Pulling your Chapter Roster

As an officer, you have the ability to conveniently view or download member contact information.

Please go www.napnap.org and be sure you are logged in and click on **My Account**.

You will be re-directed to your member portal. Hover your mouse over the profile picture on the top right-hand side then click on **Chapter Leader Tasks** (see below.)
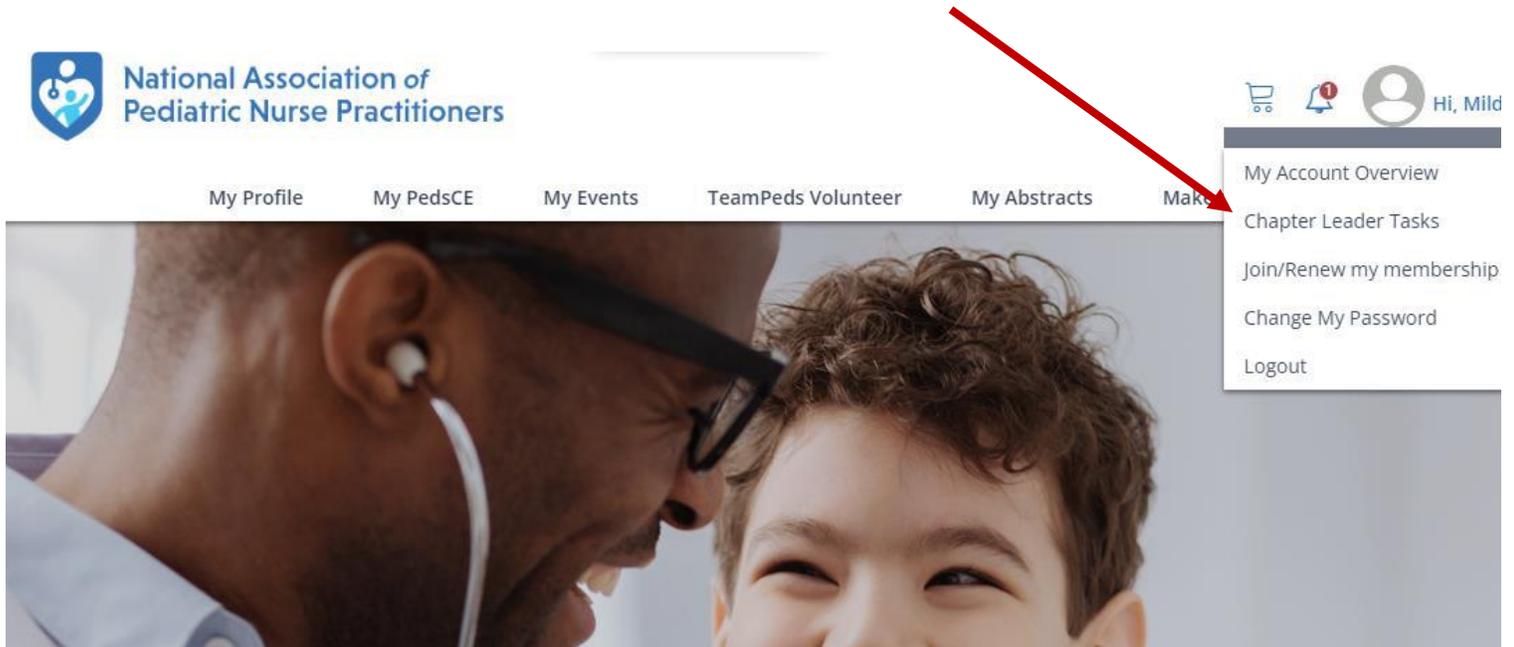
You will then see the name of the chapter roster you have access to along with the number of current active members, expired members and total members. Click Active members. An automated list of names will populate along with the contact information of the current active chapter members. Click Download Roster to pull as an Excel document. Please note: chapter leaders/members are not permitted to access or contact expired members. See below for example of the roster preview:

Chapter Leader Tasks

Access each chapter you are assigned to as a leader.

South Carolina

151

90 *Active Members*
683 *Expired Members*
773 *Total Members*

Your real-time roster from the NAPNAP website has the most up-to-date information about your membership.

Here are the steps to follow once you download and open the Excel file roster to determine whose membership is set to expire at the end of the month:

1. Delete the first three rows to enable sorting by the membership expiration date (Column I).
2. Sort the data by membership expiration date, from oldest to newest (Column I).
3. Look for members whose membership is set to expire at the end of the month (e.g., 3/31/2025).
4. Email the members whose memberships are expiring at the end of the month. See the email sample below.

Dear chapter member,

Your NAPNAP and [insert chapter name] membership expires at the end of this month. We strongly encourage you to renew so that you can continue to learn from and engage with our chapter community in addition to enjoying year-long national and chapter member benefits.

Thanks,
[insert chapter leader name]