

Collecting Demographics

Please add two questions to your Additional Member Data requested at sign up. These two demographic questions will allow us to describe our leagues and to measure changes toward some of our DEI goals.

Question #1: Birth Year. In order to gauge whether we have attracted any younger members, we must know their ages. If your leadership is averse to asking for the birth year, you can ask for birth decade.

Question #2: Race/ Ethnicity. One of the ways we can measure diversity and inclusion is to count those who identify as ethnic minorities. The categories listed below are the same used by the US Census.

Additional Member Data Screen

From the Control Panel, choose the *People Tab > Additional Member Data*

























Your current questions are listed. If you are not collecting Birth Year or Race/ Ethnicity data, click the Add Question button.

Home > Control Panel > Additional Member Data

Additional Member Data

Use this screen to define questions which are asked of members as part of the join on the member's Additional Member Data page. Click Add Question to add a question that if you delete a question, all answers to that question are also deleted.) Display

Add Question **Display Sequence** **Export Answers**

Question Name	Ans. Type	Visibility	Edit	M. App.	Maintain
All Previous Membership	Long Text	Member	Member	Required	  
Birth Year	Date (Year)	Member	Member	Required	  
Functions	Checkbox List	Member	Member	Optional	  
How you heard about LWVBC	Long Text	Member	Member	Required	  
Race/Ethnicity	Short Text	Member	Member	Required	  
Skills	Checkbox List	Member	Member	Optional	  
Team Participation	Checkbox List	Member	Member	Optional	  
Work/School	Short Text	Member	Member	Optional	  

Add/ Edit Question Screen: Birth Year Example

On the Add/ Edit Question screen, compose your question and set your parameters.

Add/Edit Question



Question name is used for reference only and is not shown to the member. Questions can be answered in different ways, so the question type drop-down list allows you to specify the most appropriate type for each question. Different types require different configuration options. Some questions must be asked in the Additional Member Data part of the membership application, while others are simply there for additional background on members. Questions are shown in the Additional Member Data page of the member's profile page and/or application.

Question Name

Answer Type

Question Text

B *I* U ~~S~~ Default Lato **A**

What is your birth year? (will be used for tracking demographic characteristics of organization only)

Notes

0 of 250 characters used

Notes (if entered here) will appear under the question text

Default Answer

Min. Answer

Max. Answer

Allow Comments ☐ Yes ☒ No

Member Types ☒ Applies to All ☐ Applies to Selected Types Only (Use 'Member Types' Editor)

Visible To

Editable By

Membership App.

Add/ Edit Question Screen: Race/ Ethnicity Example

Add/Edit Question



Question name is used for reference only and is not shown to the member. Questions can be answered in different ways, so the question type drop-down list allows you to specify the most appropriate type for each question. Different types require different configuration options. Some questions must be asked in the Additional Member Data part of the membership application, while others are simply there for additional background on members. Questions are shown in the Additional Member Data page of the member's profile page and/or application.

Question Name Answer Type

Question Text

B *I* U 14px Arial **A**

What is your race/ethnicity? This information will be used for tracking demographic characteristics of LWVBC only. Please enter one or the following or a combination of them. If "Other," please explain.

-American Indian or Alaska Native
-Asian
-Black or African American
-Latinx

Notes

0 of 250 characters used

*Notes (if entered here) will appear under the question text*Default Answer Max. Answer Length Allow Comments ☐ Yes ☒ NoMember Types ☒ Applies to All ☐ Applies to Selected Types Only (Use 'Member Types' Editor)Visible To Editable By Membership App.

