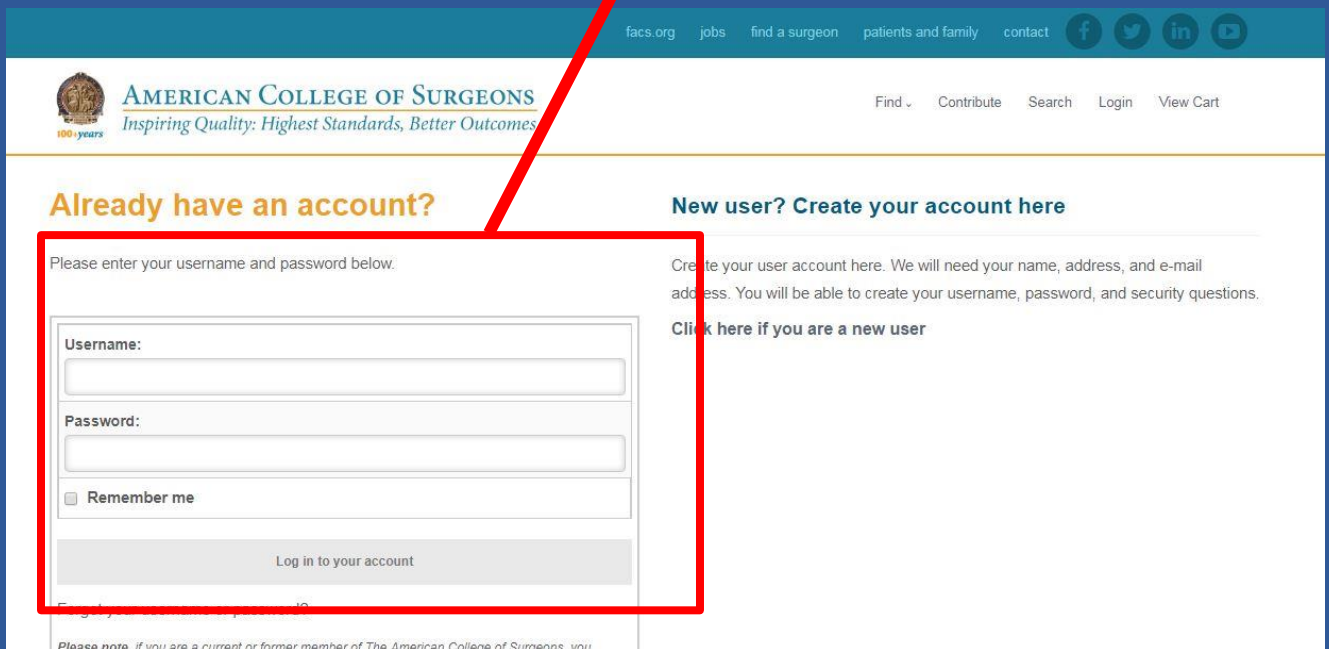


What should I know about the ACS member list?

- Membership in the ACS does not include automatic enrollment in the local chapter – chapters must recruit ACS members to join their local chapter
- Available for download by chapters at any time
- List is updated in real time – it should be downloaded monthly as new members join the College every day
- Enables strategic and targeted communication to members based on surgical specialty, age group, member class, etc.
- Allows you to identify new members and sort by different member classes
- Provides contact information for each ACS member in your chapter territory allowing you to encourage members to join your local chapter

How do I access the ACS member list?

