

Instructions for downloading your State membership list from the Membership site

Updated 7-1-20

1. Go to the NAWGJ website and click “membership” (OR type in naow3gj@wildapricot.org)
2. Click on the membership link from menu on left side
3. Click update/renew membership online – log in using your email and password
4. If you have forgotten your password, click “forgot password” to establish a new one
5. Make sure you are in **Admin View** (toggle button on top right corner); you must be a read-only administrator to access Admin View
6. Select the **Contacts** tab at top of screen
7. Select **Advanced Search** tab
8. Using the “green cross” criteria button, add two criteria from the pop up list: **State** (2-letter abbreviation) and **Member Status** (Active) You can add more criteria as desired.
9. Press the **Search** button
10. Your alphabetized list should appear. There are 50 judges per page.
11. Push the **Export** button if you would like to save your list as a .csv file on your computer.
12. Select the fields you would like exported: member number, last name, first name etc.
13. Save the file to your computer
14. You can open Excel to edit the worksheet.
15. Please contact the National Secretary if you need further instructions.