

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. 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 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](#)

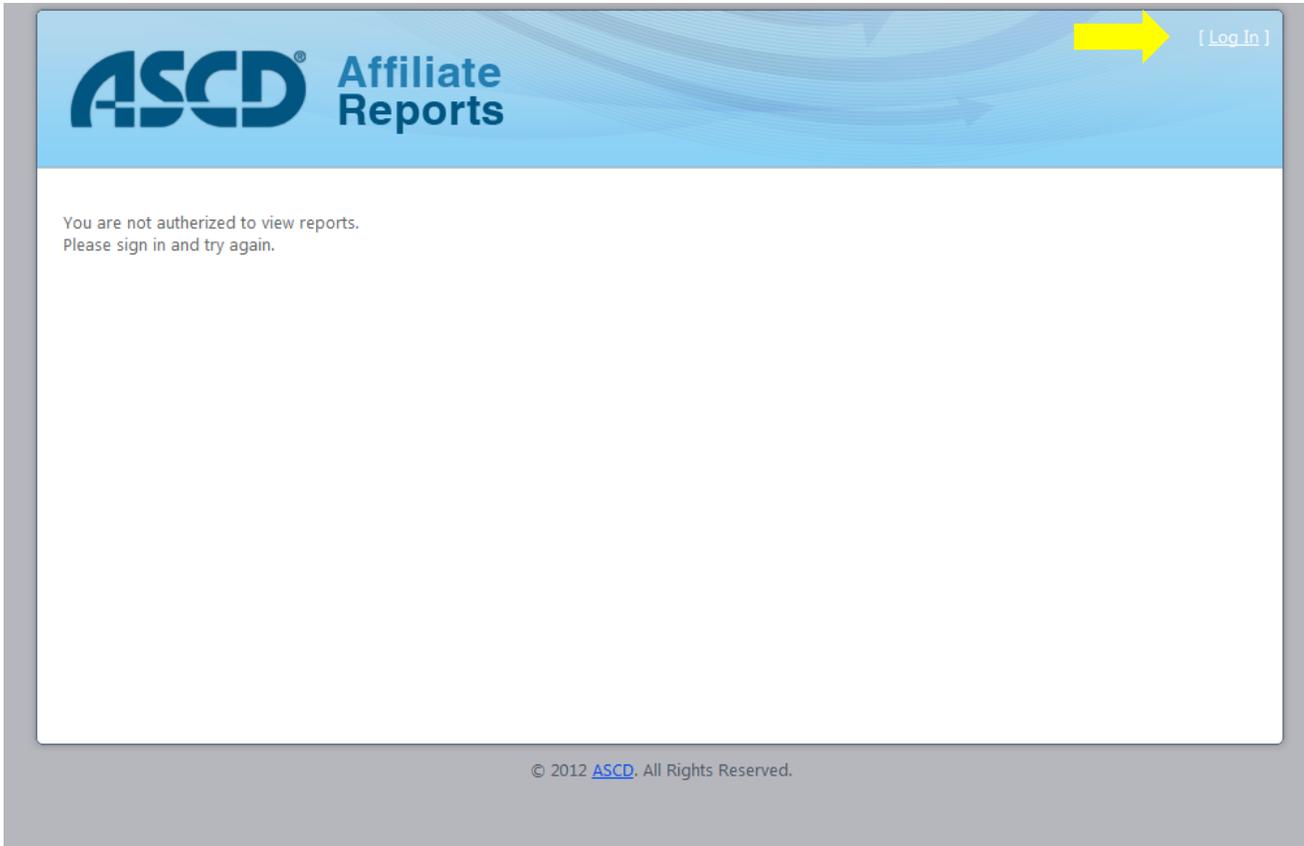
[Step 3. Selecting the Right Report](#)

