Local Section and Division E-Rosters
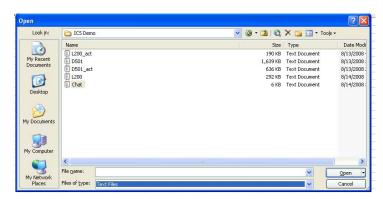
Downloading the Roster

- This site contains three files -- one containing the details of active members of your local section or division and the second file showing the activity (new, deceased, etc.) in your local section or division. The third file contains a demographic summary of your roster file.
- The roster files can be used for creating mailing labels, mail-merged letters, and databases, among other things.
- The roster files are comma-delimited format, which can be imported into many spreadsheet and database tools such as Excel or Access. To import the file, you will have to refer to the software's instructions for opening comma-delimited files. **NOTE: IF your software identifies the file as Fixed Width, please change the setting to Delimited.**

Using the Roster Files
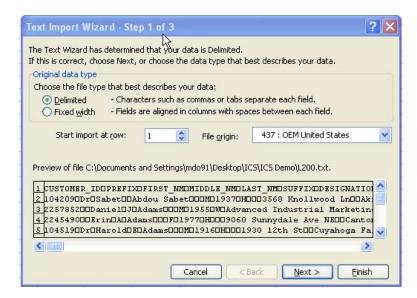Opening the file using Microsoft Excel 2003

• Open Excel

• From File, choose open
  Change the Files of Type box at the bottom of the Open Window to read "Text files"
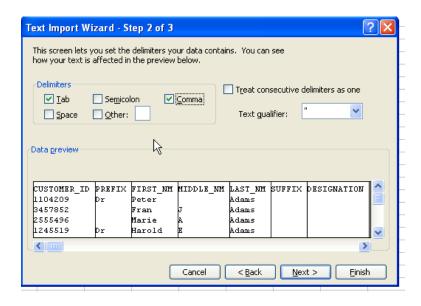
  Navigate to the folder where you saved your roster file
  Select the file and click Open

• After you've opened the file, Excel will launch the Text Import Wizard:

• Step 1 Select data type:
  Delimited
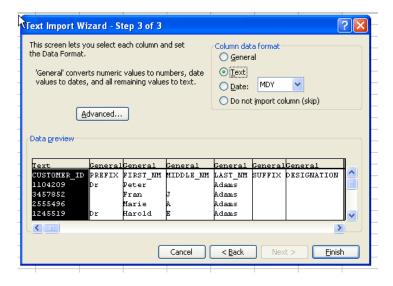 Click on next

• Step 2
    Select Tab and Comma as Delimiters
    Click on Next

• Step 3
    <mark>Ensure that Customer_ID and Primary_Zipcode fields in Data Preview is selected</mark>
    <mark>Change Column Data format to Text (This will insure that leading zeros in Customer_ID are maintained).</mark>
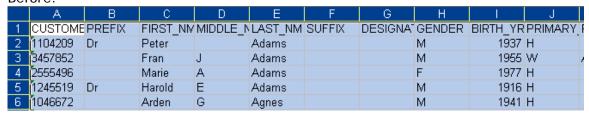
Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Column data format
- General
- Text
- Date: MDY
- Do not import column (skip)

[Advanced...]

Data preview

Text	General	General	General	General	General	General
CUSTOMER_ID	PREFIX	FIRST_NM	MIDDLE_NM	LAST_NM	SUFFIX	DESIGNATION
1104209	Dr	Peter		Adams		
3457852		Fran	J	Adams		
2555496		Marie	A	Adams		
1245519	Dr	Harold	E	Adams		

[Cancel] [< Back] [Next >] [Finish]

- Click on Finish

Save the file as a standard spreadsheet
Choose File, Save As,
Change the data format to Microsoft Excel
Name the file something meaningful to you.

Adjust Column Widths

- Click on the upper left corner of the spreadsheet
    This will highlight the entire file
    Position your mouse between columns A&B and double-click.