- Log in to the [ACS Website](#)



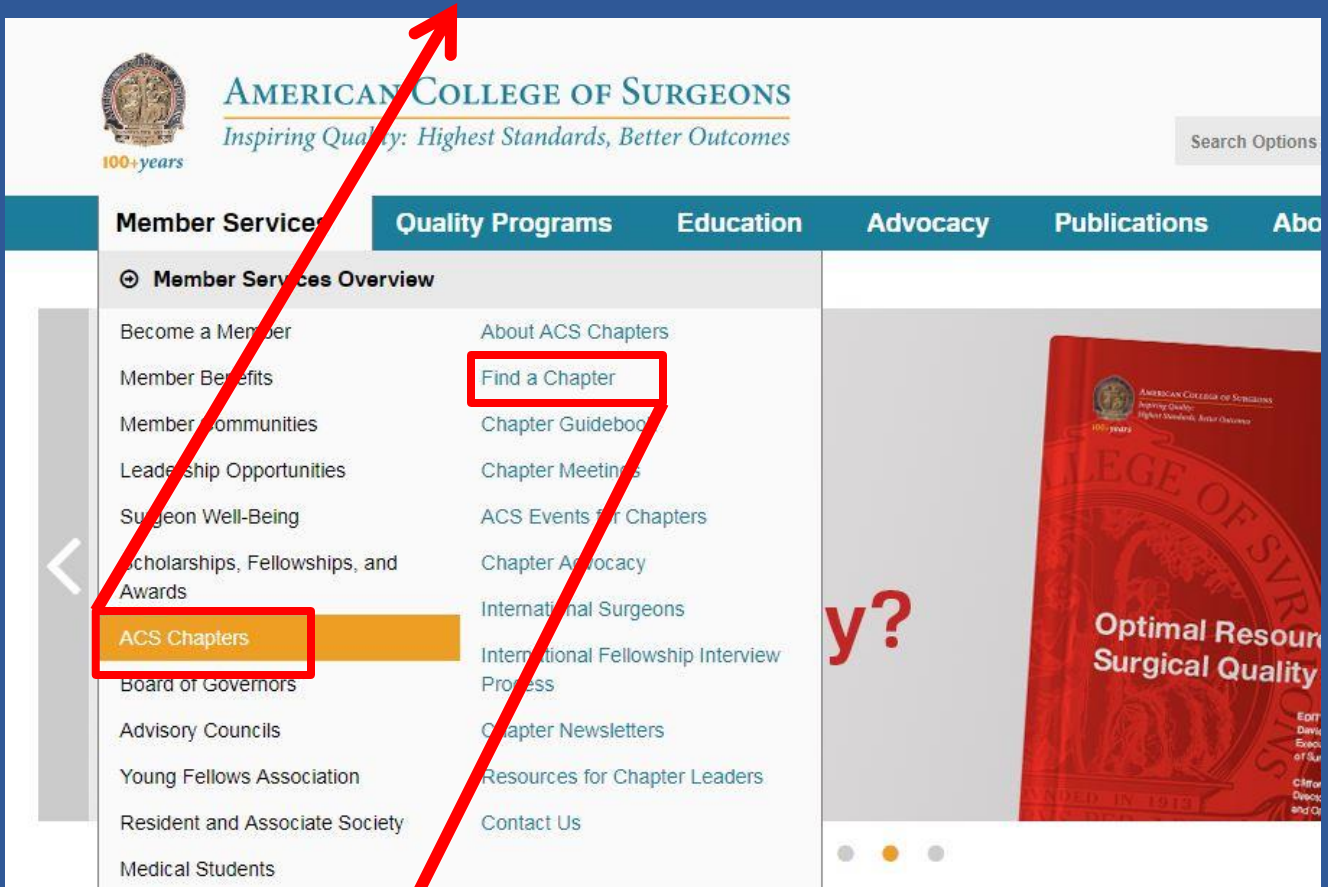
The screenshot shows the ACS website's login page. At the top, there is a navigation bar with links for 'facs.org', 'jobs', 'find a surgeon', 'patients and family', and 'contact'. Below this is the ACS logo and tagline 'Inspiring Quality: Highest Standards, Better Outcomes'. The main content area is split into two sections: 'Already have an account?' and 'New user? Create your account here'. The 'Already have an account?' section is highlighted with a red box and contains a login form with fields for 'Username:', 'Password:', and a 'Remember me' checkbox. A 'Log in to your account' button is at the bottom of the form. A red arrow points from the text 'Log in to the ACS Website' to the login form.

