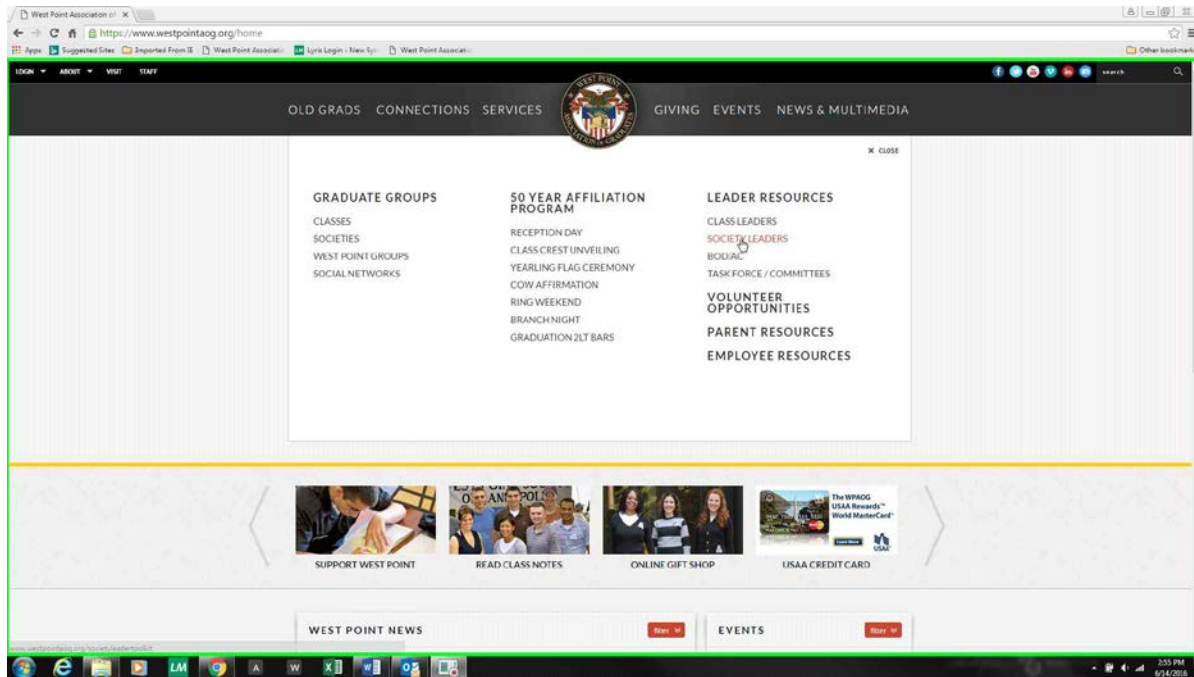


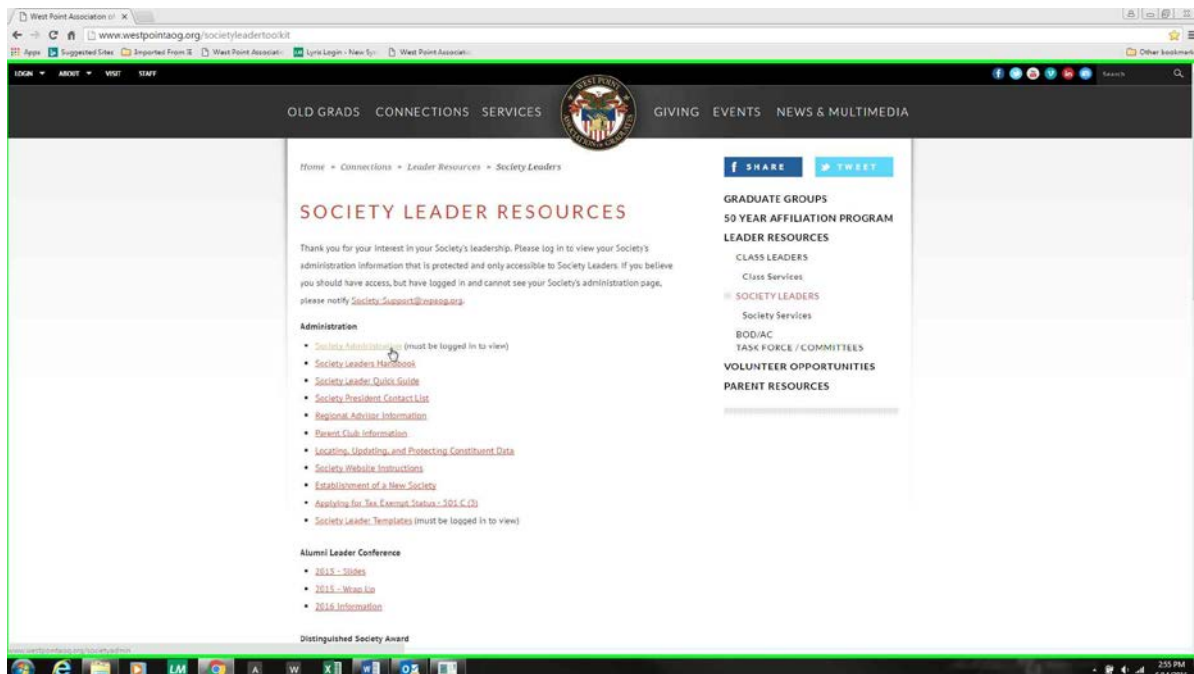


# Society Administration Constituent Roster Instructions

**Step 1:** User visits West Point Association