INSTRUCTIONS FOR DOWNLOADING YOUR STATE MEMBERSHIP LIST

FROM THE MEMBERSHIP PORTAL/WILD APRICOT SITE

Updated 7/1/2019

1. Go to the NAWGJ website (www.nawgj.org)
2. Click on the "Become a Member" link.
3. Click "Update/Renew Membership ONLINE"
4. On the screen that says "Welcome to the NAWGJ Membership Portal," type your E-mail and Password in the fields on the left. If you do not know your password, enter your E-mail address and then click on "Forgot Password." This will take you through the steps required to establish a new password for the portal.
5. You should be in admin view.
6. Select the "Members" tab at the top of the screen.
7. To select the members in your state:
   a. Select "Advanced search"
   b. Set up the search for your state (e.g., State Is RI). Also select the criteria for Membership Status and choose "Active." This will filter out all inactive judges (those who have been archived).
   c. Press the "Search" button
8. Press the green "Export" button at the top left.
9. Save the file on your computer.
10. Open Excel.
11. Choose File → Open and browse t o select the file you just downloaded.
12. Click on "Enable editing."
13. You can delete any unnecessary columns and format/resize columns and/or rows as desired.
14. Choose File → Save A s
15. Change "Save as type" to Excel Workbook
16. Change file name as desired
17. Press Save