

Once you are logged in, click “Chapter Resources” and then select “Manage Chapter” which brings you to this screen. The most popular options are in big boxes—“Manage Membership” or “Officer Reporting” as well access to the “National Directory”

Other options, such as downloading logos, or making updates to member addresses or emails appear in the menu on the left.



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Manage and Administer Important Chapter Information

Use the links on the left-hand menu or click one of the options below to get right to the critical pages you need to manage your membership. Click on "Manage Membership" to enter dues payments for your members. Use "Officer Reporting" to update chapter or division leadership and the "National Directory" option will let you access bylaws, national director details, delegate counts and more for your chapter and division. You can download current League logo files, in a variety of formats, by clicking "Download League Logos" and "Chapter Rosters" will give you details about current or lapsed members. The "Membership Support Resources" will take you back to the main League website where you can find more materials to help run a successful chapter.

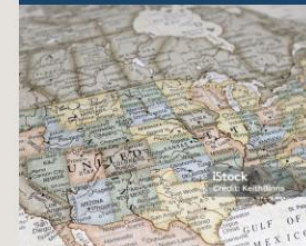
Manage Membership



Officer Reporting



National Directory



This page is for non-financial chapter updates—items like updating officers or changing a member’s address.



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Use this option to update or add new officers for the chapter

Click here to update information about the chapter itself like the write-up or photo that appears on the website’s Find a Chapter feature.

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Manage Chapter Profile

This page will allow you to update chapter address, demographics.

Manage Rockville

Chapter Membership (MDR) Page

This page allows authorized chapter and division officers to view details about individual members and submit non-financial updates including address changes, phone updates, and e-mail information. Only current membership officers or newsletter editors may access this page.

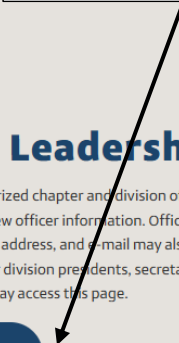
Manage Rockville Chapter Member Records

This option allows you to edit member records outside of a payment batch—items like address changes and email updates.

Chapter Leadership

This page allows authorized chapter and division officers to view and add, delete, or renew officer information. Officer details such as phone number, address, and e-mail may also be updated. Only current chapter or division presidents, secretaries, or membership officers may access this page.

Manage Rockville Leadership



Request Replacement Membership Cards

Click here to enter an email interface to send the national office a request to replace a missing/damaged card for a member.



This is the interface for the national directory...there are options to generate the entire directory or just subsections. Click on your desired option to get further selection criteria as appropriate (i.e., just information for a specific state or chapter or just a list of national directors). At the bottom of this page is also a button to click to access items like the bylaws, pledge, mission statement, and other items.

The screenshot shows the website's navigation bar with the Izaak Walton League of America logo on the left and links for 'BACK TO IWLA.ORG', 'MY PROFILE', 'CART', 'DONATE', and 'LOGOUT' on the right. Below the navigation bar are links for 'Events', 'Shop', and 'Manage Chapter'. The main content area features a 'National Directory' section with a dropdown menu for selecting directory sections to print. The dropdown menu is open, showing options: '(None)', '.All Sections', '1 - National Officers and Executive Board', '2 - Past National Presidents', '3 - National Directors, State Division Presidents', '4 - Division and Chapter Officers', '5 - Resource, Standing and Special Committees', '6 - IWLA Endowment Board', and 'Custom - Chapter Officer by Position'. A sidebar on the left contains a 'Manage Chapter' menu with options like 'Submit New/Renew/Upgrade Chapter Members', 'Non-Financial Chapter/Member/Officer Updates', 'Chapter Support Resources', 'Download League Logos', 'Chapter Rosters', and 'National Directory'. The footer includes contact information, social media icons, and the league's logo.

Manage Chapter

- Submit New/Renew/Upgrade Chapter Members
- Non-Financial Chapter/Member/Officer Updates
- Chapter Support Resources
- Download League Logos
- Chapter Rosters
- National Directory

National Directory

Please select which sections of the National Directory to print. You may select All to create a full directory.