of Graduates' website – westpointaog.org and goes to “CONNECTIONS” then “SOCIETY LEADERS.”



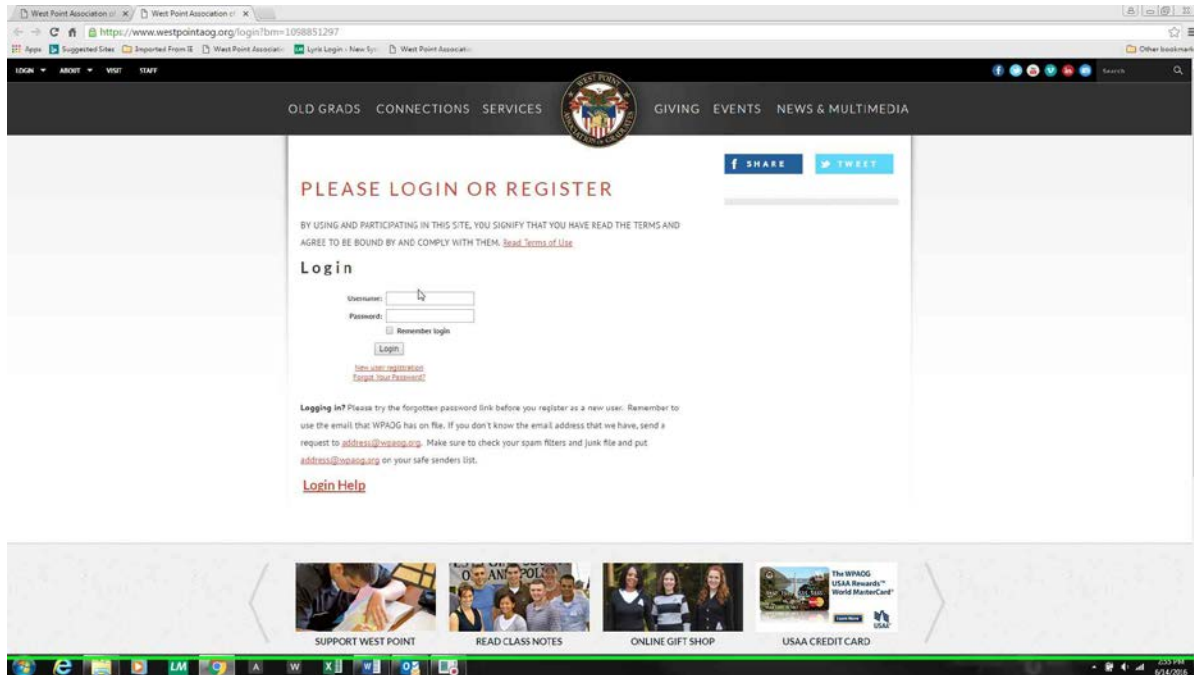
**Step 2:** User clicks on “Society Administration.”



