Annual Advisory Committee Roster Report Access & Submission Process

The annual advisory committee roster is part of your Community Annual Management and Planning Tool (CAMPT) and is a report of your community's leadership team for the upcoming program year beginning on July 1. This information is important to update and report accurately because these individuals will receive access to training and regular communication throughout the year, based on the leadership role they hold.

1. Log into your Roster tool through the shared Executive Committee account.
2. Once you have logged into the account, select "All Reports" from the list on the left.
3. Click on the report named "ASSP PS/CIG Leadership Report" and this will show your current Advisory Committee roster.
4. Click the "Export" button in the upper right.
5. Select the "Formatted Report" and then click the "Export" button in the lower right. This will download the report into an Excel file.
6. Open the Excel file to see your current Advisory Committee roster and click the "Enable Editing" button at the top.
7. Review your list of members. Delete any members of your Advisory Committee that are not returning to their role. Add a row for each new member of your Advisory Committee and include their Name, Email, Start Date, End Date and the role they will serve on the Advisory Committee. Note: they must be a current member of ASSP.
8. Submit the form to your CAMPT by May 31.
   a. The roster is question 3.
   b. You will hit the green "Browse" button and select the Excel file from your computer.
   c. Once it has uploaded, click the "Confirm" checkbox to confirm you have completed this step and to receive your points.
   d. Click the green "Save & Continue" button at the bottom of the page.

Contact the Communities Team if you have any questions.