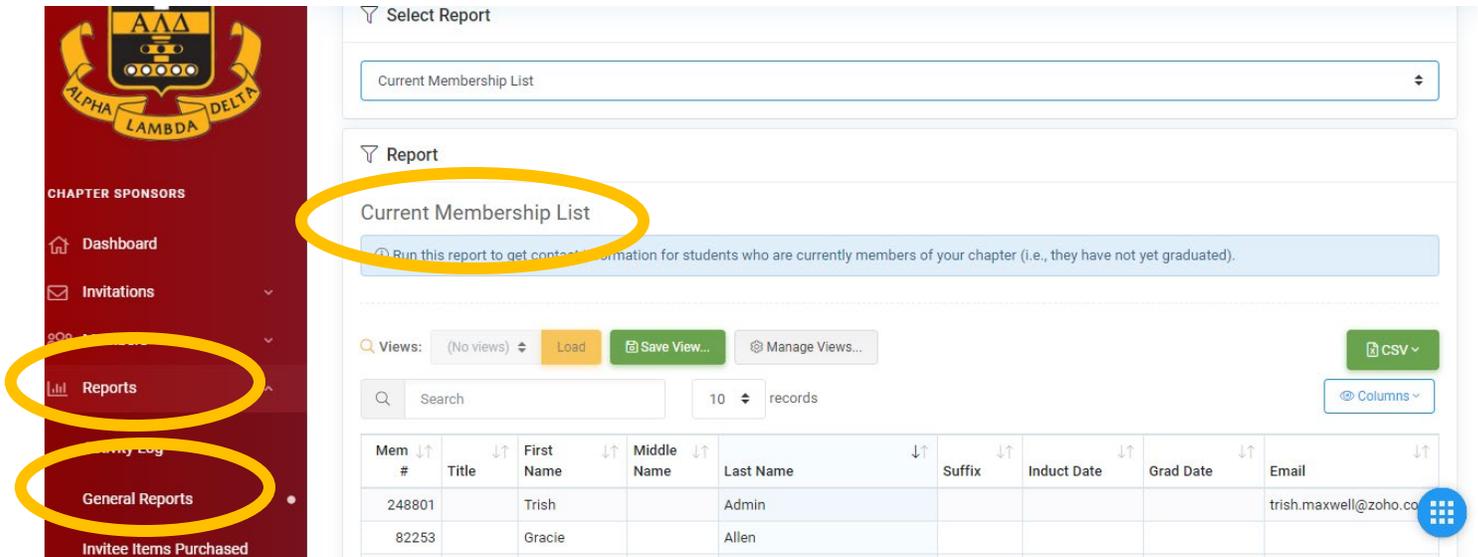


## Accessing a Current Membership List (MHS)

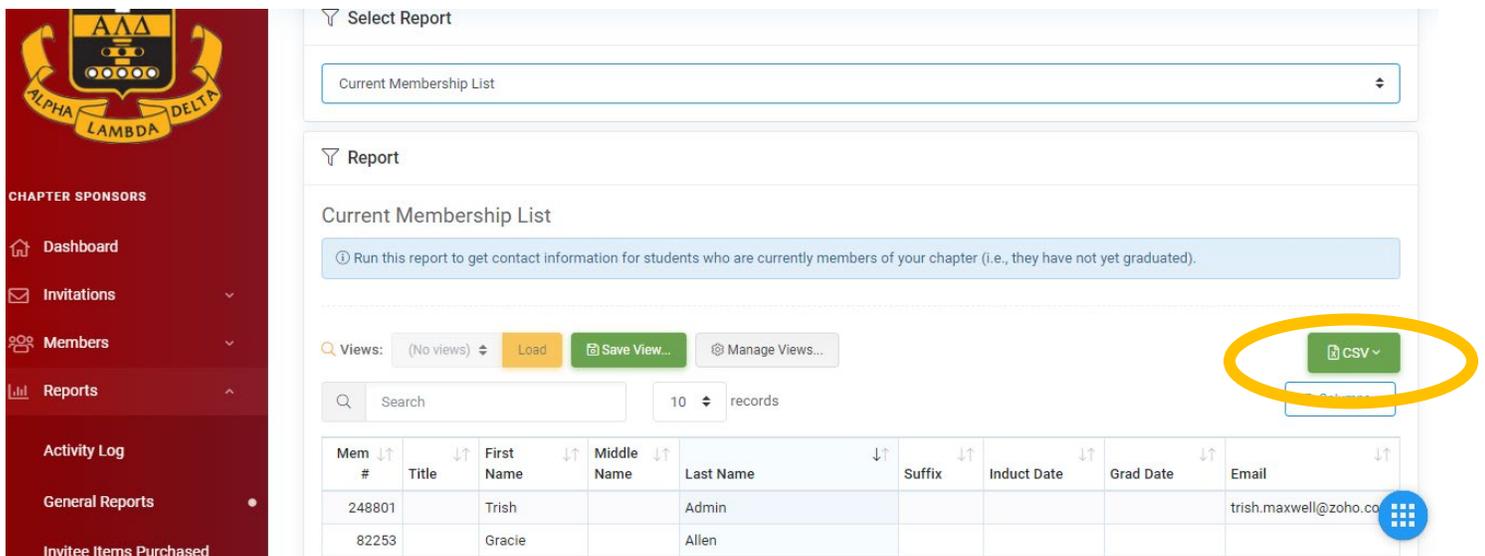
*An Alpha Lambda Delta Tutorial*

**STEP 1: SIGN INTO MHS, CLICK ON “REPORTS” THEN “GENERAL REPORTS” (LEFT NAVIGATION BAR), AND SELECT THE “CURRENT MEMBERSHIP LIST.”**



The screenshot shows the MHS interface. On the left is a dark red navigation bar with the Alpha Lambda Delta logo at the top. Below the logo, the text 'CHAPTER SPONSORS' is visible. The navigation menu includes: Dashboard, Invitations, Reports (circled in yellow), Activity Log, General Reports (circled in yellow), and Invitee Items Purchased. The main content area is titled 'Select Report' and shows 'Current Membership List' selected in a dropdown. Below this, the report title 'Current Membership List' is circled in yellow. A blue instruction box says: 'Run this report to get contact information for students who are currently members of your chapter (i.e., they have not yet graduated).' There are buttons for 'Load', 'Save View...', and 'Manage Views...'. A search bar is present with '10 records' displayed. A table of members is shown with columns: Mem #, Title, First Name, Middle Name, Last Name, Suffix, Induct Date, Grad Date, and Email. The first two rows are: (248801, Trish, Admin) and (82253, Gracie, Allen). A green 'CSV' button is visible on the right side of the interface.

**STEP 2: TO EXPORT TO AN EXCEL SPREADSHEET, CLICK YOUR EXPORT TO CSV.**



This screenshot is similar to the first one, showing the 'Current Membership List' report page. The 'Export to CSV' button is circled in yellow. The table of members is visible, showing the same two rows as in the first screenshot.

You are given a choice of visible columns of all columns. The file will download and appear in the bottom left corner of your screen. You can sort your list by induction date or graduation date.