- Select *Member Services* in the upper left hand corner of the page



How do I access the ACS member list?

- Select *ACS Chapters* in the *Member Services* drop down menu



- Select *Find a Chapter* in the *ACS Chapters* drop down menu

How do I access the ACS member list?

- Select your chapter from the list provided on the *Find a Chapter* webpage

Member Services **Quality Programs** **Education** **Advocacy** **Publications** **About ACS** **My Profile**

American College of Surgeons > Member Services > ACS Chapters > Find a Chapter

ACS Chapters


- Find a Chapter**
- Chapter Guidebook
- Chapter Meetings
- ACS Events for Chapters
- CME Procedures for Chapters
- Chapter Advocacy
- International Surgeons
- International Fellowship Interview Process
- Chapter Newsletters
- Resources for Chapter Leaders
- Contact Us

Find a Chapter

The American College of Surgeons (ACS) is home to more than 100 chapters around the world, presenting many opportunities for members to actively engage at the local level. ACS Chapters provide several options for involvement, including educational programming, networking and social events, and professional development resources. Explore the links below to find contact information for each chapter as well as details about upcoming chapter events.

For more information about Domestic Chapters please contact Luke Moreau, Manager, Domestic Chapter Services, at lmoreau@facs.org or 312-202-5737.

For more information about International Chapters please contact Brian Frankel, Manager, International Chapter Services and Special Initiatives, at bfrankel@facs.org or 312-202-5361.



Join us.

AMERICAN COLLEGE OF SURGEONS
Inspiring Quality.
Highest Standards. Better Outcomes

100 years

Advertisement

Domestic Chapters

- Alabama Chapter
- Alaska Chapter
- Arizona Chapter
- Arkansas Chapter
- Northern California Chapter
- San Diego Chapter
- Southern California Chapter
- Colorado Chapter

