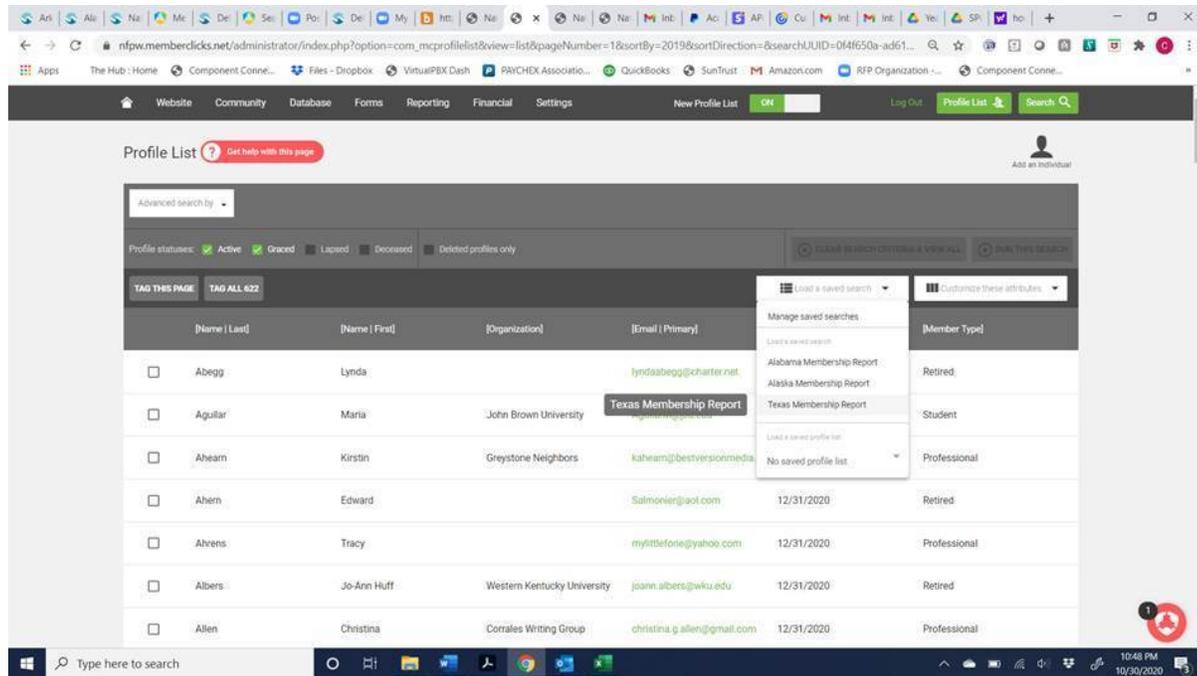


To access the admin site, you must first be granted access by the NFPW Executive Director.

Once that access has been set, go to this site and use your login and password that you use for the NFPW website:

<https://nfpw.memberclicks.net/administrator#/login>

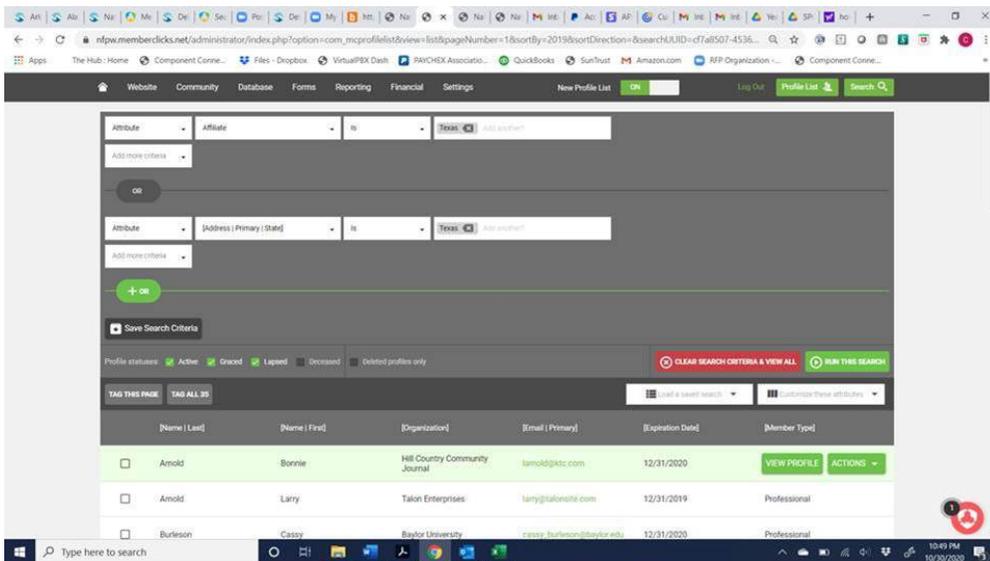
1. In the upper right side, click on Profile List (Green Button). You'll see the following screen (minus the drop-down menu that has Texas highlighted)



2) In the upper left, click on “Advanced Search By” and select Attribute.

3) At “Type to filter attributes” type “af” then choose Affiliate.

4) After “Is,” click on the blank space then scroll down and select Indiana. Your screen should look like this (except “Indiana” instead of “Texas,” and no second line of criteria):



- 5) Click on “Run This Search” (green button next to red button).
- 6) On the left side, click on “Tag All ###” (where “###” is the number of records returned)
- 7) In the far bottom right, click on Actions.
- 8) Scroll down and select “Export Profiles.”
- 9) At “Select an attribute set,” click the down arrow and select WPCI List. (If it’s not there, select Affiliate Report.) NOTE: LEAVE “CREATE A LIST OF ATTRIBUTES TO EXPORT” EMPTY!!
- 10) Scroll down the gray “Export Profiles” box until you see “Export Name.” Type in whatever you want to name the list (i.e. “MM/YY List”)
- 11) Click on the green “Export” button.
- 12) In the far upper left, hover on “Reporting” then click on Exports.
- 13) For the export you just created, click on “Download File.”
- 14) Select the folder you want to download it to and save the file.

**\*\*NOTE: DETERMINING THE YEAR A MEMBER JOINED.** There was a change in database software in 2020. So for all members who joined in 2020 or prior, use the “Year Joined” column. For all who joined after 2020, use the “Join Date” column. (For the same reason, the “Created Date” column will show a date of 09/23/2020 for all members who joined in 2020 or prior, and all members who joined after will show the correct date they joined. So basically, disregard the “Created Date” and instead use “Year Joined” and “Join Date.”)