look different than your monthly joint dues report. If you have any questions about why there are discrepancies between your monthly report and the information you pull from the Affiliate Reports site, contact [Constituent Services](#).



Select the report:

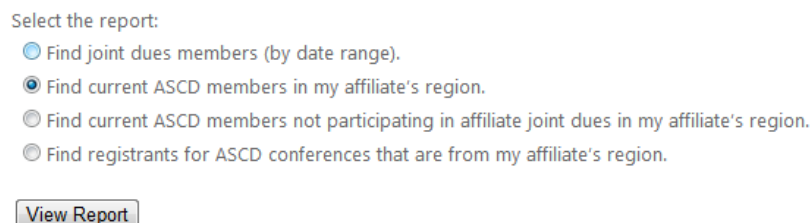
- ☒ Find joint dues members (by date range).
- ☐ Find current ASCD members in my affiliate's region.
- ☐ Find current ASCD members not participating in affiliate joint dues in my affiliate's region.
- ☐ Find registrants for ASCD conferences that are from my affiliate's region.

Start Date:  

End Date:  

[View Report](#)

**b. “Find current ASCD members in my affiliate’s region.”** This option allows you to create a report that lists all current ASCD members who reside within your affiliate’s region.



Select the report:

- ☐ Find joint dues members (by date range).
- ☒ Find current ASCD members in my affiliate's region.
- ☐ Find current ASCD members not participating in affiliate joint dues in my affiliate's region.
- ☐ Find registrants for ASCD conferences that are from my affiliate's region.

[View Report](#)

c. **“Find current ASCD members not participating in affiliate joint dues in my affiliate’s region.”** This option allows you to create a report that includes any individual who signed up for ASCD membership but not an affiliate membership during a specific timeframe. Use the “Start Date” and “End Date” fields to define the timeframe you would like a report for.

Select the report:

- ☐ Find joint dues members (by date range).
- ☐ Find current ASCD members in my affiliate’s region.
- ☒ Find current ASCD members not participating in affiliate joint dues in my affiliate’s region.
- ☐ Find registrants for ASCD conferences that are from my affiliate’s region.

**Start Date:**

**End Date:**



[View Report](#)

d. **“Find registrants for ASCD conferences that are from my affiliate’s region.”** This option allows you to create a report that includes any individuals from your affiliate’s region who registered for an ASCD conference or institute. You can access this information for any upcoming ASCD conferences or ASCD conferences that have occurred in the past two years.

Select the report:

- ☐ Find joint dues members (by date range).
- ☐ Find current ASCD members in my affiliate’s region.
- ☐ Find current ASCD members not participating in affiliate joint dues in my affiliate’s region.
- ☒ Find registrants for ASCD conferences that are from my affiliate’s region.

**Select Conference:**

2012 ASCD Summer Conference on Revolutionizing The Way We Teach and Learn ▼

[View Report](#)

**Step 4.** Once you’ve selected the report you want and have set any necessary parameters, click the “View Report” button. The screen will display your report and you can view the results here, print the report, or export the report into a variety of formats.


**\*\*Please Note:** Even though the text may overlap on the report display, it will be readable when you export the report.

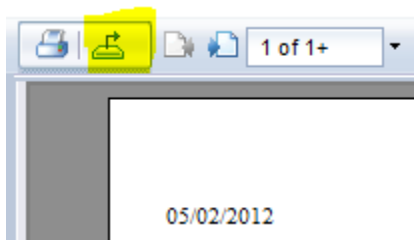
## ASCD Affiliate Reports - 5 Steps to Success

05/02/2012

**CURRENT MEMBER LISTING FOR STATE WY**  
**for Affiliate Access only**

maste	label_n	name	first_na	middle	last_na	suffix	job_fun	address	addresscity	state	post	country	cycle	membe	address
000000	100000	Kimberly L. K...	Kimberly L.	K...	K...			7451 S Homestead Rd	Cheyenne WY	82055	United States	28	SELECT	GOOD	
000000	334499	Sims, Nyana	Sims				OTHE	319 W 26th Avenue	Torrington WY	82240	United States	31	PREN	GOOD	
000001	311100	McClennen	McClennen				DEAN	700 Coyote Canyon	Jackson WY	83001	United States	31	EA	GOOD	
000000	100333	Janet Philip	Philip				STED	415 Springview	Thermop...	82443	United States	31	PREM	GOOD	
000001	600700	William Schlep	Schlepp					PO Box 769	Big Piney WY	83113	United States	30	SELECT	GOOD	
000001	600762	Mr. Talich Cory W.	Talich					1780 E Pershing Blvd	Cheyenne WY	82001	United States	30	SELECT	GOOD	
000001	430510	Grossbeck	Grossbeck					PO Box 324	Saint Step...	82034	United States	31	PREM	GOOD	
000001	430510	Rahimi-Laurien	Rahimi-				PRINSC	620 Lewis St	Sheridan WY	82301	United States	30	PREM	GOOD	
000001	430510	Tami Bishop	Bishop					PO Box 16	Rozet WY	82337	United States	30	EA	GOOD	
000001	605600	Nicole Trahan	Trahan					1053 S Sheridan Ave	Sheridan WY	82301	United States	31	EA	GOOD	
000001	605600	Auge Elizabeth	Auge				PRIN	100 Middle School Rd	Jackson WY	82001	United States	31	SELECT	GOOD	
000001	571430	Tim Foley	Foley				ADMIN	2526 Central Ave	Cody WY	82444	United States	31	SELECT	GOOD	
000001	759250	Miller Bowling	Miller					Po Box 568	Jackson WY	83001	United States	31	SELECT	GOOD	

a. You can export your report by clicking on the export button, , located in the top left-hand side of the report window (highlighted below).



