

Chapter Membership Online Reports Instructions

1. Go to **www.hsmmai.org** and logon as a member with Username being your last name and your Password being your member number.
2. Place cursor (do not click) over **"Members Only"** near the top of the screen. Wait for a dropdown menu to appear.
3. Click on **"Chapter Leadership Resource Center"** which is at the bottom of the dropdown list.
4. On the **"Chapter Leadership Resource Center"**, look for the section **"Chapter Membership Reports"**.
5. Click on the link **"Chapter Membership Online Reports"**. (The direct link to the "Chapter Membership Online Reports" is http://www.amg-inc.com/hsmmai/MainLogin_hsmmai.shtml). This will take you to the screen below. Enter your Chapter ID and Password. If you don't have your Chapter ID and Password, contact Julie Parent via email (jphsmai2@aol.com) or via phone (877-643-3511). Click on **Submit**.

CHAPTER SEARCH Microsoft Internet Explorer

Address: http://www.amg-inc.com/hsmmai/MainLogin_hsmmai.shtml

HSMMAI Hospitality Sales & Marketing Association International

CONTACT US MEMBERS LOGIN PRESS FACTS SITEMAP

EDUCATION & EVENTS MEMBERS ONLY RESOURCES ABOUT HSMMAI

Welcome to the HSMMAI On-Line Chapter Reports!

In order to access the reports, you need your *Chapter ID* and *Password*. Please enter them and click the LOGIN button.