The following sections allow additional selections:
Division and Chapter Officers
Resource, Standing, and Special Committees

Please select directory section to print.

(None) ▾

- (None)
- .All Sections
- 1 - National Officers and Executive Board
- 2 - Past National Presidents
- 3 - National Directors, State Division Presidents
- 4 - Division and Chapter Officers
- 5 - Resource, Standing and Special Committees
- 6 - IWLA Endowment Board
- Custom - Chapter Officer by Position

Contact Us
Resource Library

Follow Us:

707 Conservation Lane Gaithersburg, MD 20878
(301) 548-0150 (main) | info@iwla.org | [Google](#)
[Maps](#)

This page allows you to get a roster of members in either pdf or Excel format. You can get just current, paid members or get a list that includes unpaid, prior members.



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Select from the dropdown menu here to indicate if you want your chapter members or if you want to solicit Members at Large in your area.

[Submit New/Renew/Upgrade Chapter Members](#)

[Non-Financial Chapter/Member/Officer Updates](#)

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Use this dropdown to indicate if you want just active members who have paid for the current year or if you want to also include prior members. If you option for former members, you will get an option to indicate a date range. In this example, the report will pull members who lapsed at the end of 2024.

*Chapter or MALs Only

Chapter Members

*Active or Former Members

Former Members

*Select Chapter

National Youth Convention Chapter

*From

1/1/2024

*To

12/31/2024

Include Family

Yes

Include Members at Large

No

Include Current National Board

No

[Generate Report](#)

If you want to include Members at Large in your area, select "yes" on this dropdown (if, for instance, you want to send your state newsletter to all members living in your state)

This dropdown allows you to select chapters and/or divisions you have rights to access

Select "yes" here if you want to include the national board of directors (perhaps for a newsletter mailing)

If you'd like to include family members in your report, select "yes" here (for a hard copy newsletter mailing, leave this option as "no" if you want to send just one newsletter per household)

Click here when you are ready to run the report.

The default option for your roster is a pdf report. This is a read-only report that you can print out. The Excel option generates a spreadsheet that can be used to import data into your own electronic chapter records, can be sorted and organized however you wish, or sent to a vendor for a newsletter mailing or emails extracted for your own electronic communications.

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ON BEHALF OF: (SELECT)

Report will appear as pdf. Use the drop down to select your file output format (pdf or Excel) and click Run. Once your report appears on the screen, select the pdf or Excel icon to output your file that matches your selected report format.

New Roster

Report Format

PDF

Run Report



IZAAK WALTON LEAGUE OF AMERICA

Member Roster For National Youth Convention

Includes Family Members

04/30/2025 12:27

(287219) Chapter Type: YH Join Date: 11/07/2023 Home Phone:
Division Type: YH Exp. Date: 12/31/2024 Cell Phone:
5 National Type: YH Mbr Status: Active Email:

If you prefer to have an Excel format, select "Excel" from the dropdown menu and then click "Run Report" to generate it as an Excel file. After that, you can click this icon to export and download your file.

The report automatically displays as a pdf. Click here to export and print the file as is.

(620) Chapter Type: YH Join Date: 11/07/2023 Home Phone: (703) 777-5537



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[Manage Chapter](#)

This screen is used to add a new officer to your list of active chapter officers. You can retrieve their record by ID number, searching for them by name or browsing down the list.

ON BEHALF OF: (SELECT)

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Id Equals

First Name Starts With

Last Name Starts With

Status Equals

Find

Only paid, active members of your chapter are eligible to hold office so those are the only records you will see listed. Non-members may not be listed as officers. The "A" showing in this field indicates the page is pulling active members.

