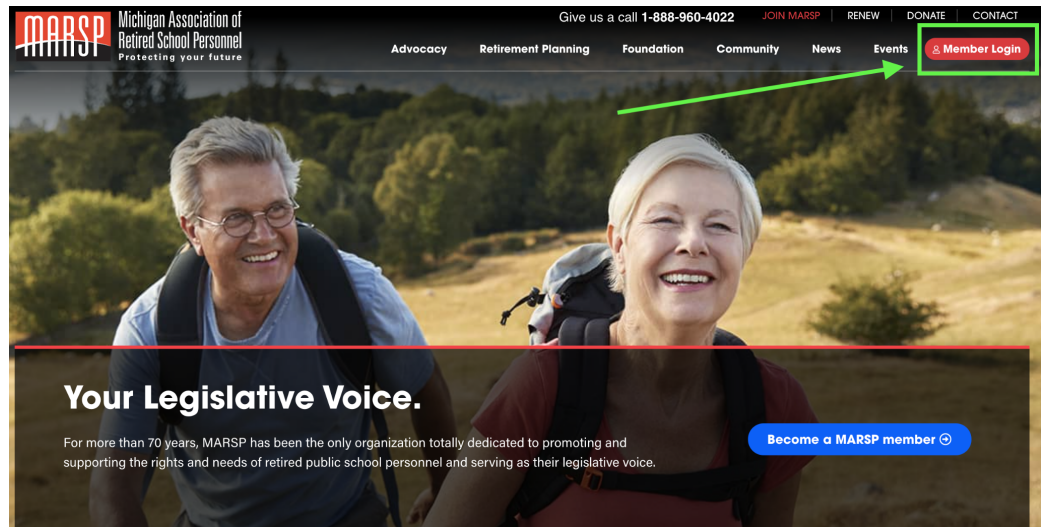


# MARSP Chapter Leader Reports

## Chapter Roster Reports

Please use the following directions to access MARSP Chapter Leader Area. These directions will take you through how to access the area and how to run and view reports.

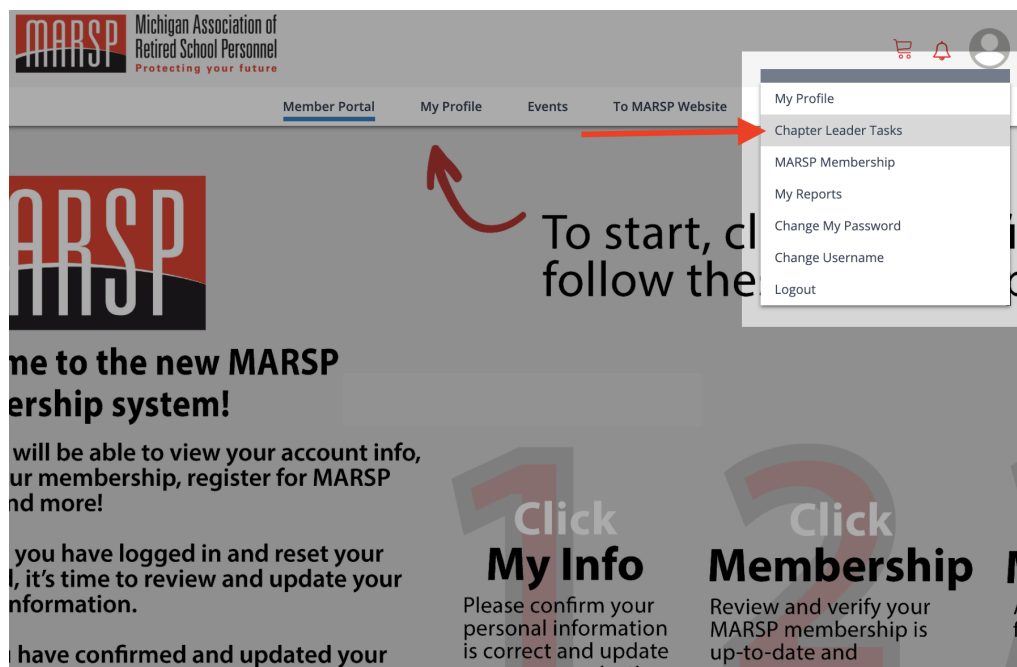
To access the MARSP Chapter Leader Area please login to your MARSP account at [www.marsp.org](http://www.marsp.org).



