

How to Download Society Rosters

There are two ways for Society Officers to download their Society Rosters:

1. On the first of every month, all Society Officers, unless they have opted out, will receive a link to download their roster. This link does update in real time. Therefore, you may click these links on any day and see the rosters as they are at the time that you click them, not at the time that the link was sent to you.
 - a. If you do not receive this link on the first of every month, the AIA may not be aware that you have become a Society Officer. Please email membership@archaeological.org.
2. Society Officers may download the rosters themselves by logging into the AIA membership platform. Society Officers will need to have an active membership in order to do this. If you are unsure of your login information for the membership platform, please email membership@archaeological.org. Upon logging in, click the “Groups” tab towards the top of the screen. On the page you are brought to, click the blue “Societies: [Code and Name of Your Society].” In the upper right hand corner of the screen, click “Admin.” A dropdown will appear. From this dropdown, select “Available Reports.” You will then be able to download your Society Roster.

Please be advised that all rosters **must** be downloaded in CSV format. After downloading, you may save the file as an Excel Workbook in order to sort and edit it as needed.

How to Read Society Rosters

The column names of the rosters are named based on the names of the data fields in the membership platform. Therefore, some names may not be intuitive. Here are some explanations of various column names:

- Member/Non-Member Date Last Login: This field indicates the date that a member last logged into the membership platform. If a member has not logged in recently, you may wish to reach out to ensure that their contact information is correct.
- Member/Non-Member Email: This field indicates a member’s email address. When we imported members into the membership platform, members for whom we did not have emails on file needed to have emails associated with their accounts. Therefore, some members may have noemail@noemail.com listed as their email address. If you attempt to email these members, the message will bounce. If you have other means of contacting these members, we recommend that you do so in order to ensure that they do not miss communications pertaining to Society events or to their AIA membership.
- Member/Non-Member – Employer Address: All member address lines will be referred to as “Employer” regardless of whether a member has provided their professional or personal mailing address.
- Member/Non-Member – Website ID: This field indicates a member’s member ID as assigned in October 2019 or later, and should be treated as their current member ID.
- Custom Field Data – RE Membership ID: This field indicates a member’s former ID, as assigned prior to October 2019. Members who joined in October 2019 or later will not have any data in this field as an account did not exist for them in the previous AIA membership platform.

Additionally, Society rosters now contain all members, active and lapsed, that are affiliated with your Society. If you would prefer that lapsed members are not included or are included in a separate roster, please email membership@archaeological.org.