

Member Reports

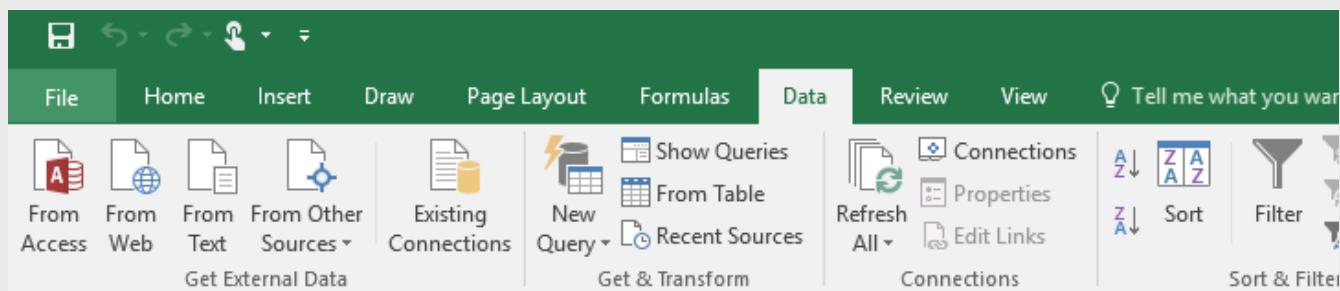
Log in via SSO

Member Reports is located under My Apps.

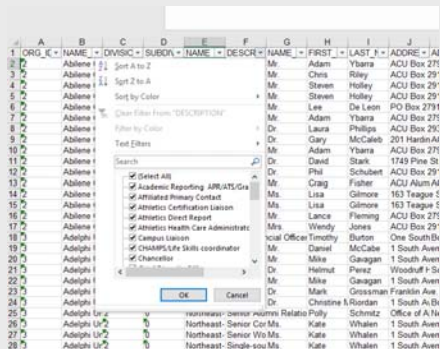
(If not listed, please contact Erin Irick (eirick@ncaa.org) to be granted access)

Once you log into the tool you will see the default NCAA Top Reports Category.

1. From there you would export the excel file that would contain the specific list you are looking to run. For example, if you are wanting to run Division I Directors of Athletics, you would use the ALL ADMINISTRATORS report.
2. Once you open the exported excel file. You would select all, then go to the data tab and select filter.



3. Once there is a filter on all of the columns, you can select the specifics for each column. You can do this for as many columns as you need. For example, you would choose Director of Athletics, Director of Men's Athletics and Director of Women's Athletics from the Description tab, then go to Division and select Division I.



1	A	B	C	D	E	F	G	H	I	J
	ORG	NAME	DIVISION	SUBDIVISION	NAME	DESCRIPTION	FIRST	LAST	ADDRESS	PHONE
2		Abilene	I	Sort A to Z	Mr.	Adam Ybarra	ACU Box 271			
3		Abilene	I	Sort Z to A	Mr.	Chris Riley	ACU Box 29			
4		Abilene	I	Sort by Color	Mr.	Steven Holley	ACU Box 29			
5		Abilene	I	Clear Filter from "DESCRIPTION"	Mr.	Lee De Leon	PO Box 2791			
6		Abilene	I	Filter by Color	Mr.	Adam Ybarra	ACU Box 271			
7		Abilene	I	Test Filters	Dr.	Laura Phillips	ACU Box 29			
8		Abilene	I		Dr.	Gary McCabe	201 Hardin Ave			
9		Abilene	I		Mr.	Adam Ybarra	ACU Box 271			
10		Abilene	I		Dr.	David Stark	1749 Pine St			
11		Abilene	I		Dr.	Phil Schubert	ACU Box 29			
12		Abilene	I		Mr.	Craig Fisher	ACU Alum Al			
13		Abilene	I		Ms.	Lisa Gilmore	163 Teague St			
14		Abilene	I		Ms.	Lisa Gilmore	163 Teague St			
15		Abilene	I		Mr.	Lance Fleming	ACU Box 271			
16		Abilene	I		Mr.	Wendy Jones	ACU Box 29			
17		Adelphi	I		social Officer	Timothy Burton	One South Blvd			
18		Adelphi	I		Mr.	Daniel McCabe	1 South Aven			
19		Adelphi	I		Mr.	Mike Garagan	1 South Aven			
20		Adelphi	I		Mr.	Mike Garagan	1 South Aven			
21		Adelphi	I		Dr.	Helmut Perez	Woodruff St			
22		Adelphi	I		Dr.	Mark Grossman	Franklin Ave			
23		Adelphi	I		Dr.	Christine I. Rordan	1 South Aven			
24		Adelphi	I		Dr.	Christine I. Rordan	1 South Aven			
25		Adelphi	Gr		nonresiden-	senior women's Relatio	Polly Schmitz	Office of A		
26		Adelphi	Gr		Northeast-	Senior Co	Kate Whalen	1 South Aven		
27		Adelphi	Gr		Northeast-	Senior Wo	Kate Whalen	1 South Aven		
28		Adelphi	Gr		Northeast-	Single-sou	Kate Whalen	1 South Aven		

Copying

Once you have your data filtered down you can copy and paste it into another tab or workbook.

1. If you select all (control + a), then when you copy (control + c) it will only select those that you filtered on.
2. At this point you can paste (control + v) into a new tab or workbook.

REMINDER: New lists should be run every time a list is needed. Please do not save spreadsheets and use for later use as information changes within the membership database constantly and could lead to outdated data being used.

When to use which report

ALL ADMINISTRATORS – This report includes every position at all NCAA institutions, other than Head Coach, that are active within the membership database. There are about 40 positions that will initially be included.

ADMINISTRATORS BY SPORT – This would be used if you want to filter by an administrator for institutions sponsoring a particular sport. For example, Directors of Athletics at institutions sponsoring DII Men's Soccer.

CONFERENCE PERSONNEL – This report includes every position at all NCAA conferences that are active within the membership database.

COMMISSIONERS BY SPORT – This report would be used if you want to filter by a conference administrator for conferences sponsoring a particular sport.

CURRENT COMMITTEE MEMBERS – All active committee members including term start and end date, committee name and contact information.

HEAD COACHES – All active head coaches.

OFFICIAL NAME STYLE GUIDE – All active institutions with official NCAA names and usages.

SPORTS SPONSORSHIP LIST – All sponsored sports for the current academic year by institution.

Other reports – Under the all category, you can find reports such as, added sports for the current year, dropped sports for the current year, provisional and reclassifying institutions, institutions with an eligibility code, etc.

Any data that is contained within the membership database can be included in a report. Please feel free to contact Erin Irick (eirick@ncaa.org) if there is a column or piece of data you would like included in one of these reports.

FAQs

1. When are the old systems (labels, the jsp tool) going to be retired?

We do not have an exact date for this yet.

2. How can I request a report that isn't currently in the Member Reports tool?

There is a link on the top right hand corner where you can request a report or you can email Erin Irick (eirick@ncaa.org)

3. Who can use Member Reports?

Anyone with an SSO login can use the Member Reports tool. If you do not have access please contact Erin Irick (eirick@ncaa.org) or another SSO administrator to give you access to the tool. Please keep in mind that this tool is for internal use only and should not be distributed to anyone outside of NCAA staff.

4. What should I do if I come across incorrect information within a spreadsheet?

Please send any changes to Erin Irick (eirick@ncaa.org). These changes can include email bounce backs, staff that have left or email addresses that are incorrect.