



COMMERCIAL REAL ESTATE  
DEVELOPMENT ASSOCIATION

## INSTRUCTIONS FOR VIEWING AND PRINTING MEMBER TOTALS PER CHAPTER LIST

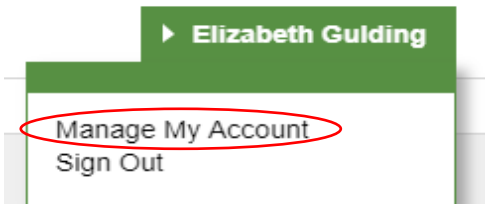
Welcome to the NAIOP Chapter Reports section of [www.naiop.org](http://www.naiop.org)! These reports are auto-updated and have been designed to help you keep your chapter membership information as current as possible, so feel free to forward your comments and suggestions to us. Please contact me via email ([gulding@naiop.org](mailto:gulding@naiop.org)) if you encounter any problems accessing your data. Thank you for using Chapter Reports!

### How to Access Chapter Reports

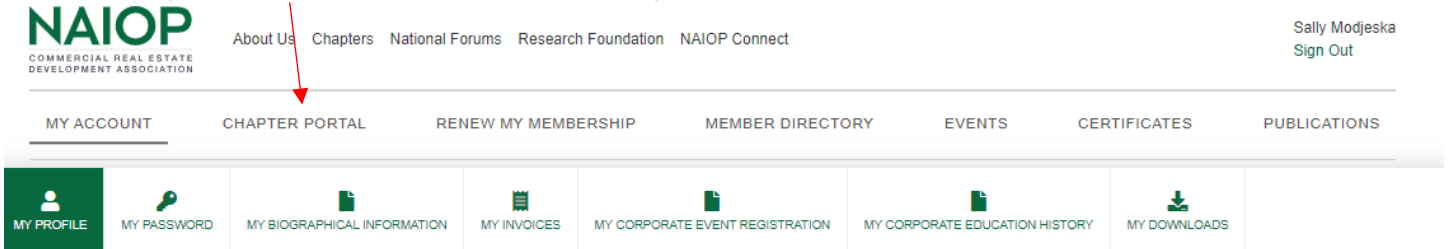
Log into the NAIOP portal from the homepage ([www.naiop.org](http://www.naiop.org)) by choosing “Sign In” and using your email address and member number as password (unless you changed your password).

The screenshot shows the NAIOP homepage with a search bar and navigation menu. The 'Sign In' button is circled in red. Below the navigation is a section for 'My NAIOP' with links for 'Events' and 'Publications'. The sign-in form is titled 'Sign into your existing user account' and includes fields for 'Username/email' (containing 'gulding@naiop.org') and 'Password' (masked with dots). A green 'SIGN IN' button is at the bottom of the form.

Once you have logged in, you will see your name appear in the upper right hand of the homepage. Click on your name and choose Manage My Account. This will take you to your account page.



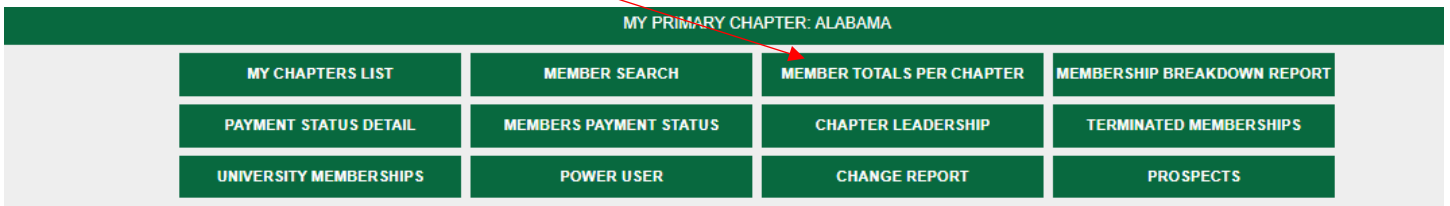
Choose Chapter Portal to have access to the reports.



## Member Totals Per Chapter

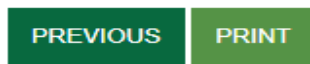
The report gives you an overview of each chapter's total membership and the percentage breakdown between Principal, Associate and Other (public official, student, academicians) members. It also gives you a snapshot of your chapter's previous figures as a reference (using last year's month end data) and shows the number of multi-chapter members (members that join more than one chapter).

To access choose MEMBER TOTALS PER CHAPTER button.



Results will appear:

### Report Viewer



**NAIOP**  
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Chapter Report by Total Members  
As of 09/19/2023

Rank	Chapter Name	Primary	Multi	Current Total	Begin of Year Total	Total as of 09/19/2022	Change %	Principal %	Associate %	Other %
1	Massachusetts	1753	3	1756	1800	1714	2.45%	49.83%	48.63%	1.54%
2	Greater Toronto	1253	2	1255	1315	1212	3.55%	66.61%	31.16%	2.23%
3	SoCal	1162	78	1240	1177	1113	11.41%	47.74%	46.40%	6.85%
4	Washington	1081	30	1111	1126	1038	7.03%	28.98%	52.30%	18.72%
5	Arizona	998	33	1031	1038	982	4.99%	24.98%	72.30%	2.72%
6	Northern Virginia	779	46	825	866	828	-0.36%	32.24%	69.27%	8.48%

To download, choose the “save” icon then choose Word, Excel, or PDF.

## Report Viewer



The screenshot shows the "Report Viewer" interface. At the top left, there are navigation icons and a page indicator showing "1 of 2?". Below this is the NAIOP logo. To the right, there is a dropdown menu with a "save" icon (a floppy disk) and a list of options: "Word", "Word 2003", "Excel", "Excel 2003", and "PDF". The main content area displays "Chapter Report by Total Members" and "As of 09/19/2023". A red arrow points from the text above to the "save" icon.

To print, use the PRINT button.

## Report Viewer



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