Canadian Chapters

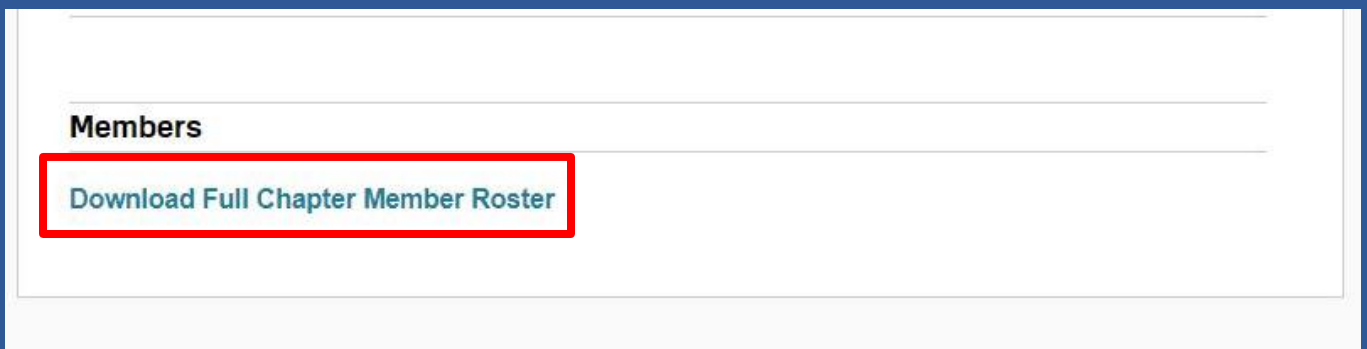
- Alberta Chapter
- Manitoba Chapter

International Chapters

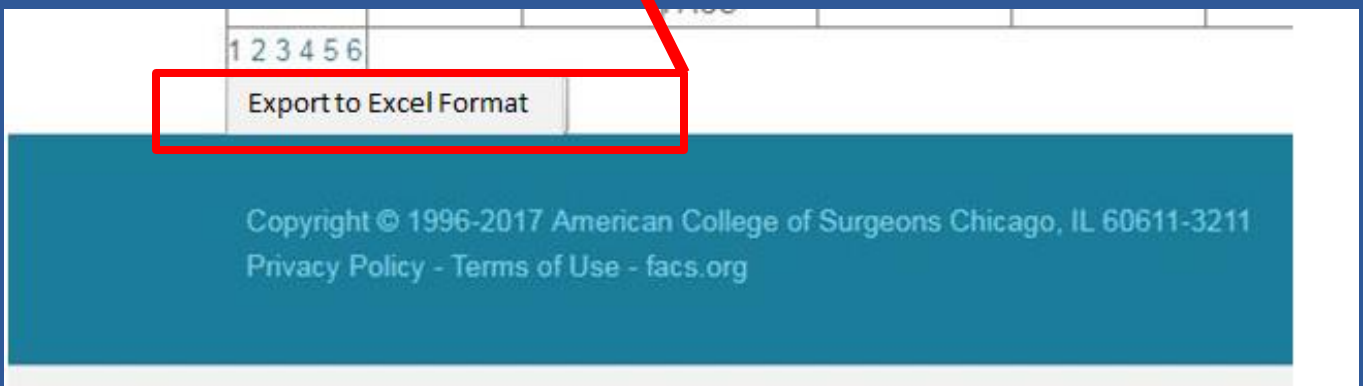
- Argentina Chapter
- Australia and New Zealand Chapter
- Austria-Hungary Chapter
- Bangladesh Chapter
- Belgium Chapter

How do I access the ACS member list?

