

## Membership List Access and Guidelines

The Chapter Portal allows state and chapter leaders to download their individual membership rosters. Use the following guidelines to help you navigate and manage your membership lists.

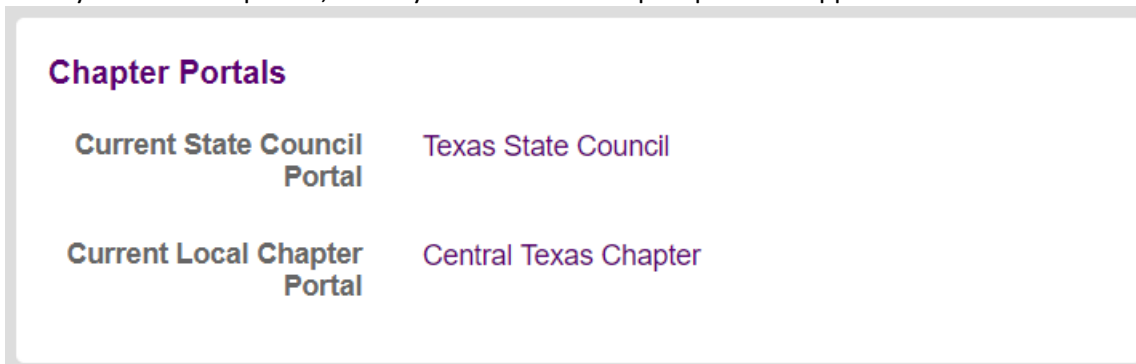
### Leader Access to Download Membership Lists

The following outlines the state council and chapter leaders who have access to membership lists:

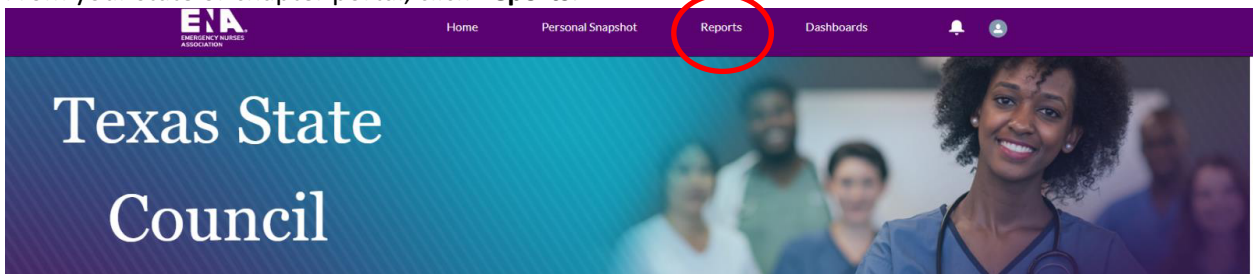
1. State council **and** chapter President, President-elect, Secretary and Membership Chairpersons
2. Please familiarize yourself with the LICENSE AGREEMENT
  - *The License Agreement outlines the terms in which membership lists and member information may or may not be used*
  - *Read the License Agreement carefully to ensure that you are complying with the agreement: License Agreement: The Information and ENA membership lists and contents thereof contained in the ENA State/Chapter Portal are proprietary products of ENA and may not, in whole or in part, be sold, licensed, rented, reproduced, copied or disseminated, entered into a computer database, used as part of or in conjunction with a mailing list, or otherwise utilized in any form or manner or by any means except for your individual, personal and confidential reference or by you personally in connection with official ENA state council/chapter business without ENA's prior written consent.*  
*If you have any questions regarding what constitutes authorized and/or unauthorized use of ENA's membership lists or other Information, please contact Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org) or 847/460-2627.*

