

## Utilizing Your Region/Affiliate Monthly Membership Roster

- Column contents
  - a. Member Types (ACT = Active, ASSC = Associate, GRAD = WOCNEP Grad, STU = RN Student, RET = Retired)
  - b. *Company* field will only be populated when the member has designated their work/office address as their preferred mailing/billing address. If the *Company* field is not populated, the address is a home address.
- Alphabetizing & Sorting
  - a. To sort (or alphabetize) a column, click any cell in the spreadsheet, then click *Data* then *Sort* (the spreadsheet will turn blue which is okay). Choose the column you would like to sort from the dropdown box. **Note:** Never highlight only a section or a column of the spreadsheet because Excel will sort that column only, which will mix up all the data.
  - b. If you get a *Sort Warning*, click *ok*.
  - c. *Join Date* column, when sorted by “descending” dates, will display newer members at the top of the column.
- Searching
  - a. To search for a word or number in the spreadsheet, click *Edit* then *Find* (a shortcut would be to hold the *Ctrl* key, then hit the “F” key). In the *Find what* field, type what you are looking for (you can type the whole word or only part of it). To keep searching, click *Find Next* to see the next instance of the word, or *Find All* to see a list of all instances of the word.
- Cutting & Pasting
  - a. To cut a column, put your cursor on the letter above the column, then right click and choose *Cut*. Then scroll over and click on the column to the RIGHT of where you want to insert the column, and click *Insert Cut Cells*. **Note:** If you click *Paste*, the contents of the column you clicked on will be replaced by the column you originally cut.
- Sending “Blast” Emails
  - a. To send a “blast” email to all your members, highlight the *Email* column and click *Copy*. Then open a new email message and in the *To:* field, right click and choose *Paste*. All the addresses will be inserted. **Note:** You may not see them right away, or you may only be able to see the first address.