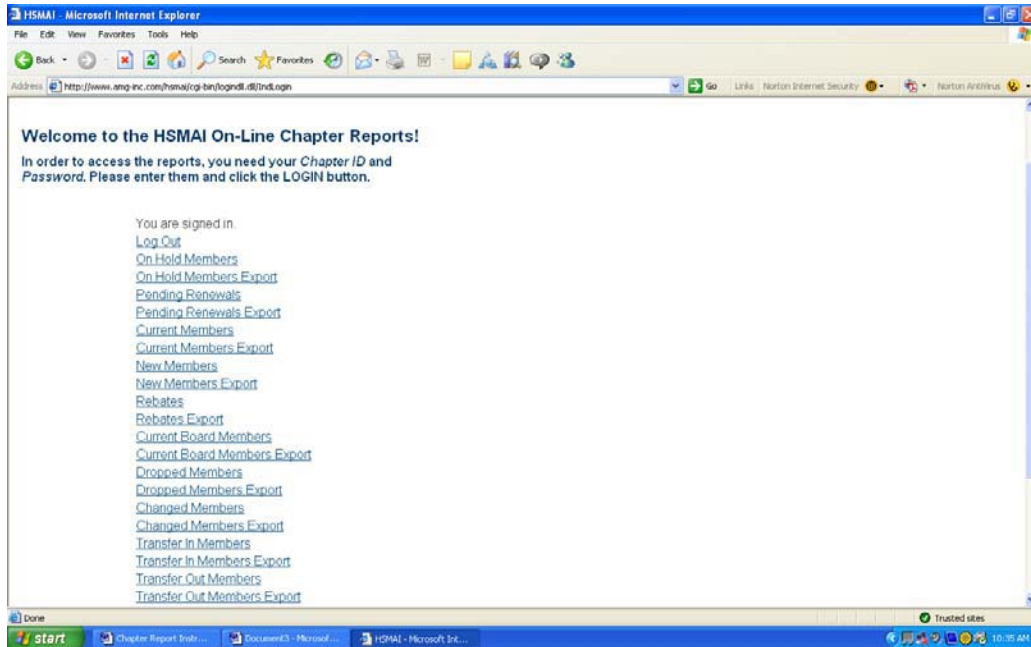
Chapter ID

Password

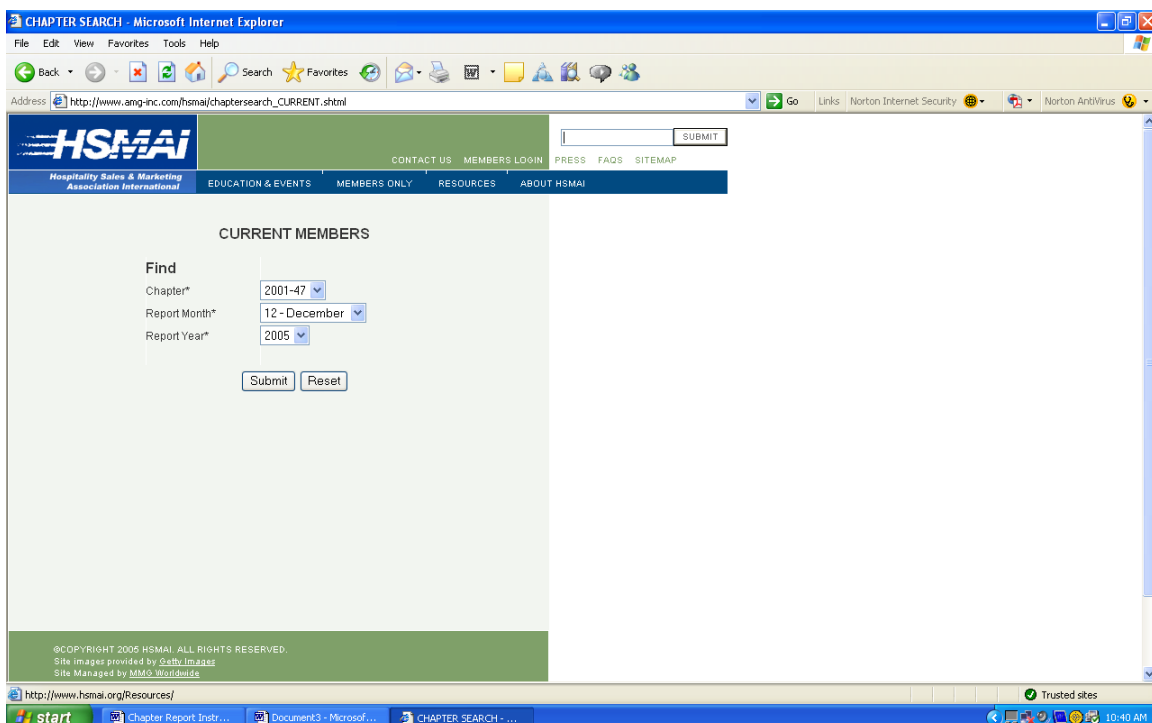
Submit

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6. You will then be taken to the HSMIA On-line Chapter Report page. This is where all of the report choices are listed. (See screen below). Double-click on the report you would like to view. (For this example, we will use Current Members).



7. You will be taken to the screen below. The "Chapter*" field will always reflect the chapter that was used for the logon. This cannot be changed. The "Report Month*" field can be changed by using the drop down list. It defaults to the current month. (i.e. If you are doing December end of the month reports in January, you will want the Report Month* to be December, even though the default will be January). The "Report Year*" field can be changed by using the drop down list. It defaults to the current year. (i.e. If you are doing December 2005 end of the month reports in January 2006, you will want the Report Year* to be 2005, even though the default will be 2006). Click on **Submit**.



8. This will take you to the report screen, which contains the requested information for your specific chapter. (See screen below). You can scroll down to view a total of 25 records. To view additional records, click on the "Next 25" link, located at the top of the report information and also at the bottom. Please see instructions on last page to setup printing. You will need to export this report for chapter use. Go to "Return to Report Home Page" to export this file or to choose another report to view.