### Access and Download a membership report

1. From your member profile, select your council or chapter portal as applicable:

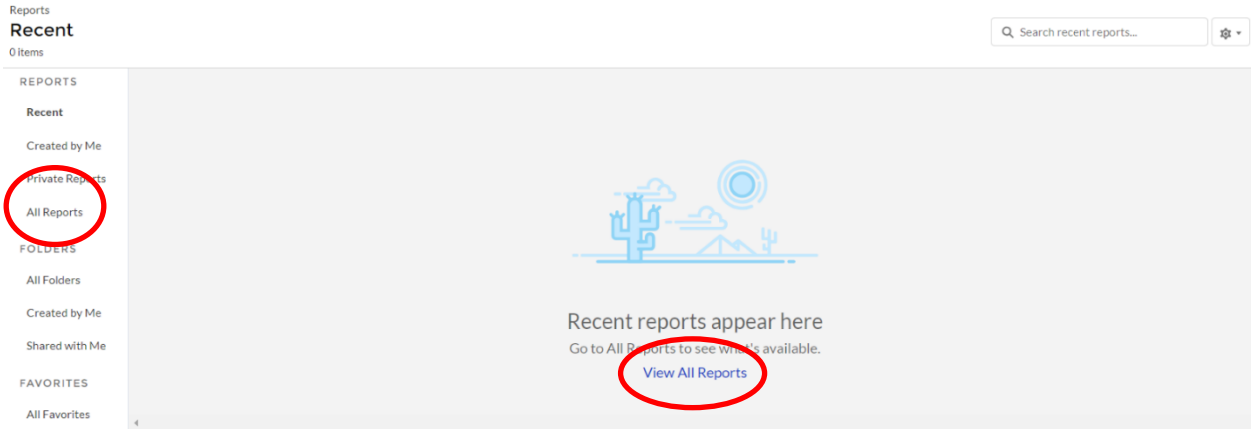


2. From your state or chapter portal, click **Reports**.



## Membership List Access and Guidelines

3. Select **“View all Reports”** or click **All Reports** on the side menu:



4. Next you will see the member reports available, **scroll up/down** to view all reports.

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Chapter Member Roster	This shows the member roster for each state chapter.	Chapters		10/16/2023, 5:01 PM	
Created by Me						
Private Reports	Council & Chapter Expired Member	Report that shows members who are have expired, but they are in their 2 month grace period. - Created by IT ENA	Chapters		9/11/2023, 3:10 PM	
All Reports						
FOLDERS						
All Folders	Council and Chapter Leaders	Information about accounts and their associated councils with all roles except for Member or Delegate related roles. - Created by IT ENA	Chapters		9/26/2023, 2:35 PM	
Created by Me						
Shared with Me	Council Member Roster	This shows the member roster for each state council.	Chapters		10/16/2023, 1:29 PM	
FAVORITES						

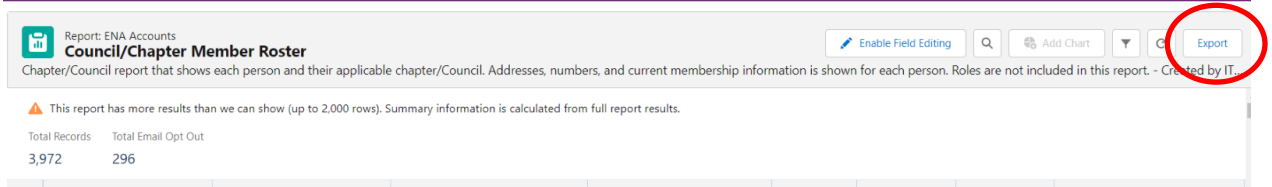
**IMPORTANT NOTE:** The **Created On** date column in the report view only reflects the date the reports were developed. It does not reflect the last date your report was ran.

5. Once you start running reports, you will start to see them listed in the **“Recent”** view.

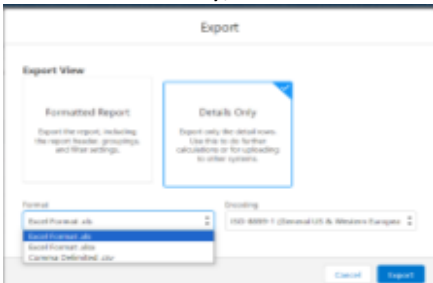
REPORTS	Report Name
Recent	Chapter Member Roster
Created by Me	
Private Reports	Council & Chapter Expired Member
All Reports	
FOLDERS	
All Folders	Council and Chapter Leaders

## Membership List Access and Guidelines

6. Select the report name to run report and export data. Once results are displayed, click on the Export button:



7. Select Details Only, Excel Format .xlsx and click Export



8. The excel file will automatically download and open.

### Membership Reports available

Prior to accessing membership lists, you **must read terms of the license agreement**. If you have any questions regarding what constitutes authorized and/or unauthorized use of ENA's membership lists or other information, please contact ENA Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org) or 847-460-2627. The membership data accessed in membership reports is "real time", therefore, it's important to run a new list for each project and/or email communication.