Before:

	A	B	C	D	E	F	G	H	I	J
1	CUSTOME	PREFIX	FIRST_NM	MIDDLE_N	LAST_NM	SUFFIX	DESIGNA	GENDER	BIRTH_YR	PRIMARY
2	1104209	Dr	Peter		Adams			M	1937	H
3	3457852		Fran	J	Adams			M	1955	W
4	2555496		Marie	A	Adams			F	1977	H
5	1245519	Dr	Harold	E	Adams			M	1916	H
6	1046672		Arden	G	Agnes			M	1941	H

After:

	A	B	C	D	E	F	G	H	I	J
1	CUSTOMER_ID	PREFIX	FIRST_NM	MIDDLE_NM	LAST_NM	SUFFIX	DESIGNATION	GENDER	BIRTH_YR	PRIMARY_ADDR_TYPE
2	1104209	Dr	Peter		Adams			M	1937	H
3	3457852		Fran	J	Adams			M	1955	W
4	2555496		Marie	A	Adams			F	1977	H
5	1245519	Dr	Harold	E	Adams			M	1916	H

Sorting the Data

- Click on the upper left corner of the spreadsheet
    This will highlight the entire file

- From the menu, chose Data, Sort

- Select the data field you would like to sort and click OK

The sort window allows you to select which field you want to sort the data. You can sort up to three categories at one time with sub sorts.

Making Labels

Mailing Label Template

A mailing label template is designed for use with Avery Labels 5962. This label format will allow you to print 14 labels per page. Please download and save the mailing label template to the same directory as your roster files.

Please note: The template will default to a specific data source that is not on your computer. To change the data source please follow the following steps:

Open the Mailing Label Template

> A Dialog Box will prompt you to run SQL Command.
> Click Yes

You will receive an Error Message that says "Operations can not be completed due to database engine failure.

> Click OK to find a new Source

Navigate to folder where you saved your converted roster file and select the file.

> Click Open. The label merge template will look like this:

```
«FIRST_NM» «MIDDLE_NM» «LAST_NM»          «Next Record»«FIRST_NM» «MIDDLE_NM»
«PRIMARY_COMPANY_NM»                      «LAST_NM»
«PRIMARY_DEPT_NMMAILSTOP»                 «PRIMARY_COMPANY_NM»
«PRIMARY_ADDRESS_LINE1»                   «PRIMARY_DEPT_NMMAILSTOP»
«PRIMARY_ADDRESS_LINE2»                   «PRIMARY_ADDRESS_LINE1»
«PRIMARY_CITY», «PRIMARY_STATE»           «PRIMARY_ADDRESS_LINE2»
«PRIMARY_ZIPCODE»                         «PRIMARY_CITY», «PRIMARY_STATE»
«Next Record»«FIRST_NM» «MIDDLE_NM»       «Next Record»«FIRST_NM» «MIDDLE_NM»
«LAST_NM»                                 «LAST_NM»
«PRIMARY_COMPANY_NM»                      «PRIMARY_COMPANY_NM»
«PRIMARY_DEPT_NMMAILSTOP»                 «PRIMARY_DEPT_NMMAILSTOP»
«PRIMARY_ADDRESS_LINE1»                   «PRIMARY_ADDRESS_LINE1»
«PRIMARY_ADDRESS_LINE2»                   «PRIMARY_ADDRESS_LINE2»
«PRIMARY_CITY», «PRIMARY_STATE»           «PRIMARY_CITY», «PRIMARY_STATE»
«Next Record»«FIRST_NM» «MIDDLE_NM»       «Next Record»«FIRST_NM» «MIDDLE_NM»
«LAST_NM»                                 «LAST_NM»
«PRIMARY_COMPANY_NM»                      «PRIMARY_COMPANY_NM»
«PRIMARY_DEPT_NMMAILSTOP»                 «PRIMARY_DEPT_NMMAILSTOP»
«PRIMARY_ADDRESS_LINE1»                   «PRIMARY_ADDRESS_LINE1»
«PRIMARY_ADDRESS_LINE2»                   «PRIMARY_ADDRESS_LINE2»
«PRIMARY_CITY», «PRIMARY_STATE»           «PRIMARY_CITY», «PRIMARY_STATE»
«Next Record»«FIRST_NM» «MIDDLE_NM»       «Next Record»«FIRST_NM» «MIDDLE_NM»
«LAST_NM»                                 «LAST_NM»
«PRIMARY_COMPANY_NM»                      «PRIMARY_COMPANY_NM»
«PRIMARY_DEPT_NMMAILSTOP»                 «PRIMARY_DEPT_NMMAILSTOP»
«PRIMARY_ADDRESS_LINE1»                   «PRIMARY_ADDRESS_LINE1»
«PRIMARY_ADDRESS_LINE2»                   «PRIMARY_ADDRESS_LINE2»
«PRIMARY_CITY», «PRIMARY_STATE»           «PRIMARY_CITY», «PRIMARY_STATE»
«Next Record»«FIRST_NM» «MIDDLE_NM»       «Next Record»«FIRST_NM» «MIDDLE_NM»
```

