How to Download a Chapter Roster

1) **Login to the Admin Side of REAA.org**

You can gain access to our old websit
at http://reaaca.org and log in with yo
account credentials to access old CE
Certificates.

Friends of REAA

2) **Enter your Admin Username and Password**
(This is different than your REAA.org. The login is first initial followed by your last name.
e.g. "John Smith" username would be "JSmith") If you need help contact info@reaa.org
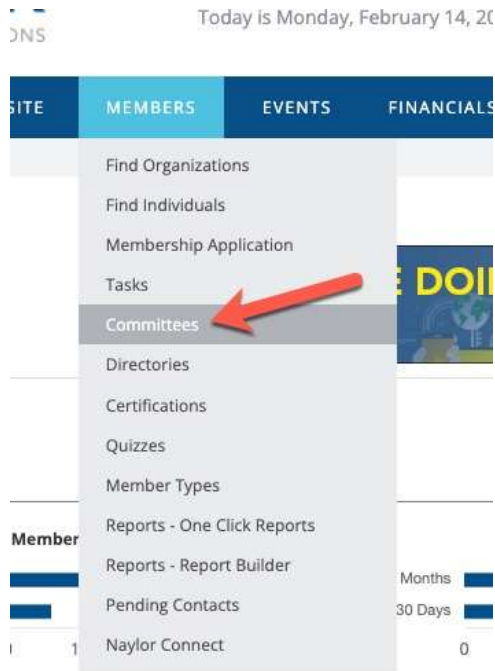
Naylor Client Login

Username

Password

☑ Remember Me

🔒 LOGIN

Forgot your Password?

New Users:
Please obtain your username and password from your Naylor Association
Solutions administrator.

3) Navigate to the MEMBERS>Committees Section

4) In the Action drop-down of the Chapter, Select Export Committee Roster

5) Save the Roster to your desired location

6) Open Roster .csv file

7) You may with to delete unneeded columns and change formatting. You can also save this file as an Excel File type – File>Save As
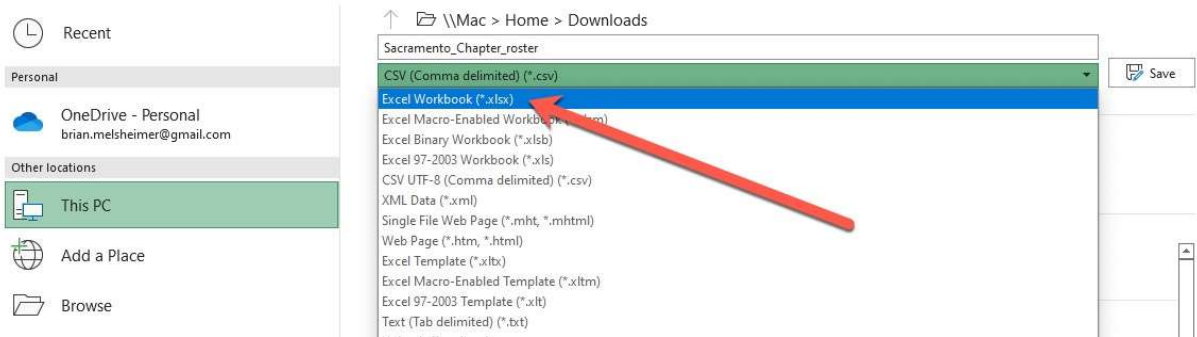
8) **Downloaded Columns**

Organization ID
Contact ID
Membership Status
Committee Status - Active = Approved by Chapter; Pending = Not yet Approved by Chapter
Membership Type – Licensed Appraiser Member, Trainee Member, Real Estate Affiliate, etc.
Organization
Last Name
First Name
Title
Address1
Address2
City
State/Province Country
Zip/Postal Code
Chair
Committee Name
Committee Position
Committee Join Date
Committee Expiration Date
Membership Expiration Date
Email Address
Org Phone Number
Phone Number