The following outlines the membership reports available for download:

- **Council Member Roster:** Displays all *current* members within the state council. All lists are automatically sorted in alphabetical order by last name.
- **Chapter Member Roster:** Displays all *current* members within the chapter. All lists are automatically sorted in alphabetical order by last name.
- **Council Auto-Renew Member Roster:** Shows members who are enrolled in auto-renew for each state council.
- **Chapter Auto-Renew Member Roster:** Shows members who are enrolled in auto-renew for each chapter.
- **New Members – Council Member Roster:** Shows new members who joined ENA in the council as of the current year. List is sorted by Original Join Date.
- **New Members – Chapter Member Roster:** Shows new members who joined ENA in the chapter as of the current year. List is sorted by Original Join Date.
- **Expired Members – Council Member Roster:** Shows members who are expired, but they are in their 2-month grace period. List is sorted by Member Thru date.
- **Expired Members – Chapter Member Roster:** Shows members who are expired, but they are in their 2-month grace period. List is sorted by Member Thru date.

## Membership List Access and Guidelines

- **Council and Chapter Leaders Roster:** Displays leader accounts and their associated councils and chapters.
- **State Council Delegate Listing:** Displays registered General Assembly delegates for the current year

### Membership Data included in Member Reports

The following provides a description to key columns of data available in the member reports.

1. **Chapter code:** identifies to what chapter the member is assigned
  - **NCE:** “No Chapter Exists.” Chapters are assigned by zip code therefore NCE means that the zip code in the member record has not been assigned to a chapter.
  - **Zip code assignments:** If a member wishes to be part of a chapter that is not assigned to their zip code, they can change the chapter affiliation in their member profile or contact ENA Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org)
2. **Email Opt out:** if “True” is indicated in this field, the member has opted out of receiving all ENA email communication. These members must be removed from any email distribution lists before sending correspondence. State councils and chapters are still required to manage additional opt-out requests that are received at the state and chapter level.
3. **Member Type:** This helps you identify National, International, Senior, Military, Affiliate or Student
4. **Exclude from Billing:** If “true”, member is enrolled in automatic enrollment. You may exclude them from your renewal reminders
5. **Original Join date:** the original date a member joined ENA and when membership benefits begin
6. **Rejoin date:** the date a member rejoined ENA after a period of active membership and subsequent lapse in membership
7. **Member Thru:** the day a membership term is concluded (ENA allows a two-month grace period after expiration date before the membership is officially terminated, members in this window still appear on current member lists)
8. **Total Years in Emergency Nursing:** This field indicates how many years they have worked in Emergency Nursing. This data is based on what the member has indicated in their personal member profile. If you find that their information is not correct, ask the member to update their profile information. This field is useful to encourage involvement of Emerging Professionals and build a pipeline of new leadership in your organization.
9. **Birthday:** this column allows you to sort and view the member’s birthday by month and day
10. **Voting:** if “False” is indicated in this field, they are **not** eligible to vote in ENA National Elections based on their membership category

**It is recommended** that state councils and chapters welcome new and rejoining members to your organization monthly using the membership lists. Before sending emails, ensure that you are omitting all emails that have opted-out of ENA email correspondence. Visit the [ENA Brand Center](#) to access template letters, logos, and materials for corresponding with members.

### Frequently Asked Questions

1. Can we send emails to members?
  - Yes. Before sending emails to members, review the [Email Usage and Protocol](#) to ensure you are not violating the CAN-SPAM act. **Note: each separate email in violation of the CAN-SPAM Act is subject to penalties of up to \$16,000.**
  - Refer to the [ENA Brand Center](#) to access state and chapter logos and branded templates to utilize when corresponding with your members
  
2. Can I change or update any of the information in the member records?
  - No. Contact ENA Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org) with your changes or notify the member to make the change directly in their member portal. Expect changes to be completed within 2-3 business days.
  
3. What are acceptable uses of membership lists?
  - The following uses of ENA membership lists are acceptable:
    - Distribution of state council/chapter newsletters
    - Distribution of membership recruitment and retention materials
    - Conduct elections
    - Provide notice of state council/chapter meetings
    - Distribute information regarding state council or chapter sponsored educational programs and conferences
    - Distribute government affairs updates
    - Join/renew membership reminders
  - Contact [componentrelations@ena.org](mailto:componentrelations@ena.org) if you have questions about uses of membership lists.