- Select *Download Full Chapter Member Roster* at the bottom of the webpage

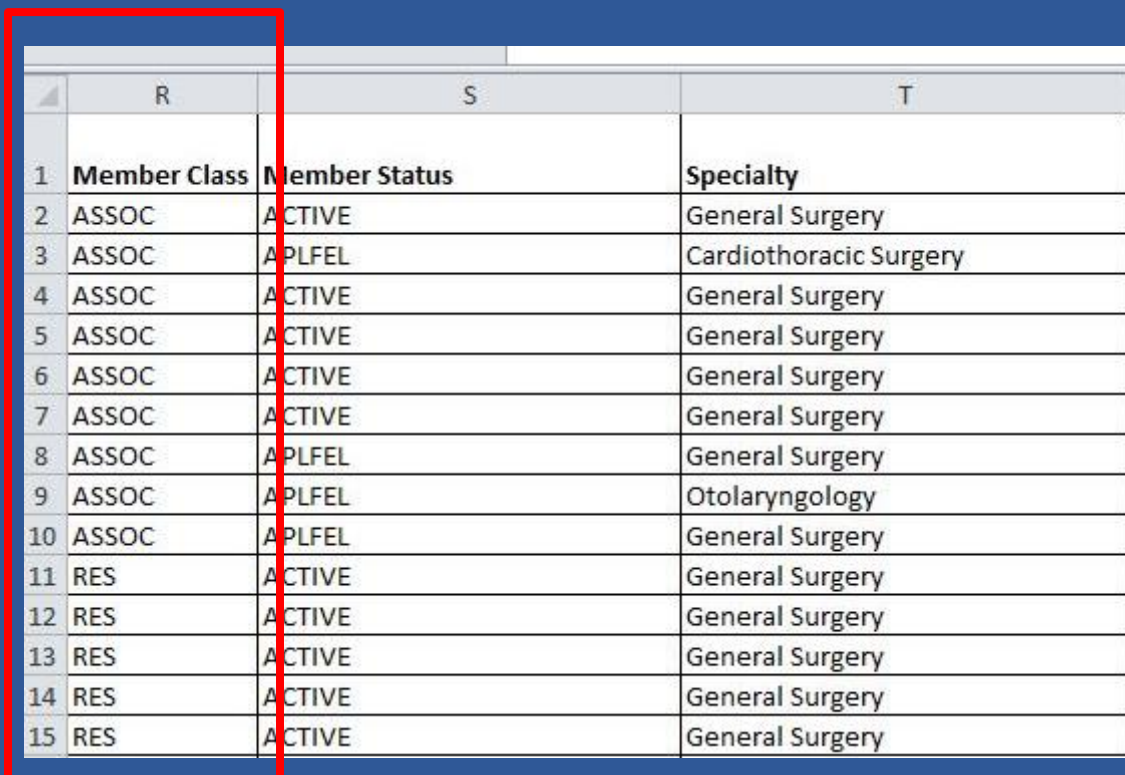


- This list can be exported by selecting *Export to Excel Format* at the bottom of the webpage



How should I use the ACS member list?

- Identify different member classes in your chapter by sorting the Member Class column



	R	S	T
1	Member Class	Member Status	Specialty
2	ASSOC	ACTIVE	General Surgery
3	ASSOC	A PLFEL	Cardiothoracic Surgery
4	ASSOC	ACTIVE	General Surgery
5	ASSOC	ACTIVE	General Surgery
6	ASSOC	ACTIVE	General Surgery
7	ASSOC	ACTIVE	General Surgery
8	ASSOC	A PLFEL	General Surgery
9	ASSOC	A PLFEL	Otolaryngology
10	ASSOC	A PLFEL	General Surgery
11	RES	ACTIVE	General Surgery
12	RES	ACTIVE	General Surgery
13	RES	ACTIVE	General Surgery
14	RES	ACTIVE	General Surgery
15	RES	ACTIVE	General Surgery

- Strategically tailor communications to each member class and define the different benefits for each

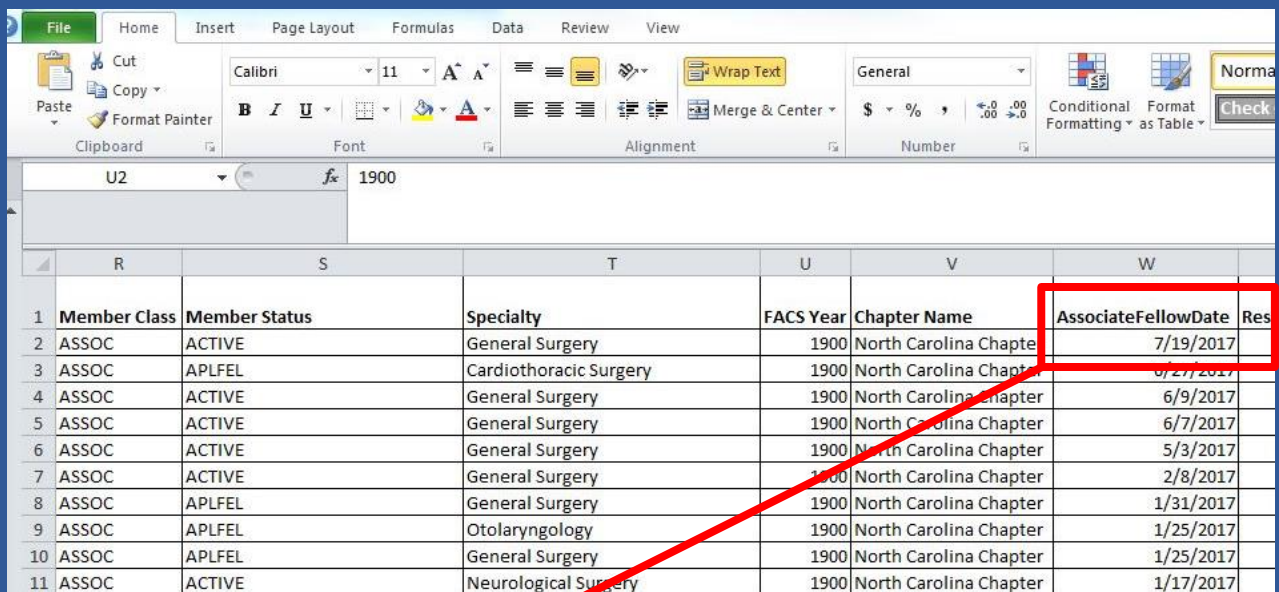
How should I use the ACS member list?