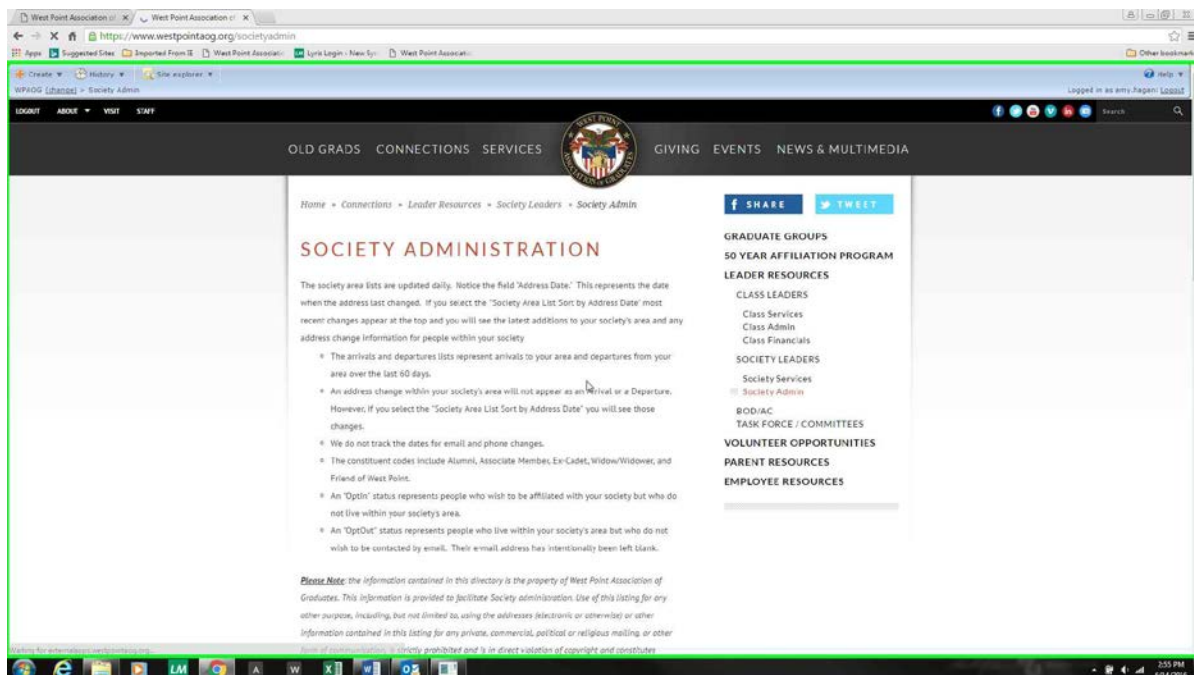


# Society Administration Constituent Roster Instructions

**Step 3:** User logs into the site. (This requires previous registration on the site.)



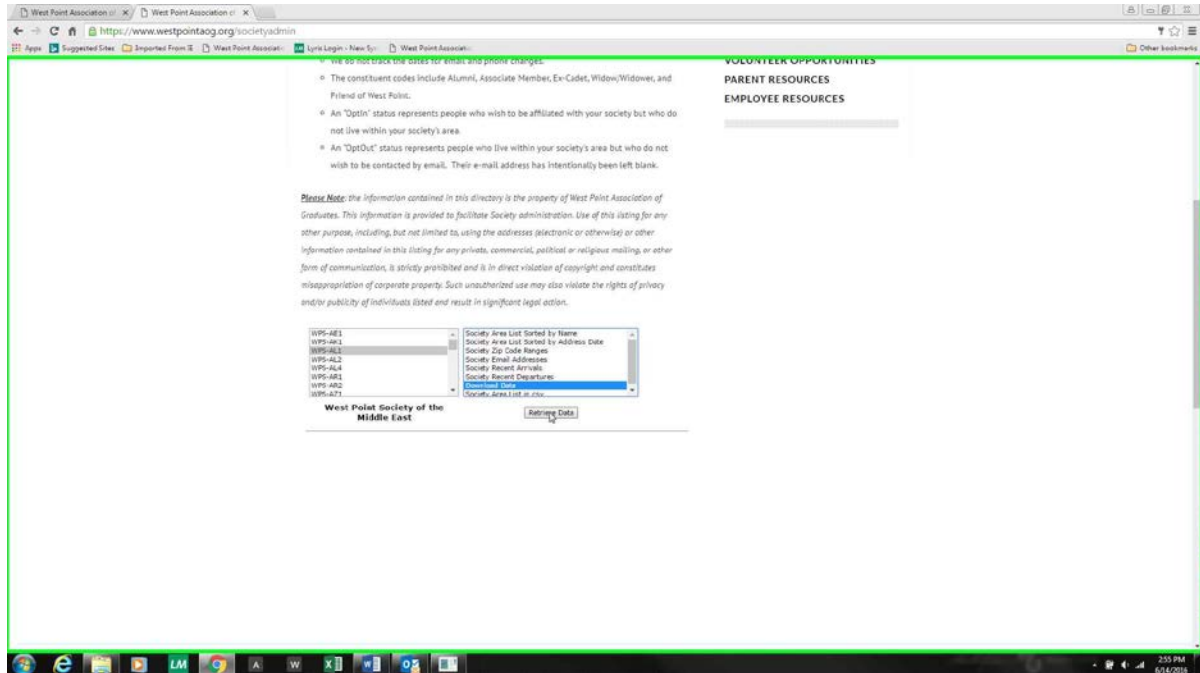
**Step 4:** User enters the Society Administration portion of the website and reviews all of the applicable information.





