



## **Sigma Xi Communities:**

### **How to download a list of members from your community**

#### **How this can help you**

If you want to learn more about your chapter's members, or people who used to belong to your chapter, you can easily download information about them from your online communities. Your chapter has one community for active members (those who paid membership dues for the current fiscal year) and one community for inactive members (those who have not paid membership dues for the current fiscal year).

A member's active or inactive status is updated in the communities in real-time by the Sigma Xi membership database. By downloading a list from the community, you have the most up to date information.

#### **What the list will tell you**

Names, mailing addresses, emails, and member type (student, emeritus, etc.).

#### **How to use this list**

Follow the steps below if you want to reach your members by printed communications or if you want to know their member type.

#### **How NOT to use this list**

Do not use this list to email your members. The list starts to go out of date as soon as you download it. Instead, send electronic communications from the community's discussion area. This ensures that you are always using the most up to date list and it helps members become used to receiving messages from the community.

**Step 1:** Login to the Sigma Xi community website, [community.sigmaksi.org](https://community.sigmaksi.org). Your username is the email address that Sigma Xi has on file for you. If you forgot your password, you can [reset it or create one, if you haven't yet.](#)

**Step 2:** Click on the downward-pointing arrow next to “Communities” in the blue navigation bar. Select “My Communities.”



**Step 3:** Find your chapter’s active or inactive community, depending on which list you want to export, from your list of communities. Click on the community’s name.

**Step 4:** Once the community page opens, click on the Members link.



**Step 5:** Click on the export button.



**Step 6:** You will be prompted to download the list as an Excel file or as a CSV file. Make your selection and click on the download button.

**Step 7:** Open the file you downloaded and save it.