NATIONAL HISPANIC ORGANIZATION
OF REAL ESTATE ASSOCIATES

Important: Club Express Admin Access

All NHORA Board of Directors members with administrative access are required to log in to www.nhora.org to access the Club Express CRM and perform administrative tasks.

Please note: If you do not see the Control Panel option, this means you do not currently have administrative access to the Club Express CRM.

For assistance, please contact Jerman Martinez, NHORA National Virtual Assistant, at virtudesk.jerman.martinez@gmail.com.

Follow the Instruction

1. Login to **www.nhora.org** & click the ⚙ **Control Panel option**
2. Go to "**People Ta**b" & **Select Reports** under **Admin Function**.
3. On **People Reports**, select **"Member Contact List"**
4. Choose the option **"Contact info, sorted by name"**
5. Under **Member Status**, select either **Active Members** or **Expired Members.**

***Note**: It is advisable to download the **Active Members** and **Expired Members** as separate files. This will prevent active and expired members from being combined in the same file.*

6. Under **Member Type**, select your **NHORA Chapter.**
7. Under **Member Levels**, select **All Members.**
8. Click **Next**.
9. Rename the **Report Title.** Example: NHORA The Valley Active Members
10. Under **Output Format**, select either **Adobe Acrobat or MS Excel.**

*Note: I recommend downloading the report in **MS Excel format**, as it is easier to sort, filter, and manage the member information. However, you may select your preferred format.*

11. Click **Run Reports** to generate and download the file.

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