# Society Administration Constituent Roster Instructions

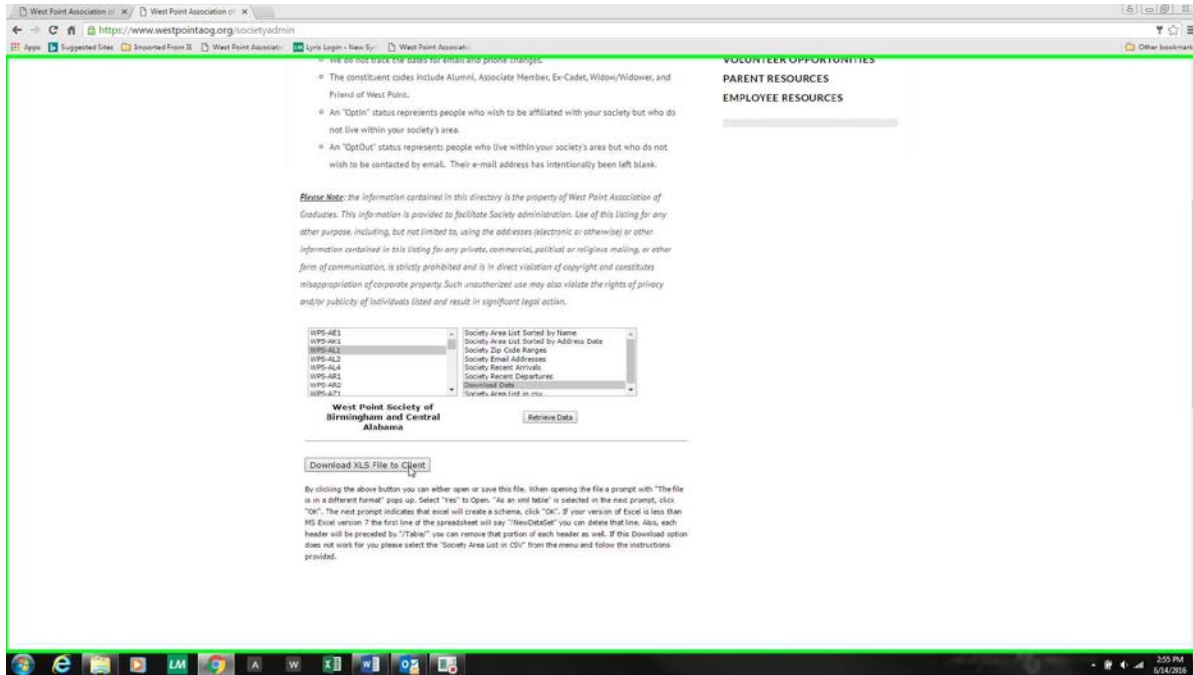
**Step 5:** User scrolls to the bottom and has the option to select what information he would like to review such as recent arrivals and departures, zip code ranges, email addresses, or the Society Roster. To download the entire Society Roster, the user selects “Download Data.”