The mail merge toolbar should display at the top of the screen.
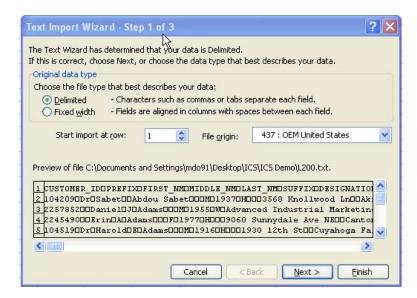
If this does not appear, select:

  Tools, Letters and Mailings, Show Mail Merge Toolbar

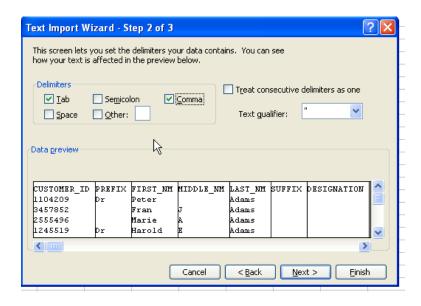Click on one of the following icons to merge the labels to a new document or directly to your printer:

We have established an e-mail address (rosters@acs.org) that you may use to submit comments/questions regarding the rosters. If you have questions or problems reading the file, please feel free to contact:

Member and Subscriber Services
American Chemical Society
614/447-3600 x3524
rosters@acs.org

• Step 2
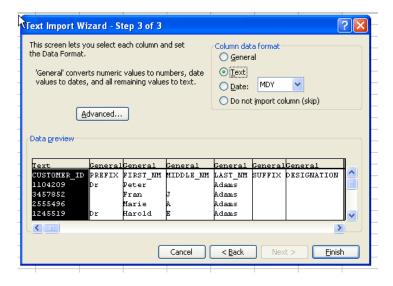
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Click on Next

• Step 3

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Change Column Data format to Text (This will insure that leading zeros in Customer_ID are maintained).
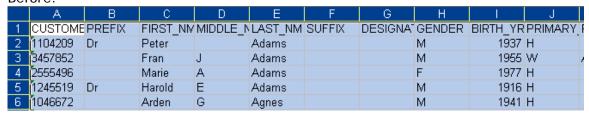
- Click on Finish