- Identify Initiate members of the College by sorting the Member Class column
- Send congratulatory emails / letters from the Chapter President
- Offer special membership incentives for them to join your chapter

	R	S	T
1	Member Class	Member Status	Specialty
1842	INIT	USA	General Surgery
1843	INIT	USA	General Surgery
1844	INIT	USA	General Surgery
1845	INIT	USA	Ophthalmic Surgery
1846	INIT	USA	Pediatric Surgery
1847	INIT	USA	General Surgery
1848	INIT	USA	General Surgery
1849	INIT	USA	Obstetrics and Gynecology
1850	INIT	USA	Oral-Maxillofacial Surgery
1851	INIT	USA	Ophthalmic Surgery
1852	INIT	USA	Pediatric Surgery
1853	INIT	USA	General Surgery
1854	INIT	USA	General Surgery
1855	INIT	USA	General Surgery
1856	INIT	USA	Otolaryngology
1857	INIT	USA	Colon-Rectal Surgery
1858	INIT	USA	Otolaryngology

How should I use the ACS member list?

- Identify new potential chapter members by sorting the FACS Year, AssociateFellowDate, ResidentDate, MedicalStudentDate, or AffillateDate columns from newest to oldest

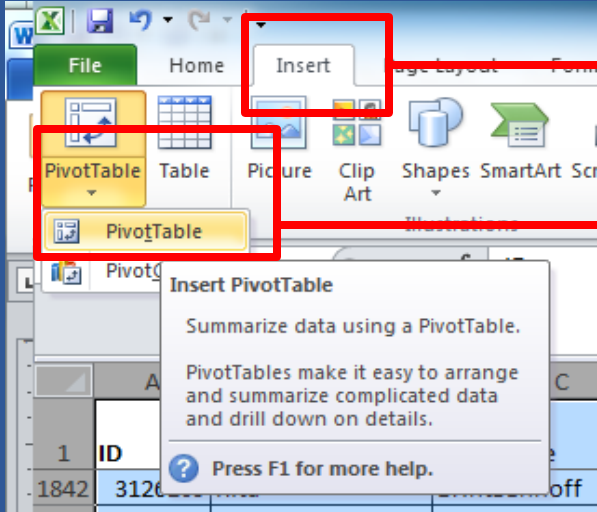


	R	S	T	U	V	W	X
	Member Class	Member Status	Specialty	FACS Year	Chapter Name	AssociateFellowDate	Res
1	ASSOC	ACTIVE	General Surgery	1900	North Carolina Chapt	7/19/2017	
2	ASSOC	APLFEL	Cardiothoracic Surgery	1900	North Carolina Chapt	6/27/2017	
3	ASSOC	ACTIVE	General Surgery	1900	North Carolina Chapter	6/9/2017	
4	ASSOC	ACTIVE	General Surgery	1900	North Carolina Chapter	6/7/2017	
5	ASSOC	ACTIVE	General Surgery	1900	North Carolina Chapter	5/3/2017	
6	ASSOC	ACTIVE	General Surgery	1900	North Carolina Chapter	2/8/2017	
7	ASSOC	APLFEL	General Surgery	1900	North Carolina Chapter	1/31/2017	
8	ASSOC	APLFEL	Otolaryngology	1900	North Carolina Chapter	1/25/2017	
9	ASSOC	APLFEL	General Surgery	1900	North Carolina Chapter	1/25/2017	
10	ASSOC	ACTIVE	Neurological Surgery	1900	North Carolina Chapter	1/17/2017	
11							

- Contact new members to ACS that have been assigned to your chapter and encourage them to join!

How should I use the ACS member list?

