PREVIOUS YEAR'S EXCEL SPREADSHEET REQUEST FORM

Login to **GSRW.org** website
Click **Members Center**
Click **Membership Reporting Center**
Scroll down and Click **Previous Year's Excel Spreadsheet Request Form**
- Under **Full Name of RWF Club**, use the Drop-Down Menu to select your club's name.
- Enter the **Full Name of Membership Chair** or designated Membership Reporter.
- Enter the **Email address of Membership Chair** or designated Membership Reporter. **Check email address** for accuracy.
- Enter **Phone Number of Membership Chair** or designated Membership Reporter.
- Under **Please tell us which year's Excel Spreadsheet you are requesting**. Enter the **Year** and any other information you want to convey.

Click **Submit**

A copy of the request will be sent to the club's Membership Chair/Membership Reporter and the GSRW Data Center Manager.

CLUB MEMBER INFORMATION CHANGES
(CHANGE FORM}

Use this form to change/update the personal information for a member previously reported on a Renewal or New Member Membership Form for the current year.

Login to **GSRW.org** website.
Click **Members Center**
Click **Membership Reporting Center**
Scroll down and Click **Adjustment Notification Form**
- Under **Full Name of RWF Club**, use the Drop-Down Menu to select your club name.
- Enter the **Full name of Membership Chair** or designated Membership Reporter.
- Enter the **Email address of Membership Chair** or designated Membership Reporter. **Check email address** for accuracy.
- Enter **Phone Number of Membership Chair** or designated Membership Reporter.
- Enter **First and Last Name of Member.**
- Check the appropriate box or boxes indicating the changes you are making.
  - **Name (Spelling or Change)**
  - **Change of Address**
  - **Phone number**
  - **Email Address**
  - **Status: Deceased**
  - **Other**
- Enter the changes you are making in the box.

Click **Submit**

You will receive an email confirming your Change Form submission. The changes will also be sent to the Data Center Manager.