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	A	B	C	D	E	F	G	H	I	J
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	A	B	C	D	E	F	G	H	I	J
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> Click Open. The label merge template will look like this:

```
«FIRST_NM» «MIDDLE_NM» «LAST_NM»          «Next Record»«FIRST_NM» «MIDDLE_NM»
«PRIMARY_COMPANY_NM»                      «LAST_NM»
«PRIMARY_DEPT_NMMAILSTOP»                 «PRIMARY_COMPANY_NM»
«PRIMARY_ADDRESS_LINE1»                   «PRIMARY_DEPT_NMMAILSTOP»
«PRIMARY_ADDRESS_LINE2»                   «PRIMARY_ADDRESS_LINE1»
«PRIMARY_CITY», «PRIMARY_STATE»           «PRIMARY_ADDRESS_LINE2»
«PRIMARY_ZIPCODE»                         «PRIMARY_CITY», «PRIMARY_STATE»
«Next Record»«FIRST_NM» «MIDDLE_NM»       «Next Record»«FIRST_NM» «MIDDLE_NM»
«LAST_NM»                                 «LAST_NM»
«PRIMARY_COMPANY_NM»                      «PRIMARY_COMPANY_NM»
«PRIMARY_DEPT_NMMAILSTOP»                 «PRIMARY_DEPT_NMMAILSTOP»
«PRIMARY_ADDRESS_LINE1»                   «PRIMARY_ADDRESS_LINE1»
«PRIMARY_ADDRESS_LINE2»                   «PRIMARY_ADDRESS_LINE2»
«PRIMARY_CITY», «PRIMARY_STATE»           «PRIMARY_CITY», «PRIMARY_STATE»
«Next Record»«FIRST_NM» «MIDDLE_NM»       «Next Record»«FIRST_NM» «MIDDLE_NM»
«LAST_NM»                                 «LAST_NM»
«PRIMARY_COMPANY_NM»                      «PRIMARY_COMPANY_NM»
«PRIMARY_DEPT_NMMAILSTOP»                 «PRIMARY_DEPT_NMMAILSTOP»
«PRIMARY_ADDRESS_LINE1»                   «PRIMARY_ADDRESS_LINE1»
«PRIMARY_ADDRESS_LINE2»                   «PRIMARY_ADDRESS_LINE2»
«PRIMARY_CITY», «PRIMARY_STATE»           «PRIMARY_CITY», «PRIMARY_STATE»
«Next Record»«FIRST_NM» «MIDDLE_NM»       «Next Record»«FIRST_NM» «MIDDLE_NM»
«LAST_NM»                                 «LAST_NM»
«PRIMARY_COMPANY_NM»                      «PRIMARY_COMPANY_NM»
«PRIMARY_DEPT_NMMAILSTOP»                 «PRIMARY_DEPT_NMMAILSTOP»
«PRIMARY_ADDRESS_LINE1»                   «PRIMARY_ADDRESS_LINE1»
«PRIMARY_ADDRESS_LINE2»                   «PRIMARY_ADDRESS_LINE2»
«PRIMARY_CITY», «PRIMARY_STATE»           «PRIMARY_CITY», «PRIMARY_STATE»
«Next Record»«FIRST_NM» «MIDDLE_NM»       «Next Record»«FIRST_NM» «MIDDLE_NM»
```

The mail merge toolbar should display at the top of the screen.

If this does not appear, select:

Tools, Letters and Mailings, Show Mail Merge Toolbar

Click on one of the following icons to merge the labels to a new document or directly to your printer:

We have established an e-mail address (rosters@acs.org) that you may use to submit comments/questions regarding the rosters. If you have questions or problems reading the file, please feel free to contact:

Member and Subscriber Services
American Chemical Society
614/447-3600 x3524
rosters@acs.org

