

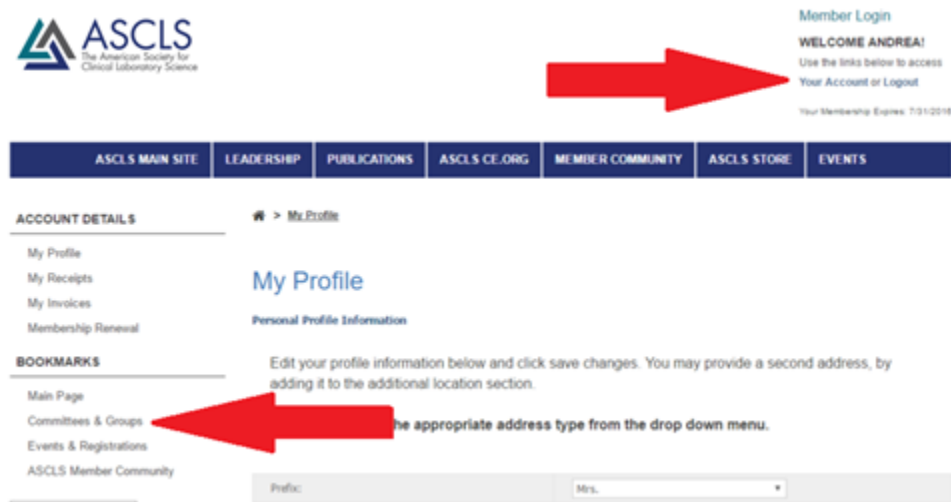
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## How to download a roster using the Member Portal (Timberlake)

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### Access the Admin Tools

1. Log in to [members.ascls.org](https://members.ascls.org)
2. Click on **Your Account** in the upper right hand corner
3. In the **Bookmarks** section, click on **Committees & Groups**



4. Select the group you wish to obtain a roster for from the list under the **My Active Committees** header.
5. Select the **Download Roster** option from the list below. If you do not see these options, contact [andrea@ascls.org](mailto:andrea@ascls.org) or [karrieh@ascls.org](mailto:karrieh@ascls.org) to add your permissions. The Board of Directors group is used in this example, though the actual header will have your groups name, i.e. Alaska State Society.

🏠 > [My Committees](#)

## Board of Directors

### Administrative Tools:

- [Download Roster](#)
- [Send Email Notice](#)
- [Manage Web Pages](#)
- [Manage File Uploads](#)

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### *Download Roster Feature*

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This is a list of Active members in the chosen group (SA, State Society, Committee, etc.). To obtain a list of lapsed members for your state or region, please contact [ascls@ascls.org](mailto:ascls@ascls.org).

By clicking **Download Roster**, and excel file will automatically be queued to download. If you get the error message below, please click yes, and your file will open.

