

## **Instructions to Access NASEMSO Council and Regional Member Listings**

**\*For use by NASEMSO Council and Regional Leadership – Do Not Share These Instructions**

- Step 1. Go to NASEMSO website – [www.nasemso.org](http://www.nasemso.org)
- Step 2. Highlight “Council”
- Step 3. Click on “Council Roster/Email Access” -  
[http://members.nasemso.org/ems\\_members\\_online/members/council.asp](http://members.nasemso.org/ems_members_online/members/council.asp)
- Step 4. Enter your member user name and password. (If you have forgotten this information, there is a “click here” option to retrieve it.)
- Step 5. Select which type of Excel report you wish to access. Options include:
- Step 6. 1. Download Council Roster  
- OR -  
2. Email Council Participants

You also have access to the following:

1. List of current State EMS Members (available only to State EMS Office Council official representatives)
2. List of All Council Member Participants (available to anyone whose record is tied to a specific Council)

You can select your sort order by:

Alphabetical  
Zip Code

### **To Access Region Export/Email**

- Step 7. At top of the page go “To run reports/emails for regions please go [here.](#)”
- Step 8. 1. Download Region Roster  
- OR -  
2. Email Region Participants

You also have access to the following:

1. List of Region members from selected Council (available only to State EMS Office Region official representatives)
2. List of all current State EMS Office Region members (available only to State EMS Office Region official representatives)
3. List of All Region Member Participants (available to anyone whose record is tied to a specific Region)

(over)

You can select your sort order by:

Alphabetical

Zip Code

Note, once you export the file to your computer and open it up in Excel you can manipulate the data further as you wish.

***The data contained on this site are the intellectual property of NASEMSO. These instructions are not for general distribution. Do not provide these instructions to anyone else without prior authorization of Membership Manager Sharon Kelly, [info@nasemsso.org](mailto:info@nasemsso.org).***

Shared Drive/NASEMSO/Board/NASEMSO Council & Region Representatives and Member Instructions for Report Access.doc

# Print Screen of Steps:

## Steps 2 and 3.

## Step 6.

## OR

## Step 4.

NASEMSO staff emails are included in rosters to ensure we are included in communications.

## Step 5.

## Step 7.

## Step 8.