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

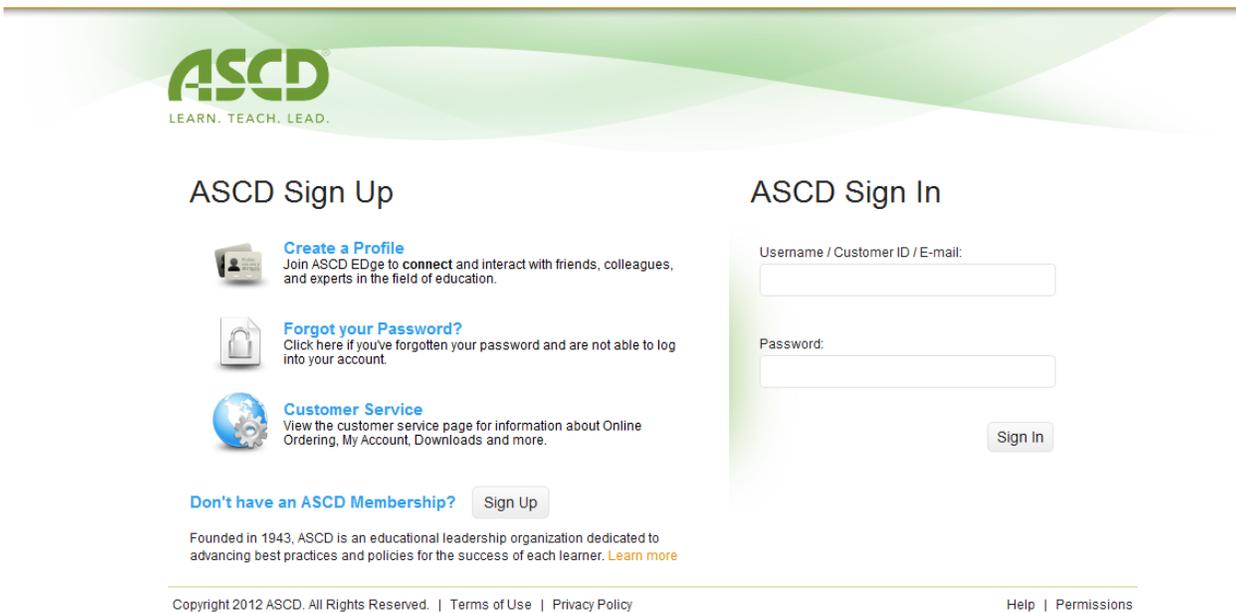
[Step 5. Logging Out](#)

ASCD Affiliate Reports - 5 Steps to Success

Step 1. Go to affiliatereports.ascd.org 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 to get help accessing your account information.



Step 3. Select the report you would like to view



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:

[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.

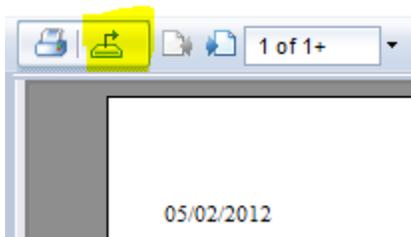
ASCD Affiliate Reports - 5 Steps to Success

05/02/2012

CURRENT MEMBER LISTING FOR STATE WY
for Affiliate Access only

maste	label_n	name	pfir	na	middle	last	na	suffix	job	fun	address	address	city	state	posta	country	cycle	membe	address
000000	1600	Kimberly L. Ke	Kimberly L.								7451 S Homestead Rd	Wynonia	WY	82055	United States	28	PREM	GOOD	
000000	3364	Simis Nyana	Simis						OTHE		319 W 26th Avenue	Torrington	WY	82240	United States	31	PREM	GOOD	
000001	110	McClennan	McClennan						DEAN		700 Coyote Canyon	Jackson	WY	83001	United States	31	BASIC	GOOD	
000000	1063	Janet Philip	Philip						STED		415 Springview	Thermop	WY	82443	United States	31	PREM	GOOD	
000001	6070	William Schlep	Schlep								PO Box 769	Big Piney	WY	83113	United States	30	PREM	GOOD	
000001	6067	Mr. Talich Cory W.	Talich								1780 E Pershing Blvd	Cheyenne	WY	82001	United States	31	PREM	GOOD	
000001	4305	Grossbeck	Grossbeck								PO Box 324	Saint Step	WY	82034	United States	31	PREM	GOOD	
000001	6021	Rahimi-Laurien	Rahimi-						PRINSC		620 Lewis St	Sheridan	WY	82301	United States	30	PREM	GOOD	
000001	4007	Tami Bishop	Bishop								PO Box 16	Rozet	WY	83337	United States	30	BASIC	GOOD	
000001	6056	Nicole Trahan	Trahan								1053 S Sheridan Ave	Sheridan	WY	82301	United States	31	BASIC	GOOD	
000001	6074	Elizabeth Auge	Auge						PRIN		100 Middle School Rd	Jackson	WY	82001	United States	31	PREM	GOOD	
000001	5714	Tim Foley	Foley						ADMIN		2526 Central Ave	Cody	WY	82001	United States	31	PREM	GOOD	
000001	7592	Miller Bowling	Miller								Po Box 568	Jackson	WY	83001	United States	31	PREM	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:

