

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 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 or 847/460-2627.

Access and Download a membership report

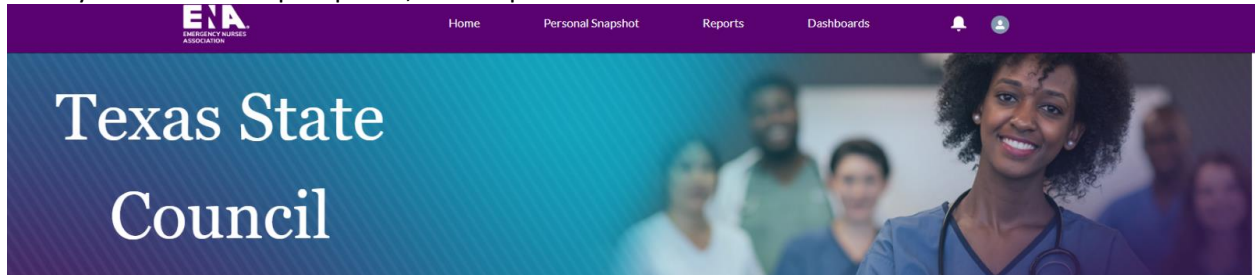
1. From your member profile, select your council or chapter portal as applicable:

Chapter Portals

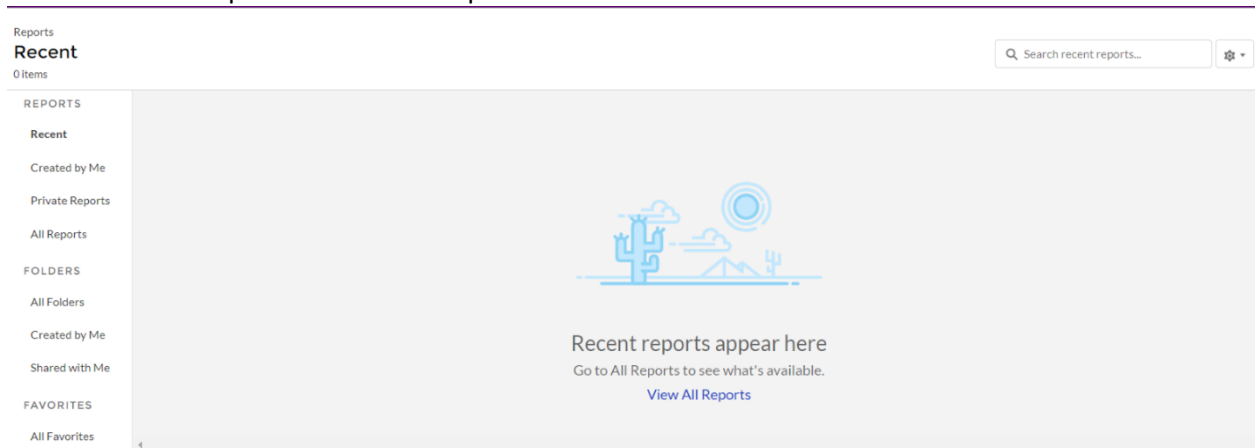
Current State Council Portal	Texas State Council
Current Local Chapter Portal	Central Texas Chapter

Membership List Access and Guidelines

- From your state or chapter portal, click Reports.



- Select "View all Reports" or click All Reports on the side menu:



- Next you will see the member reports available, **scroll 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						

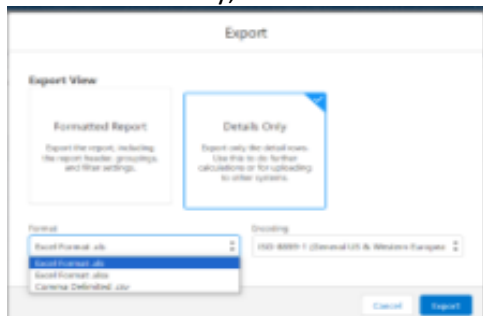
Note: once you start using the reports, you will start to see them listed in the "Recent" area.

Membership List Access and Guidelines

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

	Current State Council Name	Current Local Chapter Name	Emergency Nurses Association ID	Full Name	First Name	Middle Name	Last Name	Person Email
1	Texas State Council	Rio Bravo Chachalacas Chapter	53140	Luis F Abanilla	Luis	F	Abanilla	lctrel20012002@yahoo.com
2	Texas State Council	Tarrant County Chapter	1285231	Mr Ivan Eric Bacarro Abarido	Ivan Eric	Bacarro	Abarido	varny_70@yahoo.com
3	Texas State Council	San Antonio Chapter	2348716	Sarah Abascal	Sarah	-	Abascal	sarahabascal@gmail.com
4	Texas State Council	Houston Chapter 195	1634806	Rashad Hakim Abdullah	Rashad	Hakim	Abdullah	rashadrn2015@gmail.com

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



- 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 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.
- **New Member – YTD Roster:** Shows new members who joined ENA as of the current year. List is sorted by Original Join Date.
- **Council/Chapter Expired Member Roster:** Shows members who are expired, but they are in their 2-month grace period.

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
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 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 if you have questions about uses of membership lists.