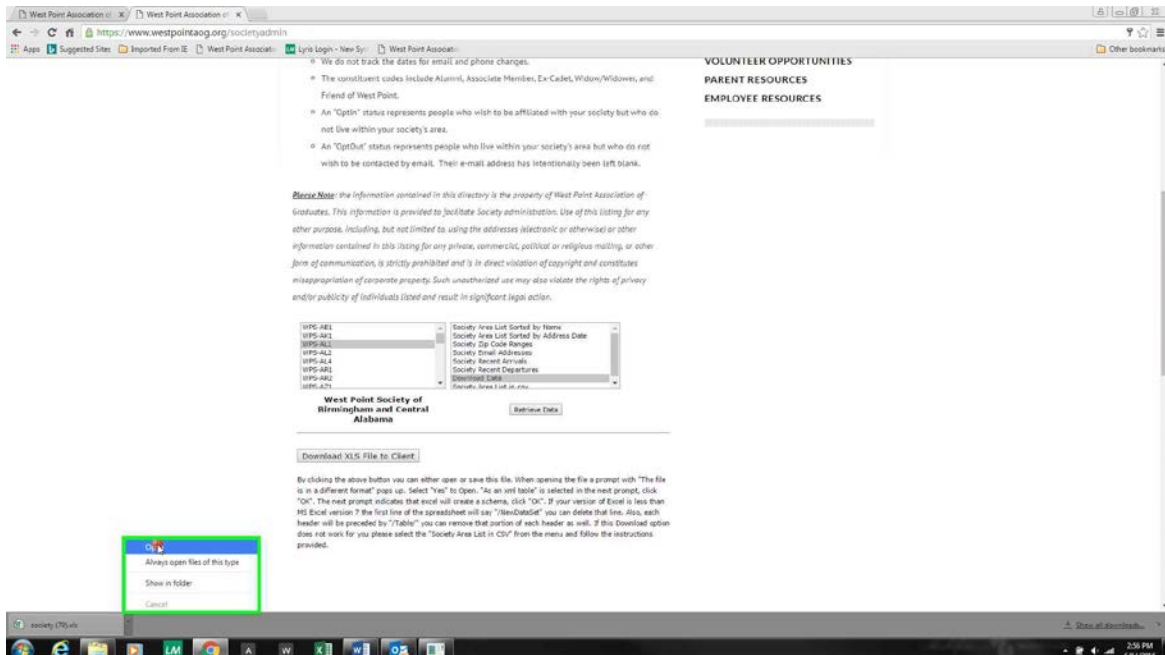
**Step 6:** User clicks on “Download XLS File to Client.”



