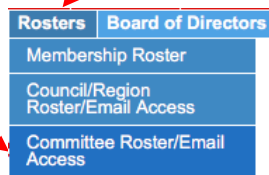




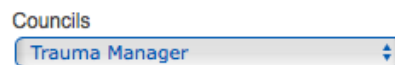
## INSTRUCTIONS: ACCESS TO NASEMSO TMC COUNCIL & REGION MEMBER LISTS

### COUNCIL LIST:

**STEP 1.** From the **Member Portal**, go to **Rosters** and click on **Council/Region Roster/Email Access**



**STEP 2.** If you are a member of more than one Council, you will need to select “Trauma Manager” from the **Councils** dropdown.



**STEP 3.** Under “Choose the people that you want to be included in the export or email.” Select “NASEMSO Member Representatives Only” radio button.

Choose the people that you want to be included in the export or email.

- NASEMSO Member Representatives Only  
 All Council Contacts (includes non-members)

**Note:** “All Council Contacts (includes non-members)” will pull the same list as the [traumamanagers@lists.nasemso.org](mailto:traumamanagers@lists.nasemso.org) listserv.

**STEP 4.** Under “Choose the export type,” select to radio button for either:

- ✓ Email (will populate email addresses in your default email browser)
- OR -
- ✓ Excel Export (will download an Excel spreadsheet with all member contact information)

Choose the export type.

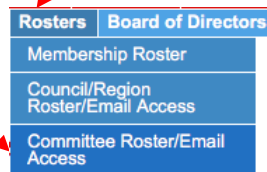
- Email  
 Excel Export

**STEP 5.** Click **Export**



## REGION LIST

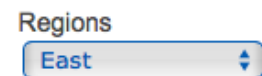
**STEP 1.** From the **Member Portal**, go to **Rosters** and click on **Council/Region Roster/Email Access**



**STEP 2.** At the top of the page, click “here”

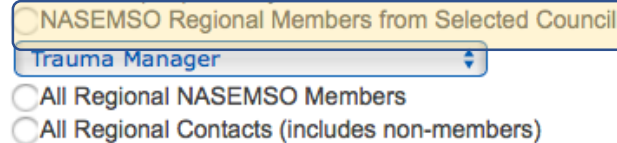
To run reports/emails for regions please go [here.](#)

**STEP 3.** Your Region should already be populated in the “Regions” dropdown.



**STEP 4.** If you are a member of more than one Council, you will need to select *Trauma Managers* from the dropdown under “Choose the people that you want to be included in the export or email.”

Choose the people that you want to be included in the export or email.



*Note: “All Regional NASEMSO Members” will pull all Directors, Council, Associate, and Corporate Members. “All Regional Contacts” will pull all people on any Council listserv from that Region.*

**STEP 5.** Under “Choose the export type,” select:

- ✓ Email (*will populate email addresses in your default email browser*)

Choose the export type.

- Email
- Excel Export

- OR -

- ✓ Excel Export (*will download an Excel spreadsheet with all member contact information*)

**STEP 6.** Click **Export**