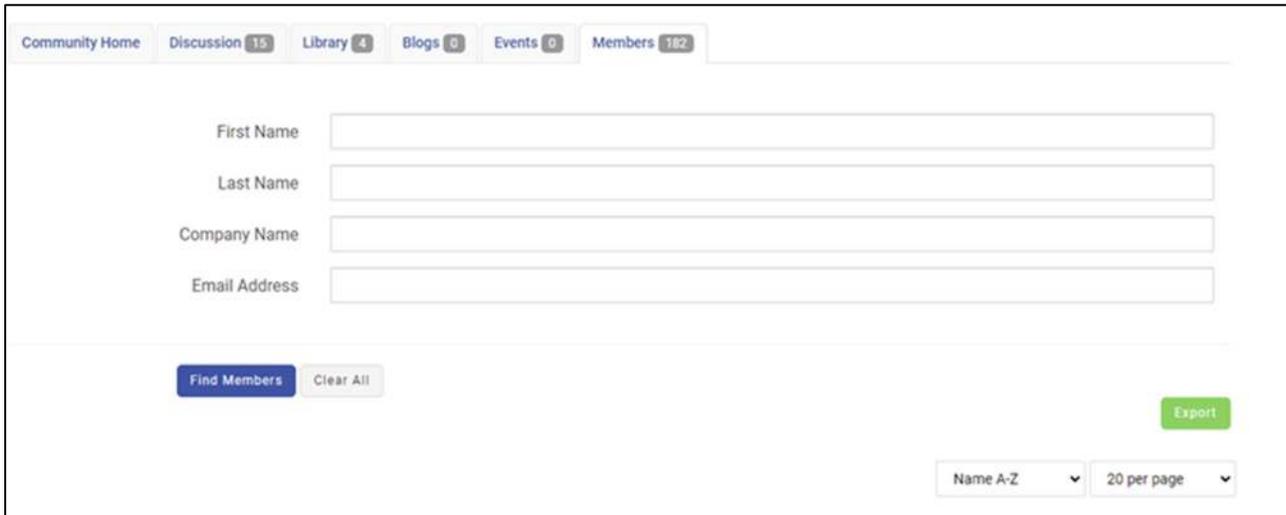


## Getting Member Lists from the Community Boards

You must be a community admin of the board for this to work. If you are not showing up as a community admin, please email [info@academicped.org](mailto:info@academicped.org).

To get member information from a Community Board,

1. Log into your account on the [APA community boards](#)
2. Select your SIG/Region/group board.
3. Then select the Members tab.
4. Once on the member page there will be a green button that says export. It will generate an excel sheet with member information.



The screenshot displays the 'Members' tab of a community board interface. At the top, there is a navigation bar with tabs: 'Community Home', 'Discussion 15', 'Library 4', 'Blogs 0', 'Events 0', and 'Members 182'. Below the navigation bar, there are four search filter input fields: 'First Name', 'Last Name', 'Company Name', and 'Email Address'. Below these fields are two buttons: 'Find Members' (blue) and 'Clear All' (grey). In the bottom right corner, there is a green 'Export' button and two dropdown menus: 'Name A-Z' and '20 per page'.