

## State Council/Chapter Management Area Instructions

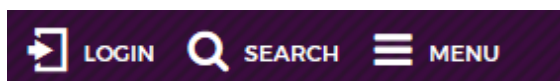
The State Council/Chapter Management area within your ENA member profile is a functional tool that allows state and chapter leaders to download membership rosters; enter/manage officers, delegates and chairpersons; and access officer and committee chair rosters. Use the following instructions and guidelines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

### State council and chapter leader access

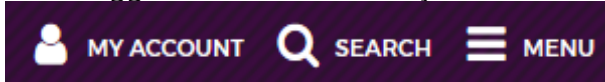
- **Manage council officers:** state council presidents, presidents-elect and immediate past presidents (includes full access to chapter areas for three tier states)
- **Manage chapter officers:** chapter presidents and presidents-elect
- **Manage delegates:** state council presidents, presidents-elect, State Captains and General Assembly/Delegate Chairpersons
- **Download membership lists/reports:** state council **and** chapter Membership Chairs and core officers (president, president-elect, secretary, treasurer, secretary/treasurer), State Immediate Past Presidents, ENPC/Pediatric Chairpersons, TNCC/Trauma Chairpersons, State Newsletter Editor Chairpersons and ENA Board of Directors (State Board Liaisons)
  - Review the [Membership List Usage and Guidelines](#) prior to managing your membership lists
  - Prior to managing and sending email correspondence to your members, review the [Email Usage and Protocol](#) to ensure you are not violating the CAN-SPAM act. Remember each separate email in violation of the CAN-SPAM Act is subject to penalties of up to \$16,000

### Login Instructions to Access Membership Lists

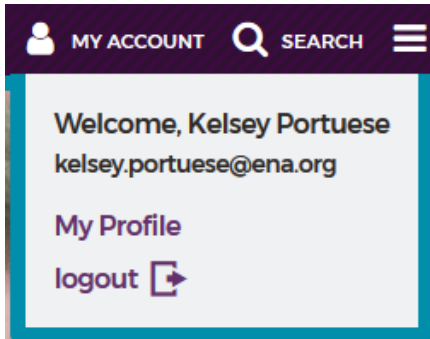
1. Log onto the ENA homepage at [www.ena.org](http://www.ena.org) using your primary email address and password (if this is your first login attempt this will be your primary email address that you have with ENA and your member ID number). Contact ENA Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org)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



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



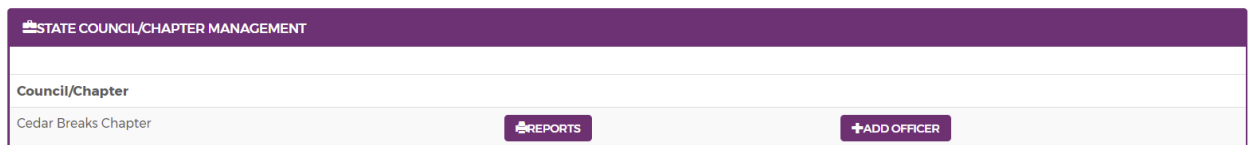
3. From the dropdown click on My Profile



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



5. 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.



6. 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

7. Select the member report you wish to download.

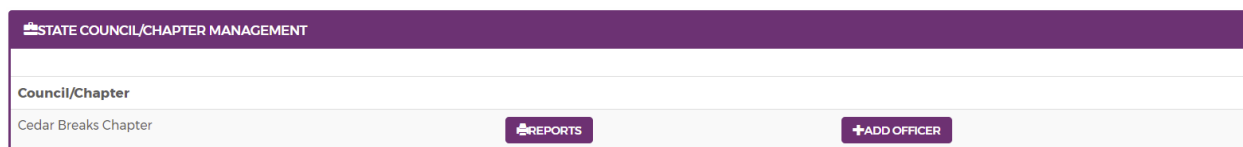
**LICENSE AGREEMENT**

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

**Manage Officer Instructions**

- Within the 'State Council/Chapter Management area,' click on '+Add Officer' icon next to the state council or chapter you wish to add officers to.



- To begin adding your officers, select **the state council or chapter** from the dropdown menu
- You may **search** by member ID or by first and last name
- Select the correct member and click **Go**
- Select the member from the results
- You will be prompted to **select their position** (use the dropdown menu to show all positions). Then select the start and end dates of the leader's term.
- Once you have selected the position and filled in the term dates, **click save** and the leader will be populated under the 'State Council/Chapter Leadership' section
- **Repeat** the above steps until you have all your officers entered

**Access State and Chapter Leader Resources**

- Two access points are available in all state council and chapter leader’s profiles to access tools and resources specific to your leadership role.
  - **State and Chapter Leaders Community:** Links to ENA CONNECT’s State and Chapter Leaders community. The community is designed to help you interact and share ideas with your fellow leaders and as a source of information and tools to help you succeed in your leadership role.
  - **Leader Resource Area:** Links to the State and Chapter Leaders area to access resources and tools to support your leadership role.

Access tools and resources for current state council and chapter leaders

STATE AND CHAPTER LEADER COMMUNITY

LEADER RESOURCE AREA

## Frequently Asked Questions

1. Why can’t I delete an officer?
  - a. For security purposes, you are only allowed to add officers. This allows ENA Component Relations the ability to monitor these changes and/or end date their term appropriately for record keeping purposes.
  - b. To delete an officer, please contact ENA Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org)
2. Can I change or update any of the information in the member records?
  - a. No. Contact ENA Component Relations at [componentrelations@ena.org](mailto:componentrelations@ena.org) with your changes or notify the member to make the change directly in their member profile.
  - b. You can expect your changes to be completed within 2-3 business days
3. How do I manage delegates?
  - a. Only state council presidents, president-elects, State Captains and General Assembly/Delegate Chairpersons have access to this area
  - b. This area is only available during the designated Delegate registration time frame
  - c. [Click here](#) to access the Delegate Registration Instructions