# Society Administration Constituent Roster Instructions



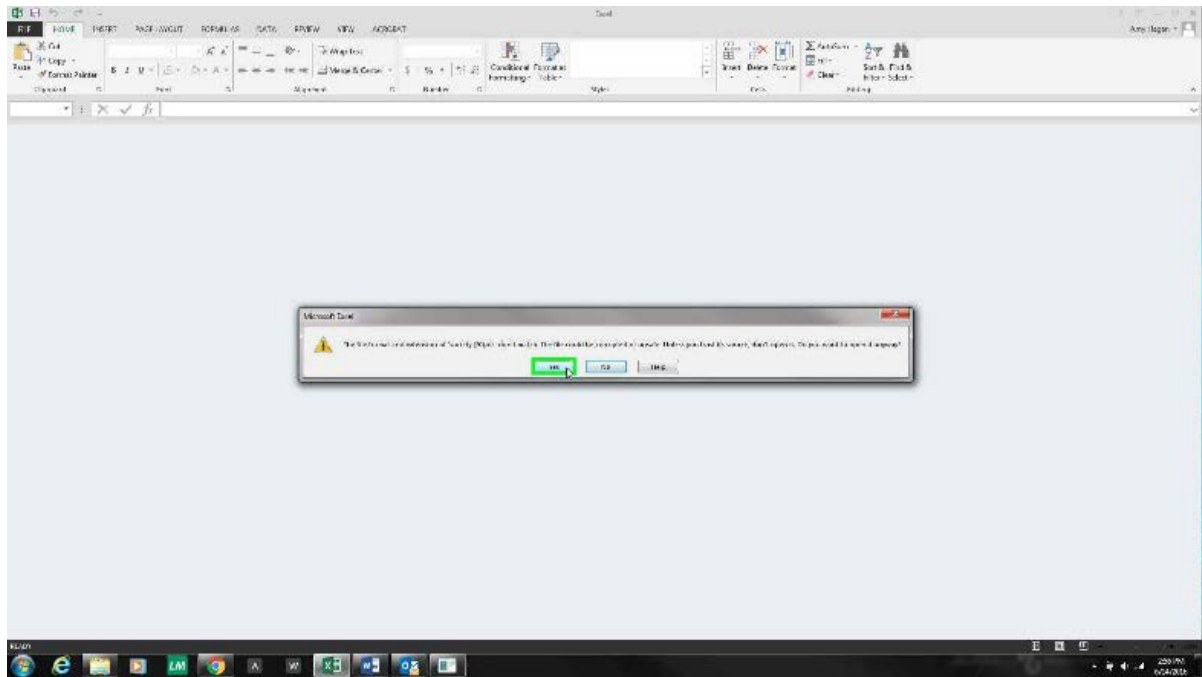
Step 7: User clicks on the file that has downloaded to the computer and selects "Open."



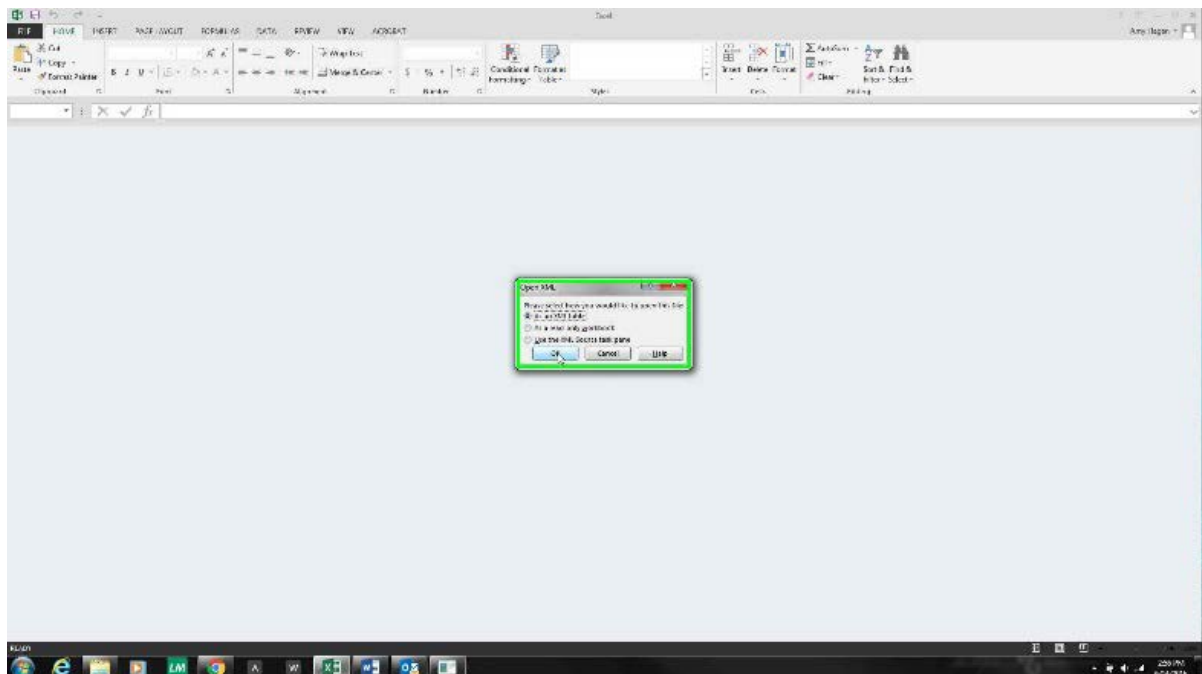
Step 8: User clicks "Yes."



