

Add Member List with Affiliation

Log into 1233SignUp

Go to **Reports / My Reports**

Click on **Committee Roster**

Select the Working Group or Subcommittee

Click on **Create Report** to generate a PDF sign-in sheet – then print and use to record attendance

Click on **Download** to generate a CSV download of the members and guests.

- Open with Excel
- Freeze top row
- Expand column widths
- Select Filter on the Data tab
- In cell F1 click on the down arrow and then deselect Guest
- Click on Sort and sort on Last Name and First Name
- Copy cells C1:Exx and paste in your minutes

Example of output:

| First Name | Last Name | Company Name |
|-------------------|------------------|---------------------|
| Jane | Doe | ABC Enterprises |
| John Q | Public | XYZ Co. |

Alternate output using concatenation of the fields:

Add the formula (copy and paste the formula below into cell **G1** of the spreadsheet) of the spreadsheet, then after filtering out the guests, copy and paste the formula on column G of all rows. Then simply copy and paste this single column into your minutes.

=CONCATENATE(C1," ",D1," (",E1,")")

Example of output:

First Name Last Name (Company Name)
Jane Doe (ABC Enterprises)
John Q Public (XYZ Co.)