eRoster File Layout

Field order	Field Name	Explanation
1	CUSTOMER_ID	ACS Membership Number
2	PREFIX	Dr. Mrs. Mr., etc
3	FIRST_NM	
4	MIDDLE_NM	Middle Name or Middle Initial
5	LAST_NM	
6	SUFFIX	Jr. Sr., III, etc.
7	DESIGNATION	Ph.D, Ed, MD, etc
8	GENDER	M, F, (null)
9	BIRTH_YR	
10	PRIMARY_ADDR_TYPE	H = Home, W = Work
11	PRIMARY_COMPANY_NM	
12	PRIMARY_DEPT_NM/MAILSTOP	
13	PRIMARY_ADDRESS_LINE#1	
14	PRIMARY_ADDRESS_LINE#2	
15	PRIMARY_CITY	
16	PRIMARY_STATE	
17	PRIMARY_ZIPCODE	
18	PRIMARY_COUNTRY	
19	PRIMARY_ONHOLD_FL	Y = Address is "on hold"
20	PRIMARY_ONHOLD_TYPE	Reason Address is "on hold"
21	WK_PREF_ADDR_FL	Y = Work is Preferred Address N = Work is not Preferred Address
22	WK_COMPANY_NM	
23	WK_DEPT_NM/MAILSTOP	Department Name and/or Mailstop
24	WK_ADDRESS_LINE#1	
25	WK_ADDRESS_LINE#2	
26	WK_CITY	
27	WK_STATE	
28	WK_ZIPCODE	
29	WK_COUNTRY	
30	WK_ONHOLD_FL	Y = Address is "on hold"
31	WK_ONHOLD_TYPE	Reason Address is "on hold"
32	WK_PHONE WITH EXT	Phone Number with Extension
33	WK_FAX WITH EXT	Fax Number with Extension
34	HM_PREF_ADDR_FL	Y= Home is Preferred Address, N = Home is not Preferred Address.
35	HM_ADDRESS_DEPT_NM/MAILSTOP	(Normally blank field for home address, may exist for students and those in the military)
36	HM_ADDRESS_LINE#1	
37	HM_ADDRESS_LINE#2	
38	HM_CITY	
39	HM_STATE	
40	HM_ZIPCODE	
41	HM_COUNTRY	
42	HM_ONHOLD_FL	Y = Address is "on hold"
43	HM_ONHOLD_TYPE	Reason Address is "on hold"
44	HM_PHONE WITH EXT	
45	EMAIL_ADDR	
46	EMAIL_CHG_DT	Date Present indicates email address has been changed
47	EMAIL_PROMO_OPT_OUT_FL	Y = Do not use email for Promotional Mailings; OK to send regular section mailings (newsletters, meeting notices, etc.)
48	MEMBER_CATEGORY	Regular, Associate, Affiliate, etc

eRoster File Layout

49	NA_MEMBER_TYPE	Regular, Student, National Affiliate, Emeritus
50	MEMBER_PACKAGE_CODE	
51	CHAP_EFFECTIVE_DT	Effective Date of Paid Chapter Membership
52	CHAP_EXPIRE_DT_ACT	Expire Date of Paid Chapter Membership
53	<mark>LS_ID (Division Roster Only)</mark>	<mark>Local Section ID for Division Member</mark>
54	CHAP_ORIG_JOIN_YR	Chapter Join Year
55	NA_ORIG_JOIN_YR	National Membership Join Year
56	<mark>FREE_DIVISION_FL (Division Roster Only)</mark>	<mark>Y= Free Division for 1st year of Membership</mark>
57	**CHAP_PAY_STATUS_CD***	
58	**NA_PAY_STATUS_CD***	
59	**CHAP_YRS_SVC***	
60	**NA_YRS_SVC***	
61	**CHEMISTRY DEGREE***	
62	**NON CHEMISTRY DEGREE***	
63	DIR_SURVEY_OPT_IN_FL	Y= May include member information in directory
64	ALPHA_SORT	Last Name, First Name, MI
65	AGFD	Y = Member of Division
66	ANYL	Y = Member of Division
67	BIOL	Y = Member of Division
68	CARB	Y = Member of Division
69	CELL	Y = Member of Division
70	CHED	Y = Member of Division
71	CINF	Y = Member of Division
72	BMGT	Y = Member of Division
73	COLL	Y = Member of Division
74	COMP	Y = Member of Division
75	ENVR	Y = Member of Division
76	FLU0	Y = Member of Division
77	FUEL	Y = Member of Division
78	HIST	Y = Member of Division
79	I&EC	Y = Member of Division
80	INOR	Y = Member of Division
81	MEDI	Y = Member of Division
82	BIOT	Y = Member of Division
83	NUCL	Y = Member of Division
84	ORGN	Y = Member of Division
85	PMSE	Y = Member of Division
86	AGRO	Y = Member of Division
87	PETR	Y = Member of Division
88	PHYS	Y = Member of Division
89	POLY	Y = Member of Division
90	PROF	Y = Member of Division
91	RUBB	Y = Member of Division
92	CHAS	Y = Member of Division
93	GEOC	Y = Member of Division
94	SCHB	Y = Member of Division
95	CHAL	Y = Member of Division
96	TECH	Y = Member of Division
97	TOXI	Y = Member of Division
98	CATL	Y = Member of Division