Current Members

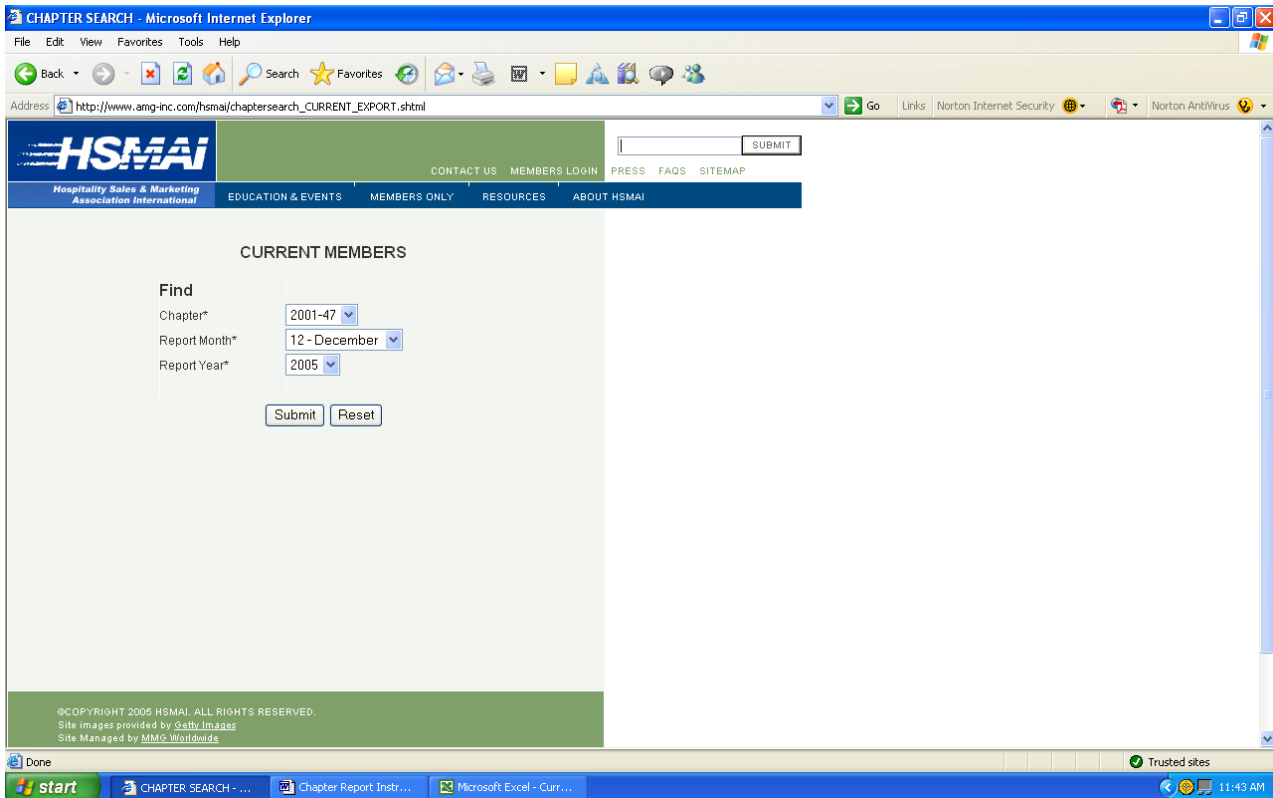
Hospitality Sales and Marketing Association International

[Return to Report Home Page](#)