Save

Cancel

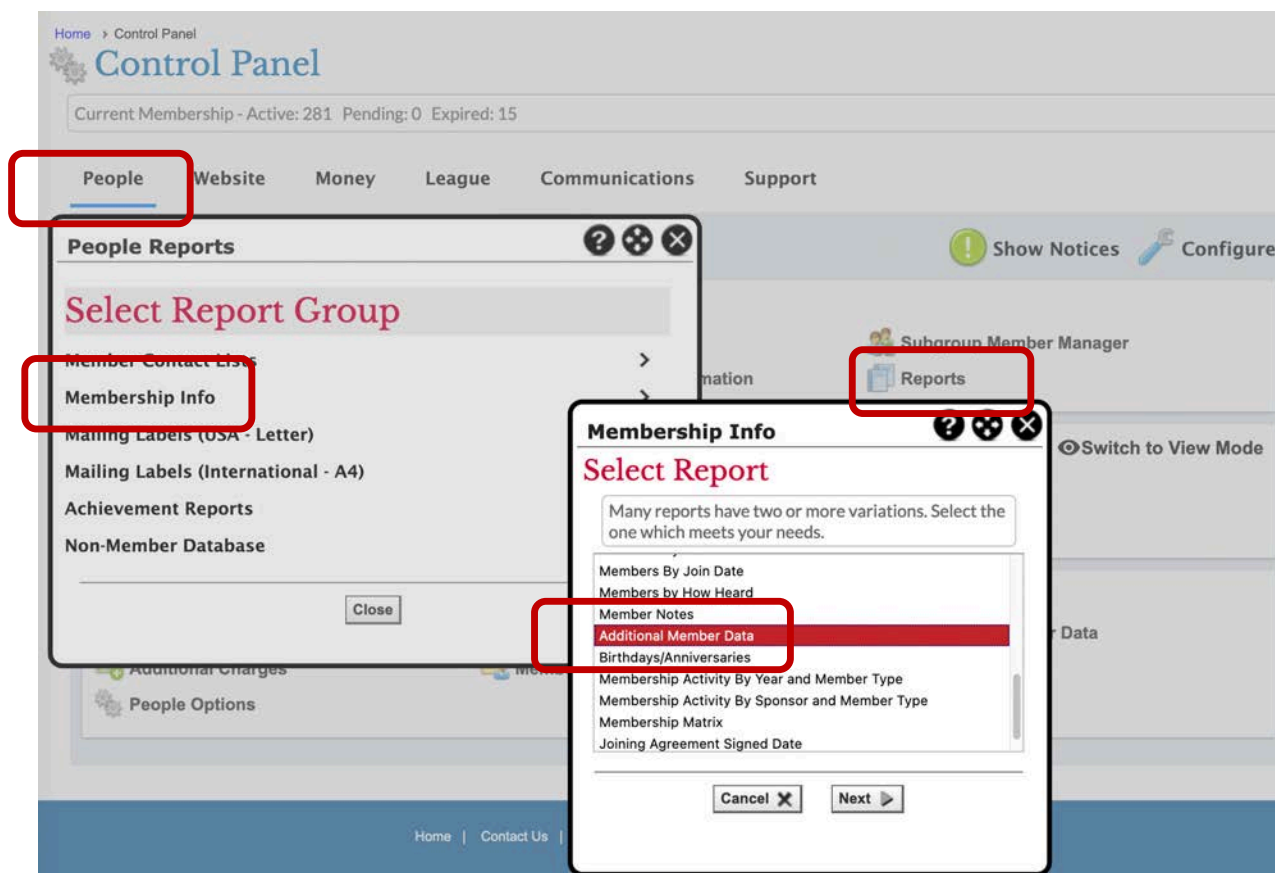
Question Text

B *I* U Default Lato **A**

-American Indian or Alaska Native
-Asian
-Black or African American
-Latinx
-Native Hawaiian or Other Pacific Islander
-Other
-White

Reporting the Data

To get a report of the Additional Member Data, from the Control Panel: *People Tab > Reports > Membership Info > Additional Member Data*



Example of the Additional Member Data report.

Additional Member Data	
<input type="text"/>	
Work/School	Metro State University
Skills	fluent in Spanish research administrative tasks influence with Latinos
Birth Year	1990
Functions	advocacy on public policy issues leadership development voter service diversity, equity & inclusion
Race/Ethnicity	Latina
<input type="text"/>	
Work/School	Teaching immigrants
Skills	liaison with partner organizations
	<i>Comments:</i> Wednesday International Tea
	Intercambio
Birth Year	1931
Functions	voter service diversity, equity & inclusion my time is extremely limited
All Previous Membership	5 years in MA
Race/Ethnicity	White
<input type="text"/>	
Birth Year	1929

Updating Member Profile

While the Additional Member Data question will catch new members, we can also encourage our current members to update their profiles.

The screenshot shows a web interface for a member's profile. At the top, a navigation bar includes a 'Home' link and a 'Member Profile' link, both enclosed in a red rectangular box. The main heading 'Member Profile' is also in blue. To the right of the heading is a help icon (a question mark in a circle). Below the heading is a 'Membership Summary' section containing a circular profile picture placeholder, member details (Type: Basic, Status: Active, Exp. Date: 9/30/2021, Member Number: 1634597, Join Date: 10/1/2004, Last Renewal: 8/31/2020), and the current email address (rionda.osman@gmail.com). A 'Tutorial Video' link is visible on the right. The main content area is divided into several sections, each with an icon and a title. The 'Additional Member Data' section, which includes the text 'Click here to answer additional questions about yourself that pertain to your membership.', is highlighted with a red rectangular box. Other sections include 'Basic Member Information', 'Standard Member Directory', 'User Name / Password', 'More Member Options' (with links for Credit Card, Privacy/Cancel/Remove, Optional Additional Charges, Additional Members in Your Account, and Achievements), 'Histories' (with links for Transaction History, Payment/Credit History, Event History, Donation History, and Volunteering), 'Forums' (with links for Forum General Preferences, Forum Memberships, and Thread Subscriptions), and 'Your Website Functions' (with links for Interests, Photo Albums, and Blogs).

Home > Member Profile

Member Profile

Membership Summary

Type: Basic
Status: Active
Exp. Date: 9/30/2021

Member Number: 1634597
Join Date: 10/1/2004
Last Renewal: 8/31/2020

Current Email Address: rionda.osman@gmail.com

Basic Member Information
Click here to edit your basic contact information such as your address or phone number.

Additional Member Data
Click here to answer additional questions about yourself that pertain to your membership.

Standard Member Directory
Click here to edit your public member directory profile such as your bio information and set what is visible to members or the public.

User Name / Password
Click here to change your login information.

More Member Options
[Credit Card](#)
[Privacy/Cancel/Remove](#)
[Optional Additional Charges](#)
[Additional Members in Your Account](#)
[Achievements](#)

Histories
[Transaction History](#)
[Payment/Credit History](#)
[Event History](#)
[Donation History](#)
[Volunteering](#)

Forums
[Forum General Preferences](#)
[Forum Memberships](#)
[Thread Subscriptions](#)

Your Website Functions
[Interests](#)
[Photo Albums](#)
[Blogs](#)

[Tutorial Video](#)