- Highlight entire worksheet and create a pivot table to identify the number of each member class your chapter has

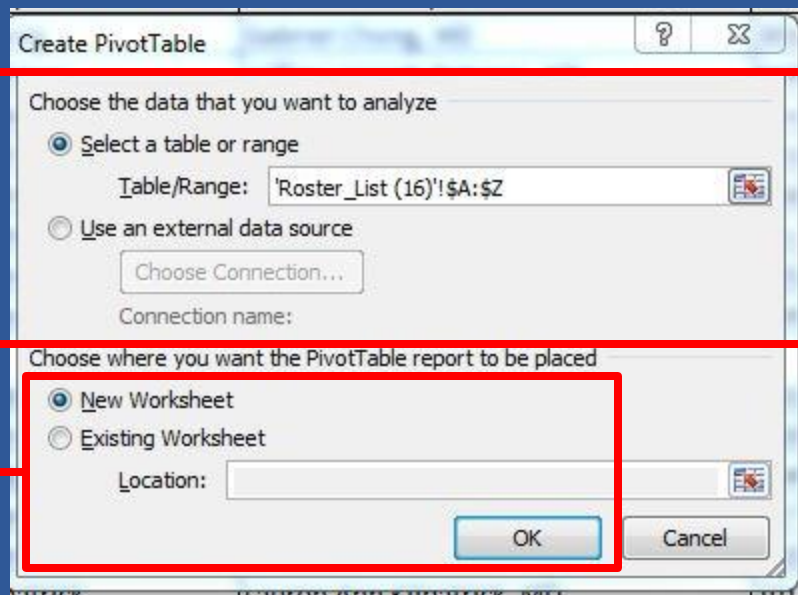


Select *insert* from top menu bar

Select *PivotTable* from dropdown menu

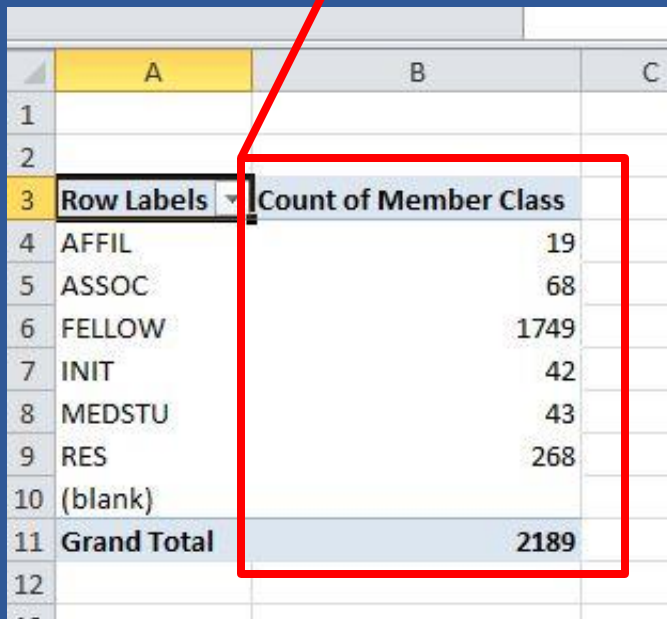
Choose *Select a table or range*

Choose *new worksheet* and select *OK*



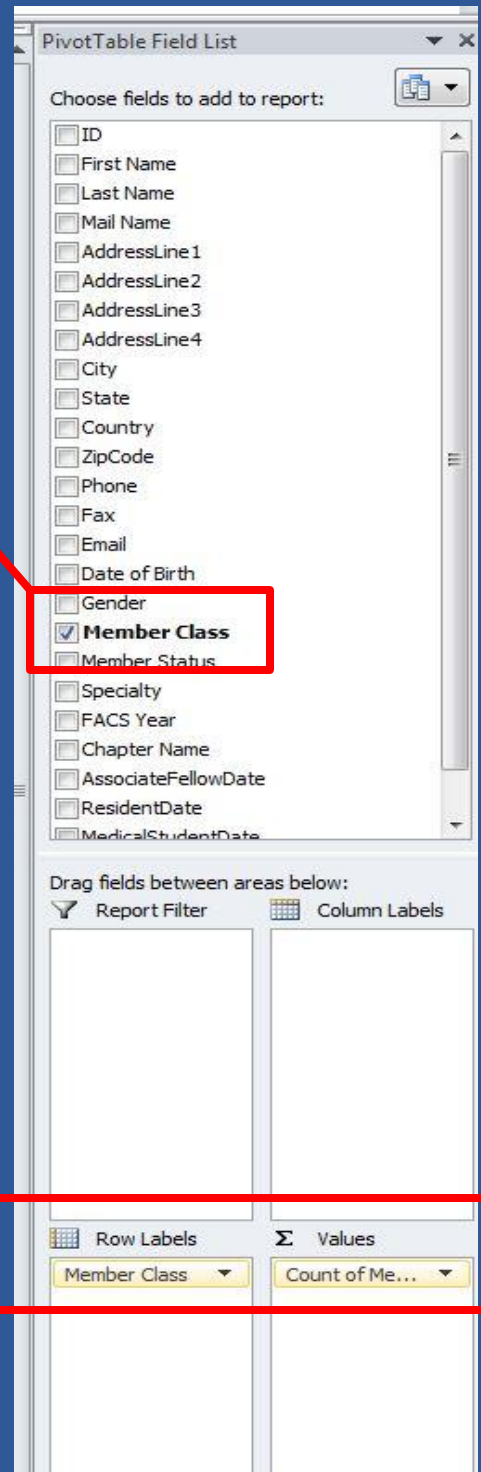
How should I use the ACS member list?

- Choose data fields to add to the report and drag them to the *Row Labels* and *Values* boxes below data list
- A data box will appear to show the count of each data field you have selected



The screenshot shows an Excel PivotTable with the following data:

	A	B	C
1			
2			
3	Row Labels	Count of Member Class	
4	AFFIL		19
5	ASSOC		68
6	FELLOW		1749
7	INIT		42
8	MEDSTU		43
9	RES		268
10	(blank)		
11	Grand Total		2189
12			
13			



The screenshot shows the PivotTable Field List task pane with the following configuration:

- Choose fields to add to report:**
 - ID
 - First Name
 - Last Name
 - Mail Name
 - AddressLine1
 - AddressLine2
 - AddressLine3
 - AddressLine4
 - City
 - State
 - Country
 - ZipCode
 - Phone
 - Fax
 - Email
 - Date of Birth
 - Gender
 - Member Class**
 - Member Status
 - Specialty
 - FACS Year
