INSTRUCTIONS FOR VIEWING AND PRINTING MEMBER BREAKDOWN REPORT
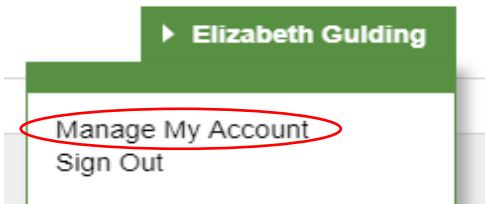
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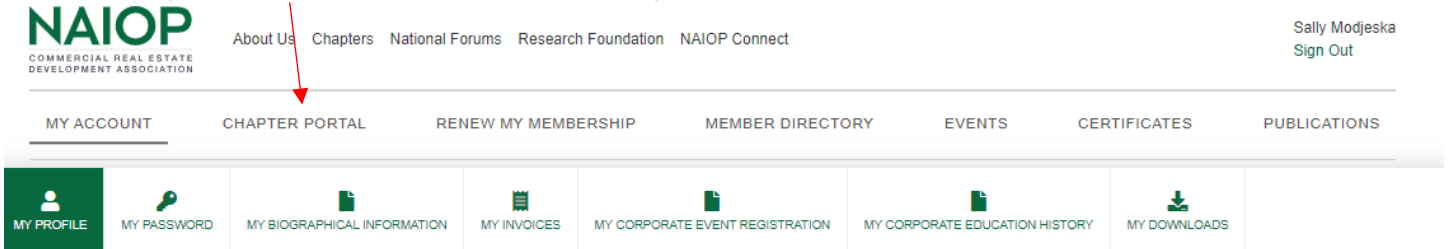
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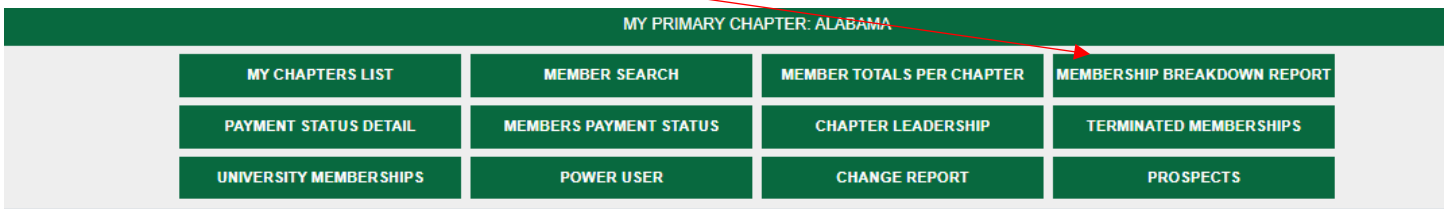
Choose Chapter Portal to have access to the reports.

Member Breakdown Report

The report shows the breakdown of all members and calendar year new members based on member type and status, member type only and member status only. This information is shown numerically and as a percentage of the total membership.

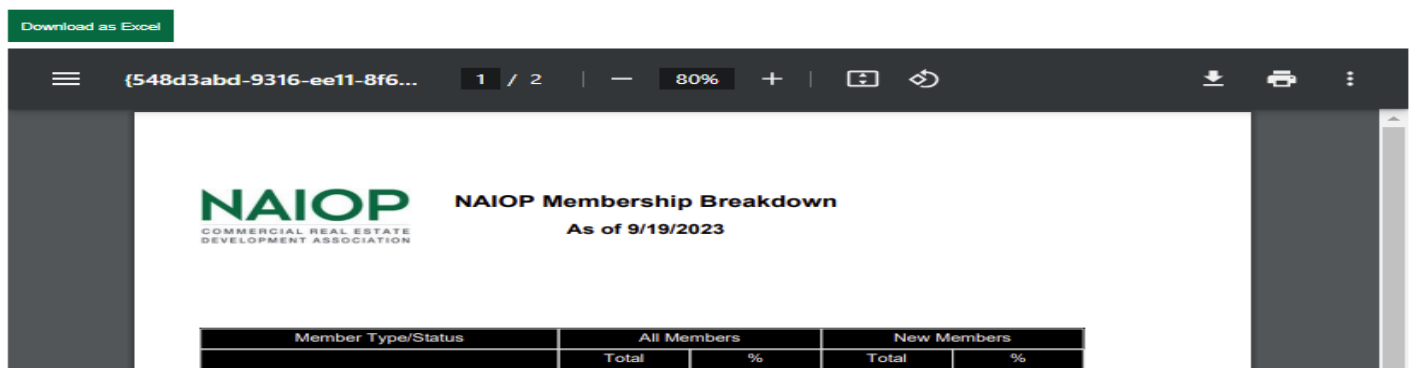To access choose MEMBERSHIP BREAKDOWN REPORT button.

You may also need to then choose your chapter name:

Membership Breakdown Report

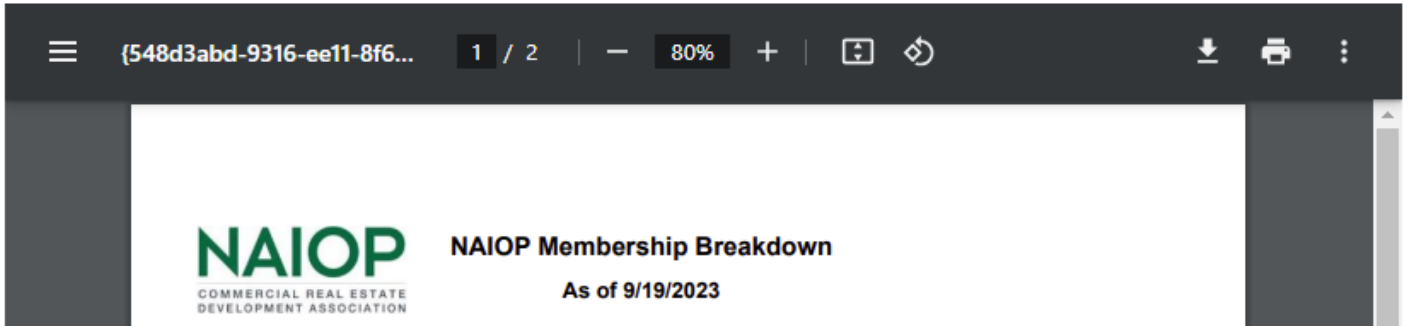| Name	Chapter Code
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Membership Breakdown Report

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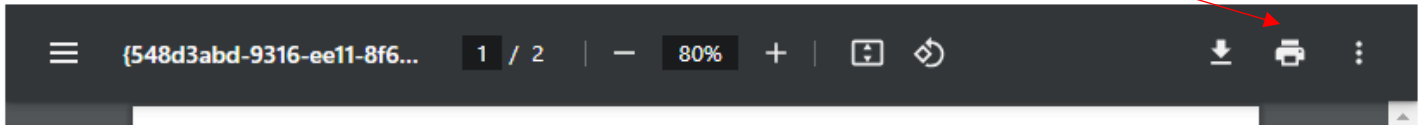
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