*Field Not Currently Available

eRoster File Layout
Activity Roster

CHAP_CODE	
CHAP_NAME	
CUSTOMER_ID	ACS Membership Number
CHANGE_REASON_CD	See Description Below
ACTIVITY	See Description Below
PREFIX	Dr. Mrs. Mr. etc.
FIRST_NM	
MIDDLE_NM	
LAST_NM	
SUFFIX	Jr. Sr. III, etc.
DESIGNATION	Ph.D, Ed, MD etc.
PRIMARY_ADDR_TYPE	Home, Work
PRIMARY_COMPANY_NM	
PRIMARY_DEPT_NM/MAILSTOP	
PRIMARY_ADDRESS_LINE#1	
PRIMARY_ADDRESS_LINE#2	
PRIMARY_CITY	
PRIMARY_STATE	
PRIMARY_ZIPCODE	
PRIMARY_COUNTRY	
PRIMARY_ONHOLD_FL	Y= Address on hold
PRIMARY_ONHOLD_TYPE	Reason Address is on hold
WK_PRF_ADDR_FL	Work is preferred address (Yes or No)
WK_COMPANY_NM	
WK_DEPT_NM/MAILSTOP	
WK_ADDRESS_LINE#1	
WK_ADDRESS_LINE#2	
WK_CITY	
WK_STATE	
WK_ZIPCODE	
WK_COUNTRY	
WK_ONHOLD_FL	
WK_ONHOLD_TYPE	
HOME_PRF_ADDR_FL	Home is preferred address (Yes or No)
HOME_DEPT_NM/MAILSTOP	
HM_ADDRESS_LINE#1	
HM_ADDRESS_LINE#2	
HM_CITY	
HM_STATE	
HM_ZIPCODE	
HM_COUNTRY	
HM_ONHOLD_FL	
HM_ONHOLD_TYPE	
EMAIL_ADDR	
EMAIL_CHG_DT	Date of email change
EMAIL_PROMO_OPT_OUT_FL	Y= Do not use for Promotion Mailings; OK to send regular mailings (newsletters, meeting notices, etc)
MBR_TERMINATE_DT	Date of Termination

eRoster File Layout
Activity Roster
Activity Key

Address Change – Address changes that occured during roster period.

DD – (Deceased) Deceased members or affiliates during roster period.

New – Members who have joined the division or local section during the reporting period. Includes members that are new to the Society as well as existing members that joined the divison or local section during the reporting month.

RI – (Reinstated) National Members who have reinstated during roster period.

TD – (Terminate Division) Includes division cancellations, free-division expirations and terminations due to non-payment.

TN - (Terminate National) Local Section Roster Only. Member termination of national membership also terminates local section membership.

TI- (Transfer In) Members who have been transferred into the Local Section based on an address change during the reporting period.

TO -- (Tranfer Out) Members that have changed local section due to address change or other request.

Note: Members may be listed multiple times in the activity roster if more than one activity applies.