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 ques that if you delete a question, all answers to that question are also deleted.) Displa

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   Birth Year

Answer Type   Date (Year)

Question Text

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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   1900

Max. Answer   2005

Allow Comments   ○ Yes   ● No

Member Types   ● Applies to All   ○ Applies to Selected Types Only (Use 'Member Types' Editor)

Visible To   Member

Editable By   Member

Membership App.   Required

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 Race/Ethnicity

Answer Type Short Text

Question Text

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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 100

Allow Comments ○ Yes ● No

Member Types ● Applies to All ○ Applies to Selected Types Only (Use 'Member Types' Editor)
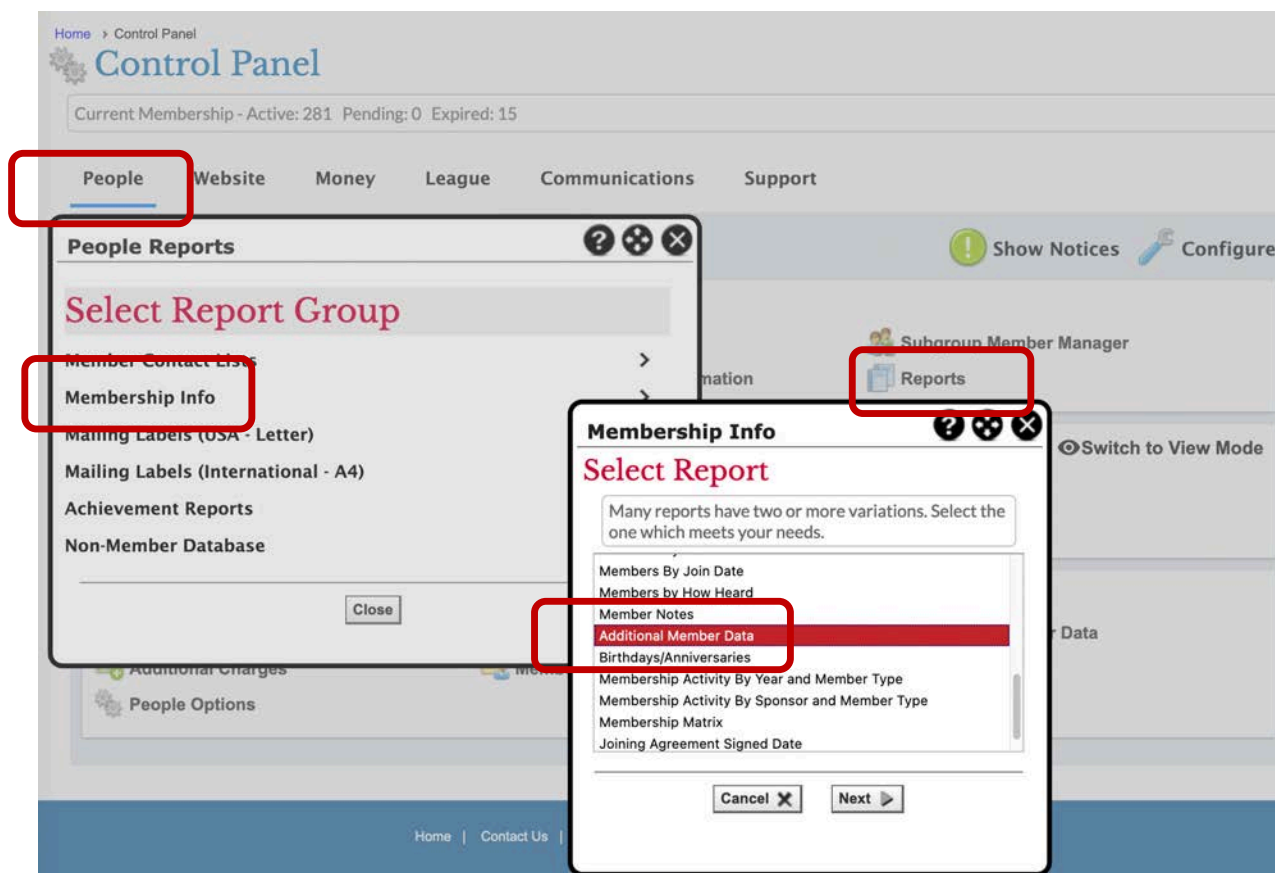
Visible To Member

Editable By Member

Membership App. Required

Save ✓   Cancel ✗

Question Text

B *I* U S   Default Lato   A A ☰ ☰ ☲ ☲ ◰ Tₓ

-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

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

Work/School	Teaching immigrants
Skills	liaison with partner organizations

Comments:

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

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.