 - Chapter Name
 - AssociateFellowDate
 - ResidentDate
 - MedicalStudentDate
- Drag fields between areas below:**
 - Report Filter:** (Empty)
 - Column Labels:** (Empty)
 - Row Labels:** Member Class
 - Values:** Count of Me...

How should I use the ACS member list?

- Selecting the Member Status field will allow you to sort by dues paying members of ACS
- Dues exempt categories include:
 - SENIOR – members over 70
 - MISS – missionaries
 - INACT – inactive
 - RETIRE – fully retired

3	Row Labels	Count of Member Status
4	ACTIVE	82
5	Allied Health Professional	1
6	APLFEL	13
7	DISUSA	2
8	HONOR	1
9	INACT	1
10	MISS	1
11	RETIRE	113
12	SENIOR	53
13	USA	191
14	USA-SD	45
15	(blank)	
16	Grand Total	503

PivotTable Field List

Choose fields to add to report:

- ID
- Chapter Name
- First Name
- Last Name
- Name Title
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- State
- Zip Code
- Phone Area Code
- Phone
- Email
- Member Class Name
- Member Status Name
- Specialty
- FACS Date

Drag fields between areas below:

Report Filter

Column Labels

Row Labels

Values

Member Stat...

Count of Me...

Who should I contact if I have questions about the ACS Member List?

Natalie Bell

Chapter Services Program
Coordinator

Email: nbell@facs.org

Phone: (312) 202-5714