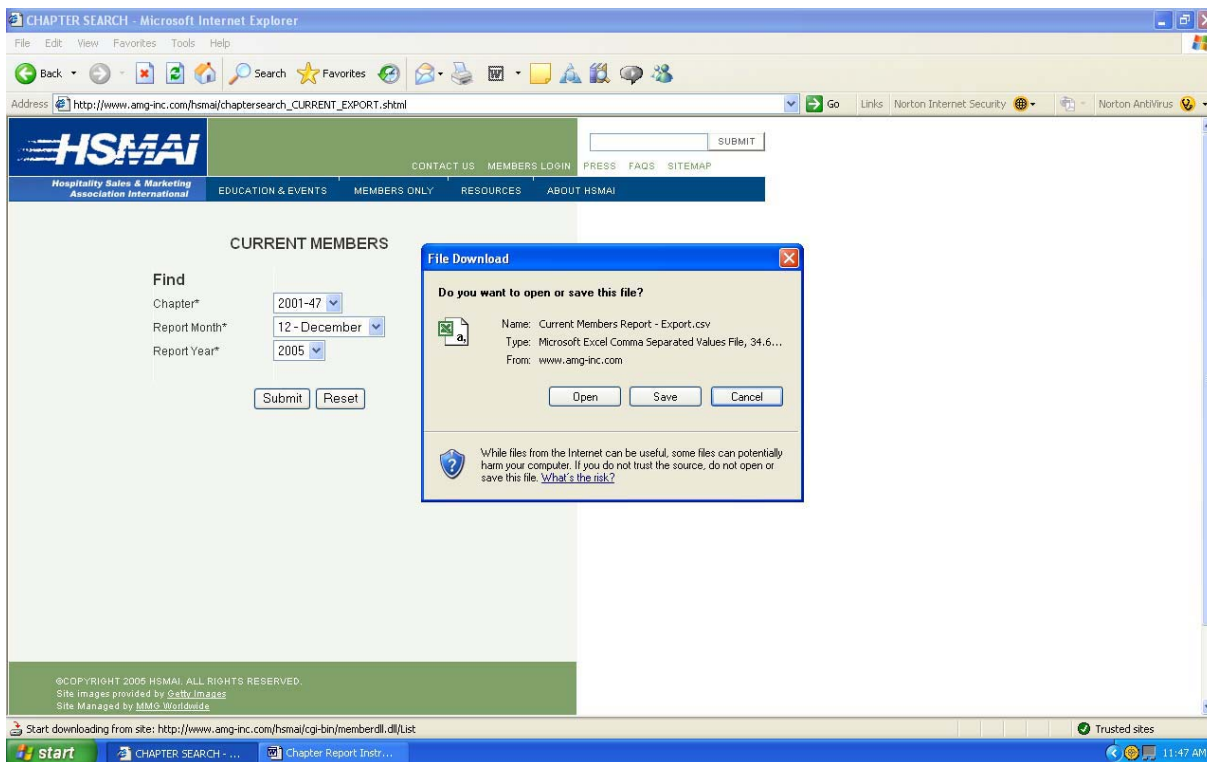
Results
[Next 25](#)

<p>212218 Name: Mr. John Abrams Title: Group Sales Manager Industry Segment: H2 Sponsor: Chapter: 2001-47 Joined: 8/13/2004 Status: On Hold</p>	<p>Email: Business Name: Trapp Family Lodge Address 1: UNKNOWN Address 2: PO Box 1428 City/State/Zip: Stowe, VT 05672 Country:</p>	<p>Current Payment Date: Date Paid Thru: 8/31/2006 Phone: 802-253-5771 Fax: 802-253-5712 Updated On: 11/10/2005 Updated By: MJO-HSMA</p>
<p>215348 Name: Ms. Marianna Accomando Title: Director of Sales & Marketing Industry Segment: H1 Sponsor: Chapter: 2001-47 Joined: 2/14/2005 Status: New</p>	<p>Email: marianna.accomando@seaportboston.com Business Name: Seaport Hotel Address 1: 200 Seaport Blvd. Address 2: Suite 304 City/State/Zip: Boston, MA 02210 Country:</p>	<p>Current Payment Date: Date Paid Thru: 2/28/2006 Phone: 617-385-4223 Fax: 617-385-5090 Updated On: 2/14/2005 Updated By: MJO-HSMA</p>
<p>214747 Name: Ms. Chelsie Arnold Title: Sales Coordinator Industry Segment: CB Sponsor: Chapter: 2001-47 Joined: 12/6/2004</p>	<p>Email: carnold@bostonusa.com Business Name: Greater Boston CVB Address 1: 2 Copley Place Address 2: Suite 105 City/State/Zip: Boston, MA 02199 Country:</p>	<p>Current Payment Date: Date Paid Thru: 12/31/2005 Phone: 617-867-8256 Fax: 617-424-7664 Updated On: 12/6/2004 Updated By: MJO-HSMA</p>