After clicking the export button, the Export window below will appear:

Export

File Format:

Crystal Reports (RPT)

Page Range: \_

☒ All Pages

☐ Select Pages

From:

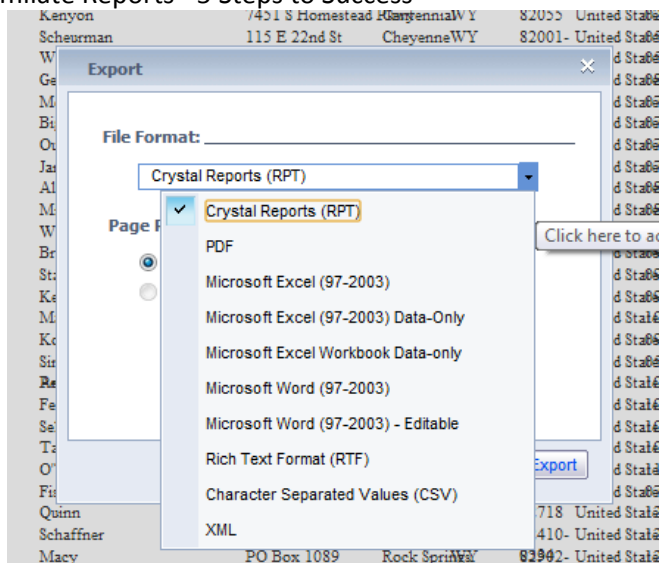
To:


Export

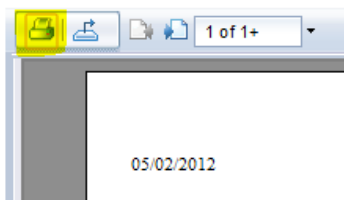
_na	middle	last_na	suffix	job_fun	address	addresscity	state	post	country	cycle	men
berly L.	Ke								United States	28	SELE
na	Si								United States	31	PREN
	Mc								United States	31	EA
	Ph								United States	31	PREN
	Se								United States	30	SELE
am	Ta								United States	31	SELE
	Gr								United States	31	PREN
lyn	Gr								United States	30	PREN
lyn	Gr								United States	30	EA
ien	Ra								United States	30	PREN
i	Ed								United States	31	EA
le	Sp								United States	31	EA
beth	Ed								United States	31	EA
	Sp								United States	30	EA
ing	Ed								United States	30	PREN
el L.	Sp								United States	30	EA
e	Cu								United States	30	PREN
i	Ra								United States	30	EA
y	Pe								United States	30	EA
hia	Br								United States	31	PREN
itopher	Br								United States	30	PREN
	Ed								United States	30	PREN
stina	Mills				PO Box 33	Shoshoni High School	WY	82649	United States	31	SELE
r A.	Larsen			PRINEL	1205 Arapahoe Ave	Gillette	WY	82718	United States	30	SELE
n	Delbridge				2810 House Ave	Cheyenne	WY	82001	United States	30	SELE
i	Benham Deal				1000 E. University	Wheatland	WY	82201	United States	30	EA
da	Maloney				PO Box 1089	Rock Spri...	WY	82902	United States	30	PREN

Select the format of the export from the dropdown menu, and enter which pages of the report you would like exported. We highly recommend using the “Microsoft Excel (97-2003) Data-Only” option. It will allow you the most versatility in [managing and sorting your data](#), importing to your tracking records, and [creating mailing labels](#).

## ASCD Affiliate Reports - 5 Steps to Success

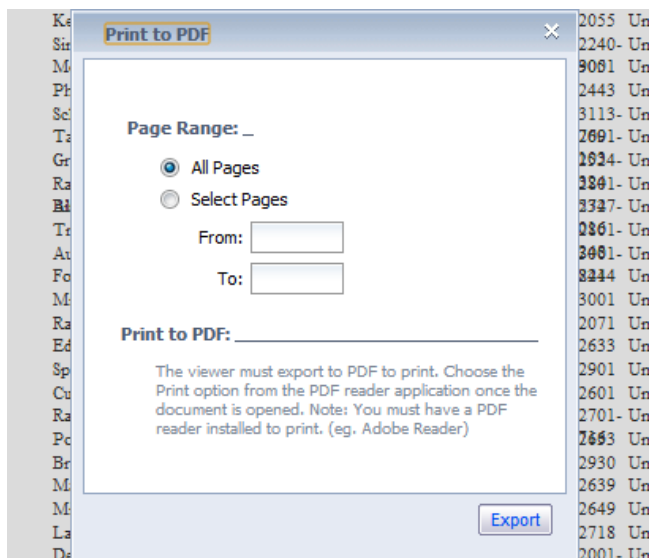


**b. You can print this report** by click the print button, , located in the top left-hand side of the report window (highlighted below).





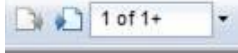
After clicking the print button, the Print window (shown below) will open. You can select which pages you would like to print from this window.

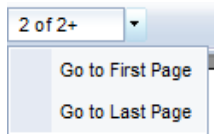
**\*\*Please Note:** You may need [Adobe Reader](#) to print the report directly. Also, this is not always the best version to print. For the best printouts, export to Microsoft Excel and format your data before printing it.



## ASCD Affiliate Reports - 5 Steps to Success

c. **You can view this report** in the current window without exporting. You can use the Page Backward  and

Page Forward  to navigate through the report.  You can also jump to the first or last page of the document by selecting one of the options from the dropdown menu.



**Step 5. Log out of the Affiliate Reports site** when you are finished accessing the reports you need. You can do this by clicking the “Log Out” link in the top right-hand corner of the window (next to your name).

