

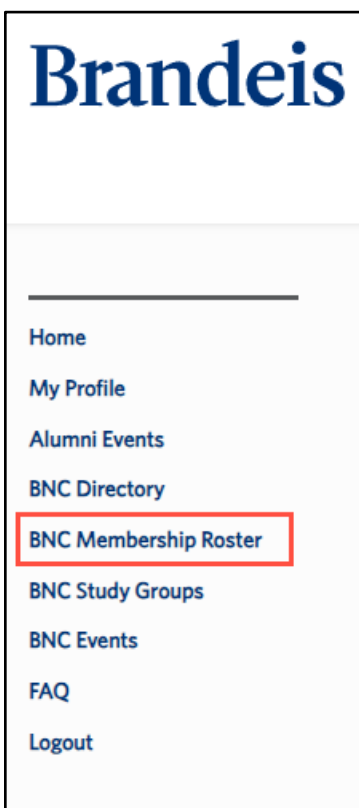
MY BRANDEIS GATEWAY – HOW TO SEARCH THE MEMBERSHIP ROSTER

This job aid is intended to instruct BNC Members on how to search and use the Membership Roster feature in the My Brandeis Gateway: BNC Portal.

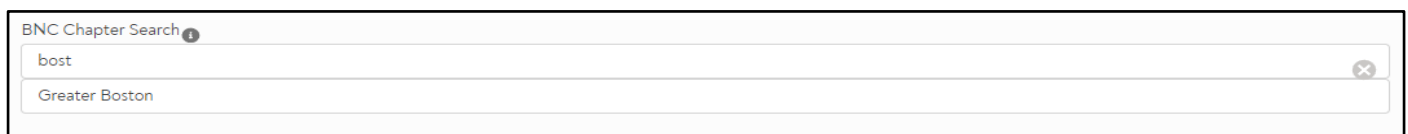
Through the BNC Membership Roster, BNC Leadership and members who have been granted permission can search for a BNC Chapter and view a list of all current Annual and Life Members. Note that lists of members per Chapter may also be viewed from the Directory feature.

Sign into My Brandeis Gateway with your username and password.

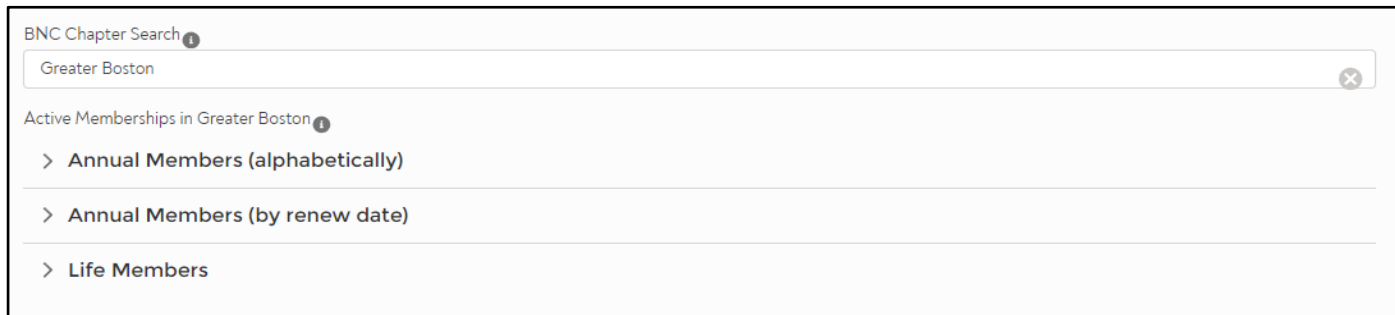
1. On the left-hand side of your screen, click the link that says “BNC Membership Roster.”



2. Type in the name of the BNC Chapter in the “BNC Chapter Search” field. Once you start typing, chapters that contain the entered letters will appear. Once you find your chapter of interest, select it.

A screenshot of the BNC Chapter Search field. The field is labeled "BNC Chapter Search" and contains the text "bost". A dropdown menu is open below the field, showing the text "Greater Boston". There is a small 'x' icon in the top right corner of the dropdown menu.

3. The search results will display options to show the Annual Members roster for that Chapter in alphabetical order, followed by the Annual Members roster for that Chapter by renewal date, and lastly the Life Members roster for that Chapter. To view the details of each, click the > next to the Roster you would like to view.