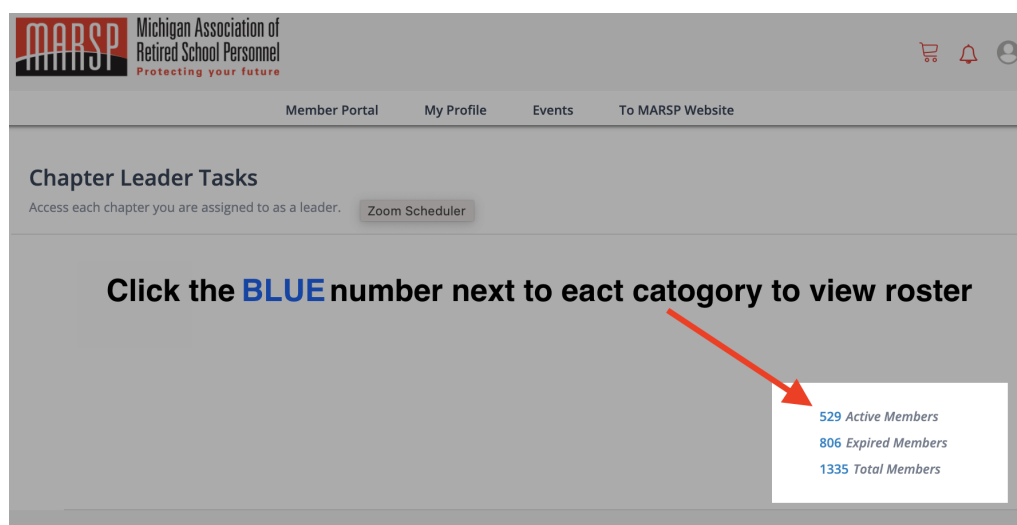
Once logged in please click "my account"



On the homepage, click Chapter Leader Tasks on the drop down menu



This takes you to the main chapter screen where you can select "Active members" or "Inactive members" to see a list of those people.



Once you choose which list you would like, you may download the roster by clicking on the words "Download Roster". This will open the list as a spreadsheet that can be viewed by the software on your computer (such as Microsoft Excel, Google Sheets, or Apple Numbers).

**Please note.** The "Membership Expiration Date" that is listed on the full roster view is for each member's state membership.

To view a members chapter expiration status you will need to click on a member's name and view their individual roster information.

### Tips & Tricks

You can sort each column by clicking the ↑↓ arrow buttons.

You can view more items per page by adjusting the "items per page" at the bottom of the screen.

**MARSP** Michigan Association of Retired School Personnel  
Protecting your future

Member Portal My Profile Events To MARSP Website

### Chapter Leader Tasks

Access each chapter you are assigned to as a leader.

**BERRIEN**  
9

Membership expiration date listed here is the members State Membership expiration.

To view the members Chapter Membership expiration please click on the members name and view their individual account.

529 Active Members  
806 Expired Members  
1335 Total Members

Chapter Members

Refine Search

Download Roster

Name ↑	Owner (Individual) Email Address	Membership Expiration Date ↑	Owner (Individual) Home Address	Owner (Individual) Home Phone # ↑
Member Name	Email@email.com	6/30/2022	123 home address	555-4444-6666

Items per page: 5 1 - 5 of 529

### Chapter Leader Tasks > Membership Information

#### Membership Information

Membership ID:	Member ID #
Owner:	Member Name
Status:	Active
Type:	Regular
Product:	Regular
Receives Member Benefits?	true
Inherited?	false
Approved?	true
Membership Directory Opt Out?	true
Join Date:	07/01/2005
Expiration Date:	06/30/2022
Renewal Date:	

Members State Membership Information

Members Chapter Membership Information

#### Chapters

Chapter Name ↑	Join Date ↑	Expiration Date ↑
Chapter name	2005-07-01	2022-06-30

You can expand the column width by double clicking on the line between the letters across the top.

