

The State Council/Chapter Management area within your ENA member profile is a functional tool that allows state and chapter leaders to download their individual membership rosters; enter/manage officers, delegates and chairpersons and; access officer and committee chair rosters. Use the following guidelines to help you navigate and manage your membership lists.

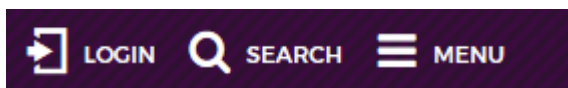
Leader Access to Download Membership Lists

The following outlines the state council and chapter leaders who have access to membership lists from the State Council/Chapter Management area:

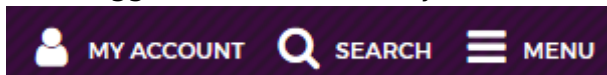
- State council **and** chapter Membership Chairpersons and core officers (President, President-elect, Secretary, Treasurer, Secretary/Treasurer)
- State Immediate Past Presidents
- State Pediatric/ENPC Chairpersons
- State Trauma/TNCC Chairpersons
- State Newsletter Editor Chairpersons
- ENA Board of Directors (state council board liaisons)

Login Instructions to Access Membership Lists

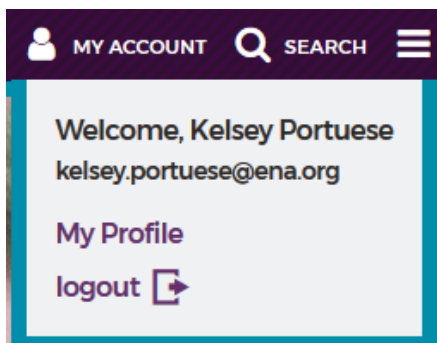
1. Log onto the ENA homepage at www.ena.org using your primary email address and password (if this is your first login attempt this will be your primary email address that you have with ENA and your member ID number). Contact ENA Component Relations at componentrelations@ena.org if you are unable to login.



2. Once logged in, click on the My Account icon



3. From the dropdown click on My Profile

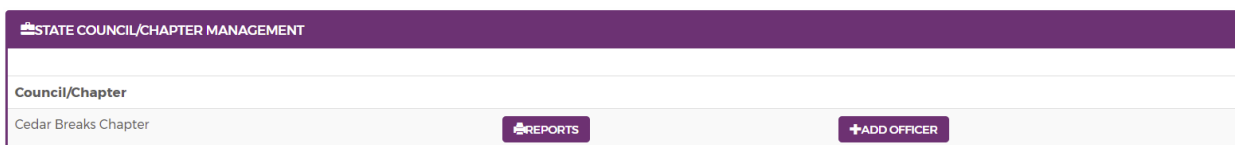


State Council and Chapter Membership List Usage and Guidelines

- Once in your ENA member profile, click on 'Volunteer and Leadership' within the 'Account Links' section.



- Scroll down to the 'State Council/Chapter Management' area and click on 'Reports' icon next to the state council or chapter you wish to run a member report for.



- Before proceeding, you MUST READ 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
- Select the member report you wish to download.

LICENSE AGREEMENT

The Information and ENA membership lists and contents thereof contained in the ENA State/Chapter Leader Management Area 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.

Report Name	Format
Current Member Report	Excel Delimited
New Member Report (for current month)	Excel Delimited
Expiring Member Report	Excel Delimited
Council Officer Report	Excel Delimited
Council and all Chapter Officers Report	Excel Delimited
Output Delegates	Excel

Download a membership report

- Choose the report name and select format:
 - Excel format opens a spreadsheet you can manipulate to your needs
 - Delimited format is a text-based report
- Based on your computer's security settings, you may have to save the report file prior to opening it
 - All current versions of Excel are supported, but you may have to adjust your security settings to save or print the report
- Once you save your report, you may print by clicking on your print icon. Some formatting may be needed prior to printing

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:

- **Current Member Report:** Displays all *current* members within the state council and/or chapter. Three-tier state reports are sorted by chapter ID and two-tier state reports are sorted by member last name
- **New Member report:** Shows new members in the current month (only includes first time members; does not include rejoined or members moved to a new area)
- **Expiring Member Report:** Shows members who expired the month prior. It is recommended to run this report on the 1st of each month.
- **Council Officer Report:** Displays state council officers and leaders that are entered into the State Council/Chapter Management area
- **Council and All Chapter Officers Report:** Displays state council AND chapter officers and leaders that are entered into the State Council/Chapter Management area.
 - This report is designed for State Council Presidents to track state and chapter officers and chairpersons entered in the State Council/Chapter Management area as well as see a history of your state or chapters leadership.

State Council and Chapter Membership List Usage and Guidelines

- This report requires a term start and end date be entered in the parameters. For example, Term Start Date = 01/01/2017 and Term End Date = 12/31/2019.
- **Output Delegates:** Displays registered General Assembly delegates that are entered in the State Council/Chapter Management area for the respective meeting year
- **Member mailing addresses (by request only):** State Council Presidents may request any state council mailing list (mailing addresses only, no email) to be used for ENA educational purposes only and may not be reproduced or shared. Same rules apply as stated in the ENA License Agreement. Contact ENA Component Relations to request a list and it will be processed within three business days.

Membership Data included in Member Reports

The following provides a description to various columns of data available in the member reports.

- **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.
 - Component Relations will review membership lists on a monthly basis to monitor chapter assignments and assign zip codes to chapters based on the state council's procedure for zip code assignments. This ensures that the member will be included in the appropriate chapter's member list and will receive regular updates from the chapter. Additionally, assessments will be allocated appropriately.
- **Email Opt out:** if "yes" is indicated in this field, the member has opted out of receiving all ENA email communication. Members who have selected "yes" for opt-out 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.
- **County:** this column indicates which county their zip code is associated with.

State Council and Chapter Membership List Usage and Guidelines

- **Member Type and Length:** this column identifies the type of ENA membership and the length of the membership. This helps you identify lifetime, military and student nurse memberships as well as the term of their membership.
- **Join date:** the original date a member joined ENA and when membership benefits begin
- **Rejoin date:** the date a member rejoined ENA after a period of active membership and subsequent lapse in membership
- **Effective date:** the start of the membership term according to the ENA database. Effective date does not define when member benefits begin. Example: new member joins April 10, 2017, all benefits start that day. The effective date is May 1, 2017 and expiration is April 30, 2018.
- **Expiration date:** 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)
- **Join date by year:** this column allows you to sort and view newest/oldest members
- **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.
- **Birthday:** this column allows you to sort and view the member's birthday by month and date
- **Sponsor:** the name in this column identifies who referred the membership (only applies to new membership)
- **Voting:** if "no" 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 on a monthly basis 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?
 - a. 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.**
 - b. Refer to the [ENA Brand Center](#) to access state and chapter logos and branded templates to utilize when corresponding with your members

2. Am I able to pull reports by date range?
 - a. No. The membership data accessed in membership reports is "real time"; the member you may be looking for could have expired in the time frame you indicate therefore they would drop off the list. Use the "Expired Member Report" for that purpose.

3. Can I change or update any of the information in the member records?
 - a. No. Contact ENA Component Relations at componentrelations@ena.org with your changes or notify the member to make the change directly in their member profile. Expect changes to be completed within 2-3 business days.

4. What are acceptable uses of membership lists?
 - a. 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 educational programs and conferences
 - Distribute government affairs updates
 - Join/renew membership reminders
 - b. Contact componentrelations@ena.org if you have questions about uses of membership lists.