9. Once you have returned to the "Report Home Page", choose "Chapter Members Export". You will be taken to the screen below. The "Chapter*" field will always reflect the chapter that was used for the logon. This cannot be changed. The "Report Month*" field can be changed by using the drop down list. It defaults to the current month. (i.e. If you are doing December end of the month reports in January, you will want the Report Month* to be December, even though the default will be January). The "Report Year*" field can be changed by using the drop down list. It defaults to the current year. (i.e. If you are doing December 2005 end of the month reports in January 2006, you will want the Report Year* to be 2005, even though the default will be 2006). Click on **Submit**.



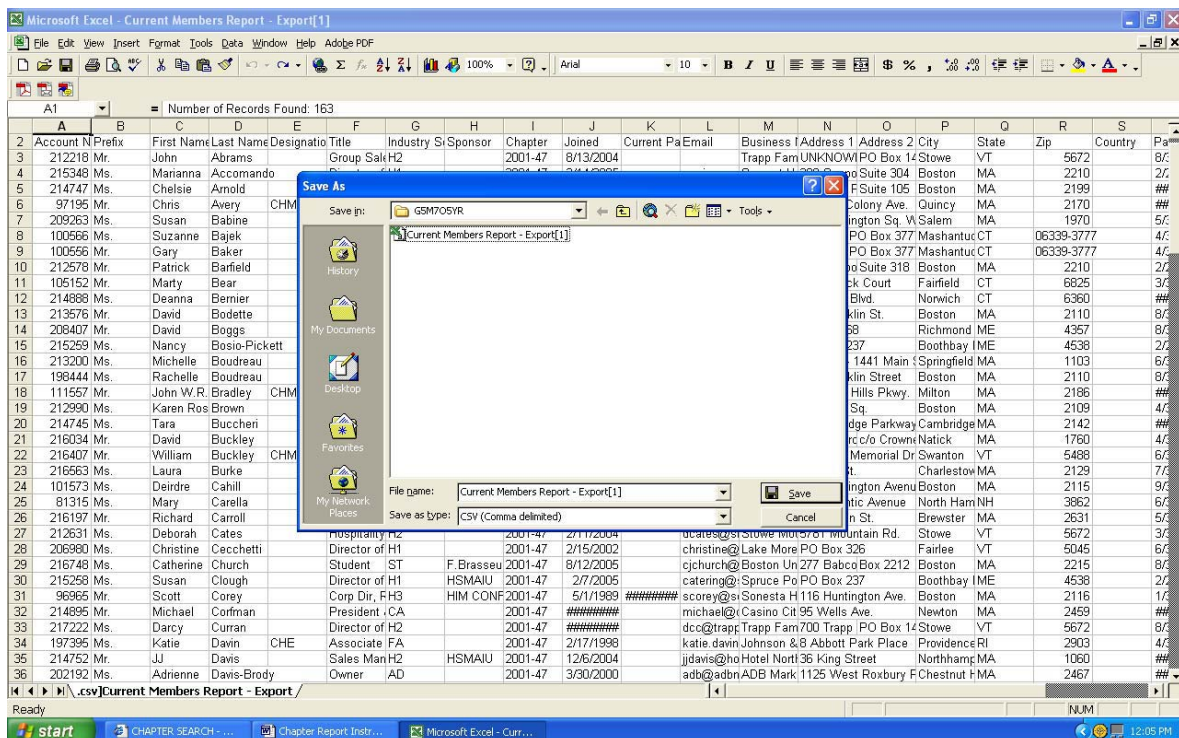
10. After clicking “**Submit**”, the screen shown below will come up. You will choose “**Open**”.