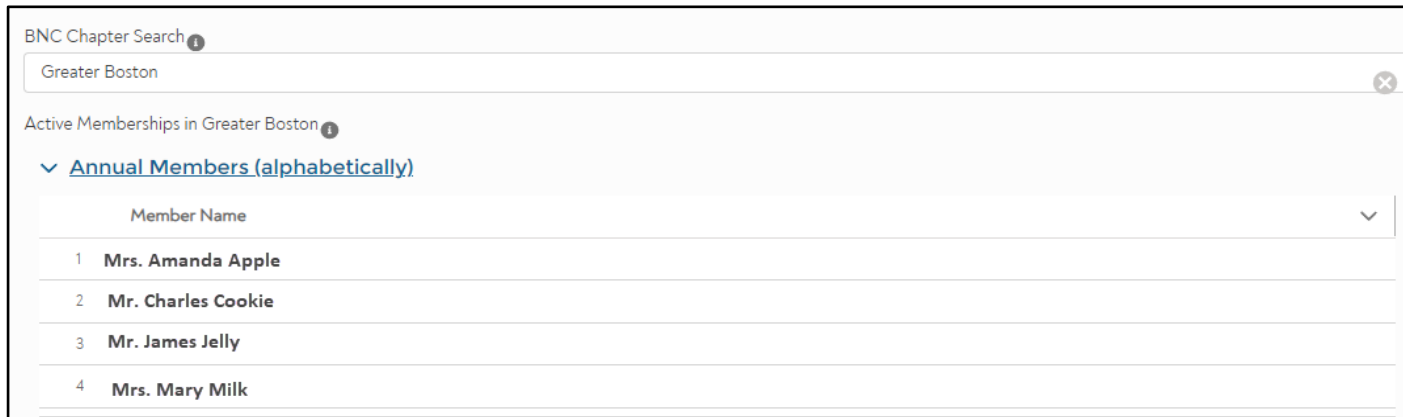
BNC Chapter Search ¹

Greater Boston ✕

Active Memberships in Greater Boston ¹

- > Annual Members (alphabetically)
- > Annual Members (by renew date)
- > Life Members

For the “Annual Members” roster, full names of members are listed alphabetically by last name



BNC Chapter Search ¹

Greater Boston ✕

Active Memberships in Greater Boston ¹

- ▼ Annual Members (alphabetically)

	Member Name	
1	Mrs. Amanda Apple	
2	Mr. Charles Cookie	
3	Mr. James Jelly	
4	Mrs. Mary Milk	

For the “Annual Members (by renew date)” roster, you can sort the roster by Member Name, Renew Date, Member Since Date or Chapter Join Date, by clicking the corresponding column header.

BNC Chapter Search ¹

Greater Boston ✕

Active Memberships in Greater Boston ¹

> Annual Members (alphabetically)

▼ Annual Members (by renew date)

	Member Name	Renew Date	Member Since Date	Chapter Join Date
1	Mr. Michael Michigan	Mar 14, 2024	Mar 14, 2024	Mar 14, 2024
2	Mrs. Caroline California	Feb 29, 2024	Feb 29, 2024	Feb 29, 2024
3	Mrs. Danielle Delaware	Feb 13, 2024	Feb 13, 2024	Feb 13, 2024
4	Mr. Thomas Tennessee	Dec 31, 2023	Dec 31, 2023	Dec 31, 2023
5	Mrs. Mary Mississippi	Jun 29, 2023	Jun 29, 2023	Jun 29, 2023
6	Mr. Kenneth Kansas	May 31, 2023	May 31, 2023	May 31, 2023
7	Mrs. Annie Arizona	May 31, 2023	May 31, 2023	May 31, 2023

For the “Life Members” roster, full names of members are listed alphabetically by last name.

BNC Chapter Search ¹

Greater Boston ✕

Active Memberships in Greater Boston ¹

> Annual Members (alphabetically)

> Annual Members (by renew date)

▼ Life Members

	Member Name
1	Adam Alpha
2	Betty Bravo
3	Carol Charlie
4	Daniel Delta
5	Erica Echo
6	Gordon Golf

Please note that the search results in the Roster cannot be exported to Excel; they are intended for display-only. Current member lists per chapter are shared with chapter leaders via automated reports sent from the portal.