# Society Administration Constituent Roster Instructions



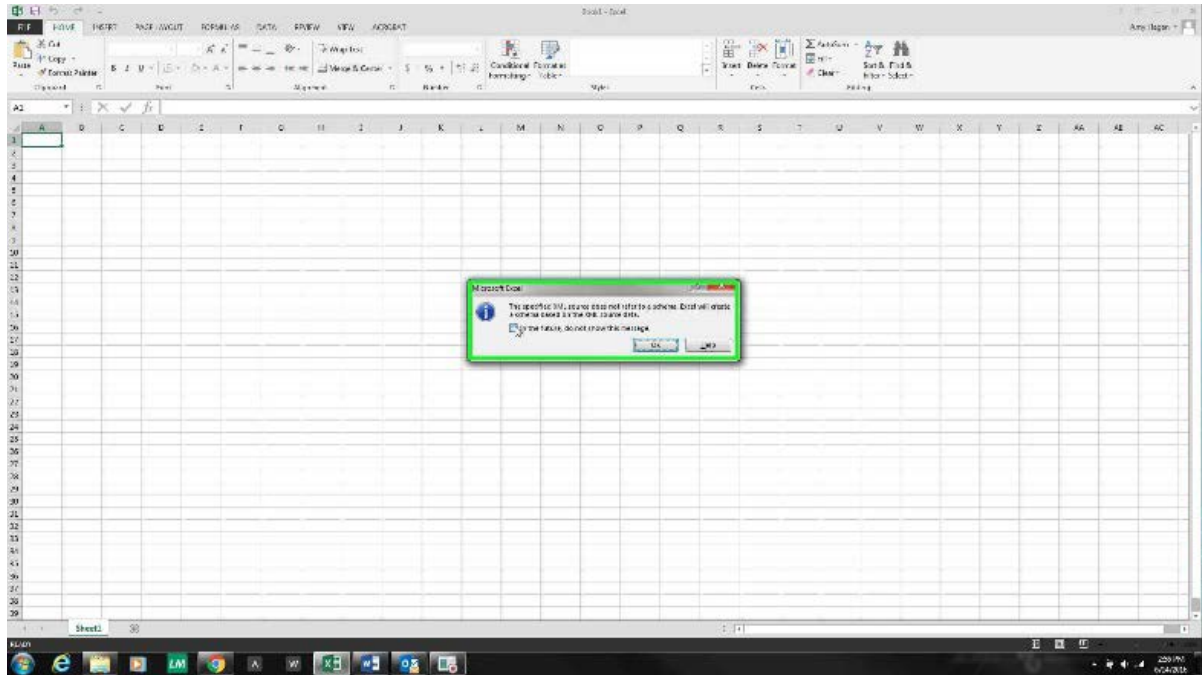
Step 9: User clicks "OK."



Step 10: User clicks "In the future, do not show this message" then "OK."



# Society Administration Constituent Roster Instructions



Step 11: User left click on "File Tab."



Step 12: User left click on "Save As." User saves file to the location of their choosing.



# Society Administration Constituent Roster Instructions

