How to search and export the officers

Omar S. - 2023-02-08 - Officers

You can search for your officers and export a list by using the steps below.

1. Click **Settings** or the **Gear** icon on the left menu.
2. In the Membership Management section, click **Officer Search and Export**.
3. The Officers page will display and the current officers will load. At the top of the page, you will have the following filters:
    - **Term** - The term the officer is in.
        - **Custom** - Select Custom to enter a custom date range.
        - **Past** - Displays a list of officers in prior years.
        - **Current** - Displays the current list of officers.
        - **Future** - Displays the list of upcoming officers.
    - **Positions** - Select one or more positions to see the officers in the position. Learn more about adding officer positions and assigning officers.
4. Click the blue **Update Results** button to update the list based on the filters.
5. Click **Export** to download the list as a .csv spreadsheet file. The .csv file will includes:
    - **Name** - The officer's full name.
    - **From** - When the officer started their position.
    - **To** - When the officer will end their position.
    - **Email** - The officer's email address.
    - **Position** - The officer's position.
6. You can also click the **dropdown arrow** to the right of the **Export** button and click **Custom Officer Export**.
    - The Custom Officer Export includes:
        - **Officer Position** - The officer's position.

- **Prefix** - The officer’s prefix.
- **First Name** - The officer’s first name.
- **Last Name** - The officer’s last name.
- **Suffix** - The officer’s suffix.
- **Officer Start Date** - The officer’s position start date.
- **Officer End Date** - The officer’s position end date.
- **Email** - The officer’s email address.
- **Phone** - The officer’s phone number.
- **Gender** - The officer’s gender.
- **Gender Self-Identification** - If the officer selected “Prefer to Self-Identify” as their gender, this column will display what they identity as.
- **Address Information** - The officer’s address.
- **Member Directory Opt-in** - If the officer has opted into being displayed on the Member Directory.
- **Public Directory Opt-out** - If the officer had opted into being displayed on the Public Directory.