na	middle	last	na	suffix	job	fun	address	address	city	state	posta	country	cycle	men
berly L.	Ke	Kimberly L.					7451 S Homestead Rd	Wynonia	WY		82055	United States	28	PREM
na	Simis	Simis Nyana			OTHE		319 W 26th Avenue	Torrington	WY		82240	United States	31	PREM
	McClennan	McClennan			DEAN		700 Coyote Canyon	Jackson	WY		83001	United States	31	BASIC
	Philip	Philip Janet			STED		415 Springview	Thermop	WY		82443	United States	31	PREM
am	W.	William Schlep					PO Box 769	Big Piney	WY		83113	United States	30	PREM
lyn	Gr	Mr. Talich Cory W.					1780 E Pershing Blvd	Cheyenne	WY		82001	United States	31	PREM
ien	Ra	Grossbeck					PO Box 324	Saint Step	WY		82034	United States	31	PREM
i	Bl	Rahimi-Laurien			PRINSC		620 Lewis St	Sheridan	WY		82301	United States	30	PREM
le	Te	Tami Bishop					PO Box 16	Rozet	WY		83337	United States	30	BASIC
beth	At	Nicole Trahan					1053 S Sheridan Ave	Sheridan	WY		82301	United States	31	BASIC
o	El	Elizabeth Auge			PRIN		100 Middle School Rd	Jackson	WY		82001	United States	31	PREM
ing	Me	Tim Foley			ADMIN		2526 Central Ave	Cody	WY		82001	United States	31	PREM
el L.	Ed	Miller Bowling					Po Box 568	Jackson	WY		83001	United States	31	PREM
e	Sp													
i	Cu													
y	Ra													
hia	Pe													
itopher	Br													
	Mi													
itina	Mills	PO Box 33	Roshoni	High School	WY		82649	United States	31	PREM				
r A.	Larsen	PRINEL	1205 Arapahoe Ave	Gillette	WY		82718	United States	30	PREM				
n	Delbridge		2810 House Ave	Cheyenne	WY		82001	United States	30	PREM				
i	Benham Deal		1000 E. University	WY Health			82601	United States	30	PREM				
ta	Maloney		PO Box 1089	Rock Spri	WY		82902	United States	30	PREM				

Export

File Format: Crystal Reports (RPT)

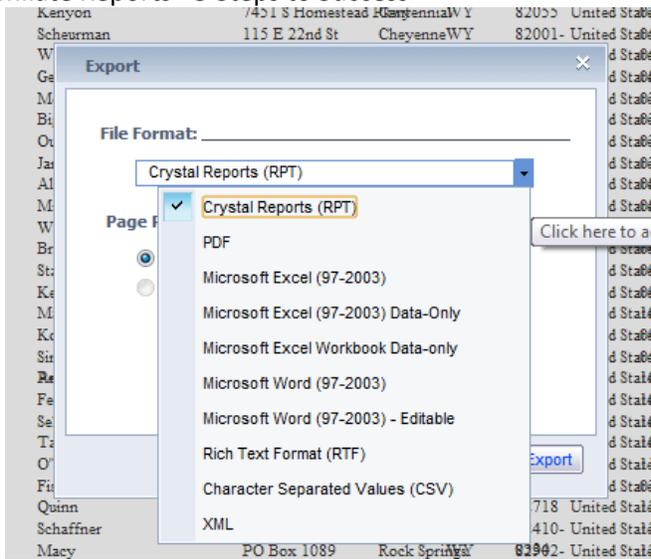
Page Range: All Pages Select Pages

From:

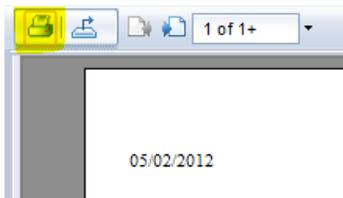
To:

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](#).

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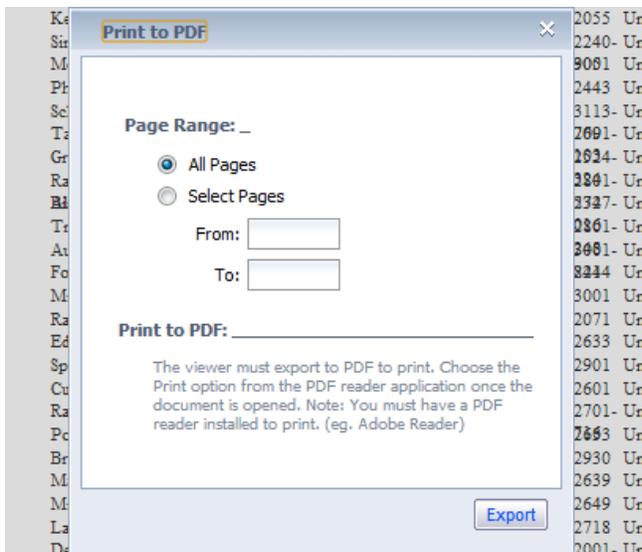


b. You can print this report by click the print button,  , located in the top left-hand side of the report window (highlighted below).

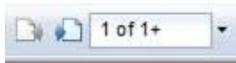


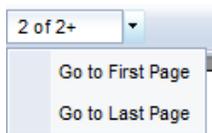
After clicking the print button, the Print window (shown below) will open. You can select which pages you would like to print from this window.

****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.



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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).