11. Microsoft Excel will open and your information will be in a spreadsheet as shown in the screen below.

Account N	Prefix	First Name	Last Name	Designatio	Title	Industry S	Sponsor	Chapter	Joined	Current Pa	Email	Business I	Address 1	Address 2	City	State	Zip	Country	Pa			
1																						
2	212218	Mr.	John	Abrams	Group Salk	H2		2001-47	8/13/2004			Trapp Fam	UNKNO	WPO Box 14	Stowe	VT	5672	8/6				
3	215348	Ms.	Marianna	Accomando	Director of H1			2001-47	2/14/2005		mariana	Seaport H	200 Seapo	Suite 304	Boston	MA	2210	2/6				
4	214747	Ms.	Chelsie	Arnold	Sales Co	CB	HSMIAU	2001-47	12/6/2004		camold	Greater Bc	2 Copely	F Suite 105	Boston	MA	2199	##				
5	97195	Mr.	Chris	Avery	CHME, CH	VP Busine	LJ	2001-47	6/1/1989		cavery	Passkey Ir	180 Old Colony	Ave.	Quincy	MA	2170	##				
6	209263	Ms.	Susan	Babine	Director of H1			2001-47	5/6/2005		susanb	Hawthorne	18 Washington	Sq.	W Salem	MA	1970	5/6				
7	100566	Ms.	Suzanne	Bajek	Corporate	CA		2001-47	4/10/2003		sbajek	Foxwoods	Route 2, PO	Box 377	Mashantuc	CT	06339-3777	4/6				
8	100566	Mr.	Gary	Baker	Associatio	CA		2001-47	4/10/2003		gbaker	Foxwoods	Route 2, PO	Box 377	Mashantuc	CT	06339-3777	4/6				
9	212578	Mr.	Patrick	Barfield	Director of H2			2001-47	2/4/2004		patrick	Seaport B	200 Seapo	Suite 318	Boston	MA	2210	2/6				
10	105152	Mr.	Marty	Bear	President	SP		2001-47	3/1/1994		marty	ca PMSI	32 Berwick	Court	Fairfield	CT	6825	3/6				
11	214888	Ms.	Deanna	Bernier	Director of H1		DM FAX	2001-47	#####		dbernier	Ramada In	10 Laura	Blvd.	Norwich	CT	6360	##				
12	213576	Mr.	David	Bodette	Director of H1			2001-47	6/26/2004		david	bode	Langham F	250 Franklin	St.	Boston	MA	2110	8/6			
13	208407	Mr.	David	Boggs	President/	ASM		2001-47	8/5/2002		dhoggs	ACRO Glo	PO Box 68		Richmond	ME	4357	8/6				
14	215259	Ms.	Nancy	Bosio-Pickett	Reservatio	H2	HSMIAU	2001-47	2/7/2005		nancy	sp Spruce	Po PO Box	237	Boothbay	ME	4538	2/6				
15	213200	Ms.	Michelle	Boudreau	Dir of Conv	CC		2001-47	4/23/2004		mboudrea	MassMutu	GSCVB - 1441	Main	: Springfield	MA	1103	6/6				
16	198444	Ms.	Rachelle	Boudreau	Director of H1			2001-47	6/18/1998		rachelle	bc Langham	F250 Franklin	Street	Boston	MA	2110	8/6				
17	111557	Mr.	John W.R.	Bradley	CHME		CP	2001-47	4/16/1997		jwr316	atol.com	260 Blue	Hills Pkwy.	Milton	MA	2186	##				
18	212990	Ms.	Karen Ros	Brown	Sales Dire	AS	Ms. Debbi	2001-47	3/29/2004		kbrown	Mass Lodg	7 Liberty	Sq.	Boston	MA	2109	4/6				
19	214745	Ms.	Tara	Buccheri	Sales Man	H2	HSMIAU	2001-47	12/6/2004		tbuccheri	Royal Son	5 Cambridge	Parkway	Cambridge	MA	2142	##				
20	216034	Mr.	David	Buckley	Reg. Dir.	oH3		2001-47	4/28/2005		dbuckley	Peabody	F1360 Worc	c/o Crown	Natick	MA	1760	4/6				
21	216407	Mr.	William	Buckley	CHME	Student	ST	2001-47	6/14/2005		william	buc	Champlain	5 Tanner	Memorial Dr	Swanton	VT	5488	6/6			
