FBA Chapter Membership Report

How to access the Chapter Membership Reports:

1. Check the monthly Enews letter “Chapter Connections” for a link to the reports Dropbox.
2. Use the link under the “Leadership Resources Portal” in the “Chapter Resources” section.

How to utilize your Chapter Membership Report:

1. Add a filter to Row 4 of the membership report. Highlight the 4th row and then go to the Data tab. From there you click on the filter button. Down arrows will now appear next to each “Field Type” in Row 4.

2. Click on the arrow next to data type to be able to sort your data in various ways.

3. Member Activity is one of the best ways to determine the status of your members. With this “Field Type” you can see who is a “New”, “Active” “Coming Due” “Non-Renewing” and “Past Due”.

   New – The Member is within the 1st month of their Membership
   Active – Member is 2-9 months in their Membership
   Coming due – 3 months before the Member reaches their Expiration Date
   Non-Renewing – Member has selected a Non-Renewing membership status.
   Past Due – Member has gone past their Expiration Date and will be terminated if they don’t renew within 3 months of the Expiration Date.