ChapterMembership Report .XLSX ☆ 📄 ☁

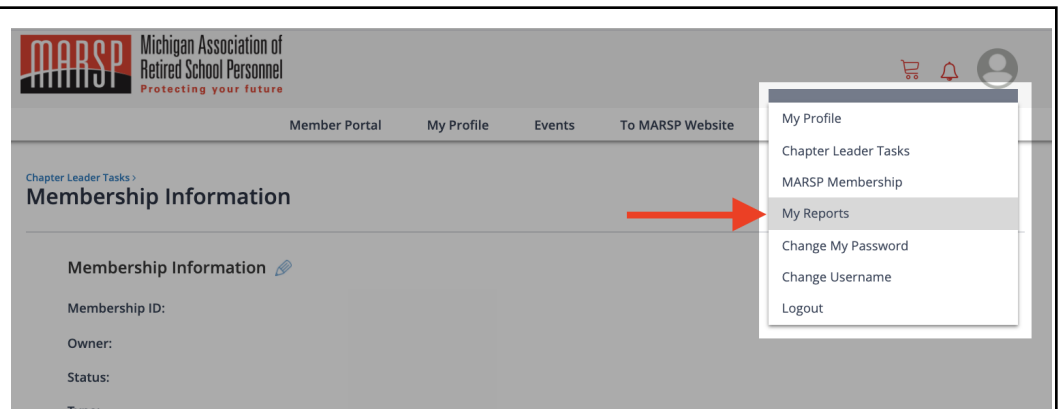
File Edit View Insert Format Data Tools Help Last edit was seconds ago

75% \$ % .0 .00 123 Default (Ca... 10 B I S A 🔍 📊 📈 📉 📊 📈 📉 📊 📈 📉

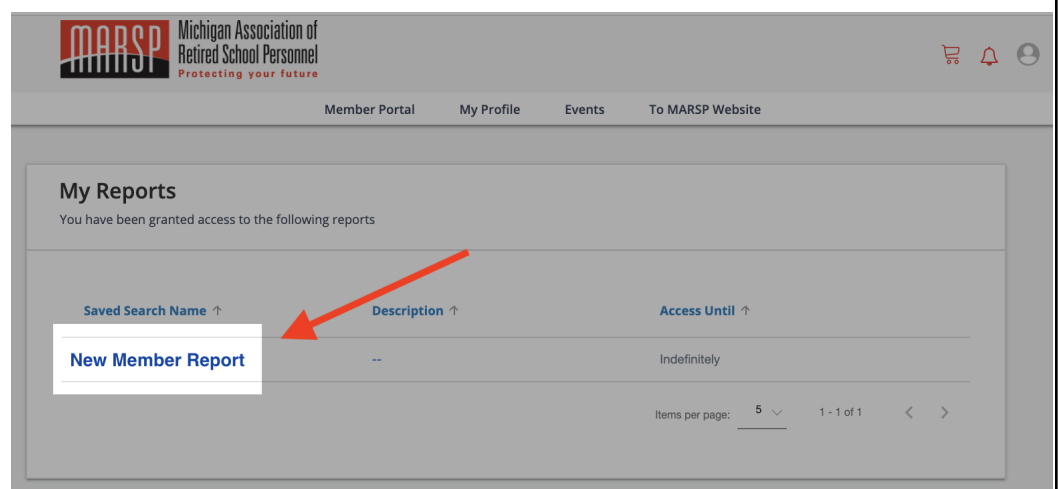
	A	B	C	D	E
1	Chapter Membership Search Results - 529 Records Found.				
2	Tuesday, September 7, 2021 at 12:24 PM EDT				
3					
4	Membership -> Owner (Individual)	Membership -> Owner (Individual) -> Email Address	Expiration Date	Membership -> Owner (Individual) -> Home Address	Membership -> Owner (Individual) -> Home Phone #
5					
6					
7					
8					
9					
10					
11					

## New Member and Deceased Reports

Click “my reports” to access your chapter New Member report, Deceased roster and other various reports not located under Leadership Tasks.



Click the name of the report you wish to view.



You may download the roster by clicking on the words “Download Roster”.

Once you choose which list you would like, you may download the roster by clicking on the words “Download Roster”. This will open the list as a spreadsheet that can be viewed by the software on your computer (such as Microsoft Excel, Google Sheets, or Apple Numbers).