22	216563	Ms.	Laura	Burke	Director, S	H3	Mr. John V	2001-47	7/18/2005		lburke	lu LXR	Luxur:91	Elm St.	Charlestown	MA	2129	7/6				
23	101573	Ms.	Deirdre	Cahill	Director of H1			2001-47	8/1/1992		dcahill	m Midtown	H220 Hunting	ington	Avenue	Boston	MA	2115	9/6			
24	214895	Ms.	Mary	Carella	President	SP	AUTO	2001-47	6/1/1992		exec	carri	Carella &	(208 Atlantic	Avenue	North Ham	NH	3862	6/6			
25	216197	Mr.	Richard	Carroll	Director of H1			2001-47	5/27/2005				Ocean Ed	2907 Main	St.	Brewster	MA	2631	5/6			
26	212631	Ms.	Deborah	Cates	Hospitality	H2		2001-47	2/11/2004		dcates	st Stowe	Mot5781	Mountain	Rd.	Stowe	VT	5672	3/6			
27	206980	Ms.	Christine	Cecchetti	Director of H1			2001-47	2/15/2002		christine	@Lake	More	PO Box 326		Fairlee	VT	5045	6/6			
28	216748	Ms.	Catherine	Church	Student	ST	F.Brass	2001-47	8/12/2005		cjchurch	@Boston	Un277	Babco	Box 2212	Boston	MA	2215	8/6			
29	215258	Ms.	Susan	Clough	Director of H1		HSMIAU	2001-47	2/7/2005		catering	@Spruce	Po PO Box	237		Boothbay	ME	4538	2/6			
30	96965	Mr.	Scott	Corey	Corp Dir,	FH3	HIM CONF	2001-47	5/1/1989	#####	scorey	@si	Sonest	H116	Huntington	Ave.	Boston	MA	2116	1/6		
31	214895	Mr.	Michael	Corfan	President	CA		2001-47	#####		michael	@Casino	Cit 95	Wells	Ave.	Newton	MA	2459	##			
32	217222	Ms.	Darcy	Curran	Director of H2			2001-47	#####		dcc	@trapp	Trapp	Fam700	Trapp	PO Box 14	Stowe	VT	5672	8/6		
33	197395	Ms.	Katie	Davin	CHE	Associate	FA	2001-47	2/17/1998		katie	davin	Johnson	& 8	Abbott	Park	Place	Providence	RI	2903	4/6	
34	214752	Mr.	JJ	Davis	Sales Man	H2	HSMIAU	2001-47	12/6/2004		jjdavis	@ho	Hotel	Nort	36	King	Street	Northham	MA	1060	##	
35	202192	Ms.	Adrienne	Davis-Brody	Owner	AD		2001-47	3/30/2000		adb	@adri	ADB	Mark	1125	West	Roxbury	F	Chesnut	MA	2467	##

12. In order to save this information, you will choose "File" – "Save As" from the Microsoft Excel menu. The "Save As" dialog box will come up as shown below. Next to the "Save As" box, click on the down arrow to open the drop down box. Choose the location to save the file to. Next to "File Name" you will need to rename the file to your choosing. Next to "Save as Type" box, click on the down arrow to open the drop down box. Choose the Microsoft Excel version that is compatible with the version you are using. Click on "Save". This will place the file on your hard drive for future use.



13. You can then format the file for printing or use the file to do a mail merge in Word to create a membership report. You can also use the Excel file to send to other Board members.

REPORT PRINT SETUP INSTRUCTIONS

Go to the Internet Explorer (if you are not already there) have your report page on the screen when you do the following:

From "file" select Page Set Up – you will see the left and right margin figures on the bottom right – change to 0 in each – it will automatically go to 0.165 – hit ok – then print. Your report will print in total.