<u>First Name</u>	<u>Last Name</u>	<u>Suffix</u>	<u>City</u>	<u>State Province</u>	
Kurt	Feldmann		Germantown	MD	Add to Leadership
Victoria	Geaghan		Fremont	NE	Add to Leadership
Hunter	Gonsor-Thompson		Fremont	NE	Add to Leadership
Connor	Homan		Stevens Point	WI	Add to Leadership
Liam	Homan		Stevens Point	WI	Add to Leadership
Earl	Hower		Gaithersburg	MD	Add to Leadership
Khari				WI	Add to Leadership
Kira				WI	Add to Leadership
Kaylee				IA	Add to Leadership
Lisa	McIntyre		Indianola	IA	Add to Leadership
Makena	McIntyre		Indianola	IA	Add to Leadership

Click here to select the person and go to the page where you will indicate which office they hold.

Once you have selected the person, you will come to this page where there is a drop down to indicate the office the person holds. If the same person holds more than one office (i.e., secretary and treasurer perhaps), you will need to add them again for each additional position.



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<u>Id</u>	<u>Full Name</u>
235532	Alexei L

Chapter

Member ID

Position

Submit

- (None)
- 1st Vice President
- 2nd Vice President
- 3rd Vice President
- Awards Chair
- Conservation Issues Chairperson
- Corresponding Secretary
- Environmental Education Director
- Executive Secretary
- Manager
- Media Outreach Chairperson
- Membership Dues Recipient
- Membership Marketing Chair
- Newsletter Editor
- Outdoor Ethics Chairperson
- President**
- Regional Vice President
- Save Our Streams Chairperson
- Secretary
- Shooting Sports Coordinator

(None)

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ON BEHALF OF: (SELECT)

ate Province



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If all of your officers are the same from last year, you will see a one-click link to “renew all records” – the records that will get updated are those showing in the list (in this case, officers from 2023-2024) If you have additional people to add, you’ll click “add new officer”

ON BEHALF OF: (SELECT)

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National Youth Convention

Chapter

[Chapter Roster](#)

2023 - 2024

Gavin Schwartz - President

Earl W. Hower - Membership Dues Recipient

[Renew All Records](#)

[Add New Officer](#)

National bylaws state that officers must be in place by September 1st of each year. This means that for the easiest entry you should update your officers before that date. If you wait until after that time, you will no longer see your full slate of officers to be able to make individual changes. You can use this section to view “past members search” by changing this drop down.

Members

INSTRUCTIONS

In order to add individuals to your Leadership Roster please click the Add New Officer button.

[View members](#)

Active members

[Find](#)

Full Name	Position	Term Start	Term End	Organization	State Province	Country
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INSTRUCTIONS

In order to add individuals to your Leadership Roster please click the Add New Officer button.

View members

Past members search

Term Beginning

Term Ending

Position Contains

Full Name Contains

Type Equals

Committee

Find

This interface allows you to pull a list of past officers for just a specific time period (in this case, the 2025 officers that have not been updated yet for 2026) or a full list of all your past officers.

Enter the term ending date and click “find” to get a list. You can also further limit your search by selecting a specific position.

Use the list that comes up to edit individual people—you can click the pencil icon to edit a record—in most cases you will simply be updating the term end date from the current year to the new one (in this case from 08/31/2025 to 08/31/2026).

Please ***do NOT*** ever use the red “x” mark to remove someone from the list...doing that will remove any details that they ever held office at your chapter. If they are no longer in the position you should just let their term expire or, depending on the time of year, change their end date.

<u>Full Name</u>	<u>Status</u>	<u>Position</u>				
Daniel Walter	A	President				
Shane Hulburt	A	1st Vice President	9/1/2024	8/31/2025		
Melanee Ellis	A	2nd Vice President	9/1/2024	8/31/2025		
Derek Cordin	L	Treasurer	9/1/2024	8/31/2025		
			9/1/2024	8/31/2025		
			9/1/2024	8/31/2025		

If you need to see more information about a person to verify it is the right record or make changes to their address, phone, email, etc. you can click on their name in this list.

Throughout the system fields underlined in blue are items you can click on to access more screens of information