

## **2025 COORDINATOR GUIDE FOR ALL THINGS CHAPTER CHALLENGE**

The winners of the NSAI Chapter Challenge are determined by votes on songs submitted by attendees of their local chapter. The winning song from each local chapter is then selected by an NSAI panel, resulting in the Chapter Challenge Top 20 and overall winners.

EVERY YEAR, THE NASHVILLE SONGWRITERS ASSOCIATION INTERNATIONAL (NSAI) ARRANGES THE "NSAI CHAPTER CHALLENGE." THIS EVENT ALLOWS NSAI MEMBERS IN LOCAL CHAPTERS AROUND THE WORLD TO SUBMIT ONE PRE-RECORDED SONG AT THEIR LOCAL CHAPTER MEETING. TO PARTICIPATE, YOU MUST BE A CURRENT NSAI MEMBER AND AFFILIATED WITH THE CHAPTER YOU PLAN TO COMPETE IN BY THEIR APRIL OR MAY MEETING DATE. BEING AFFILIATED MEANS YOU HAVE JOINED A LOCAL NSAI CHAPTER, RECEIVE INFORMATION, AND PARTICIPATE IN THAT CHAPTER'S ACTIVITIES.

THE CHAPTER COORDINATORS WILL FACILITATE THE CHAPTER CHALLENGE MEETING, DURING WHICH MEMBERS WILL LISTEN TO ALL THE SONGS SUBMITTED. AFTER THE LAST SONG IS PLAYED, FELLOW MEMBERS WILL VOTE ON THE SONG THEY THINK DESERVES TO MAKE IT TO ROUND 2 OF THE CHAPTER CHALLENGE.

THE SONG THAT RECEIVES THE MOST VOTES FROM THE MEMBERS MUST BE SUBMITTED TO NSAI BY **MAY 31ST, 2025.**

**EACH MEMBER CAN SUBMIT ONLY ONE SONG.** IF YOU ARE AFFILIATED WITH MULTIPLE CHAPTERS, YOU MAY ONLY SUBMIT ONE SONG TO ONE CHAPTER. SUBMITTING MULTIPLE ENTRIES WILL RESULT IN DISQUALIFICATION. COORDINATORS ARE PRESENT TO FACILITATE THE VOTING PROCESS, AND AS A THANK YOU, EACH COORDINATOR WILL RECEIVE AN AUTOMATIC SONG SUBMISSION FOR ROUND 2 FOR THEIR DEDICATION AND TIME AS A CHAPTER COORDINATOR VOLUNTEER.

NEXT, NSAI HAS APPOINTED A COMMITTEE THAT WILL LISTEN TO ALL SONGS ENTERED INTO ROUND 2. THE COMMITTEE WILL VOTE AND CHOOSE THE TOP 20 SONG SUBMISSIONS COLLECTIVELY FROM BOTH THE WINNING MEMBER SONGS AND COORDINATOR ENTRIES.

### **TOP FINALISTS PRIZE PACKAGE**

**BASED UPON THE NUMBER OF VOTES RECEIVED FROM THE COMMITTEE, THERE WILL BE ONE NSAI MEMBER AND ONE NSAI COORDINATOR CHOSEN AS A WINNER FROM THE TOP 20. THE WINNING NSAI MEMBER AND THE WINNING NSAI COORDINATOR WHOSE SONGS ARE CHOSEN WILL EACH RECEIVE:**

- **A CURATED NASHVILLE, MUSIC ROW EXPERIENCE - EXCLUSIVELY CUSTOMIZED FOR EACH WINNING WRITER, SPECIFIC TO THEIR INDIVIDUAL TALENT, INSPIRATIONS, AND GOALS INCLUDING:**
  - MEETING WITH PUBLISHER WHO IS IN ALIGNMENT WITH THE WRITER'S UNIQUE STYLE.
  - LUNCH WITH NSAI STAFF
  - ONE (1) ROUNDTRIP FLIGHT ON SOUTHWEST AIRLINES, OFFICIAL AIRLINE PARTNER OF NSAI
    - WINNERS WILL RECEIVE FLIGHT VOUCHERS AND INSTRUCTIONS TO BOOK THEIR OWN FLIGHTS.
    - FLIGHT VOUCHERS EXPIRE ON MAY 1, 2026.
    - LIMITED TO TRAVEL ONLY IN CITIES SERVICED BY SOUTHWEST AIRLINES.
  - TWO (2) NIGHT HOTEL STAY AT NSAI PARTNER HOTEL IN NASHVILLE
    - EXCLUDING PREDETERMINED BLACKOUT DATES AND UPON AVAILABILITY.
    - HOTEL ACCOMMODATIONS CANNOT BE SCHEDULED DURING THE MONTHS OF MARCH OR SEPTEMBER

- NOTE: TRAVEL IS FOR TWO (2) DAYS AND TWO (2) NIGHTS (*EXCLUSIONS FOR DATES OF TRAVEL APPLY*). THE TRIP MUST BE BOOKED AT LEAST TWO (2) MONTHS IN ADVANCE AND SCHEDULED BETWEEN MONDAY-THURSDAY.
- AND MORE!

### **TOP 20 CHAPTER CHALLENGE FINALISTS PRIZE PACKAGE**

- IN DEPTH SONG FEEDBACK BY PRO WRITER & NSAI TEAM
- EXCLUSIVE ONLINE PITCH WITH A MUSIC ROW PUBLISHER
- RECOGNITION ON NSAI SOCIALS
- TOP 20 PLAYLIST FEATURED ON NSAI WEBSITE

### **NSAI CHAPTER CHALLENGE – COORDINATOR INSTRUCTIONS**

#### **ENTRY RULES:**

- THIS IS AN NSAI MEMBER EVENT. NON-MEMBERS CANNOT VOTE OR SUBMIT A SONG IN THE COMPETITION.
- THE CHAPTER CHALLENGE IS ONLY OPEN TO CURRENT NSAI MEMBERS WHO ATTEND THE NSAI CHAPTER CHALLENGE MEETING (OF THE ONE CHAPTER THEY CHOOSE TO PARTICIPATE IN) HELD IN APRIL OR MAY 2025.
- AFFILIATE TO PARTICIPATE - MEMBERS MUST BE AFFILIATED TO THE LOCAL CHAPTER OF THEIR CHOICE TO PARTICIPATE.
- MEMBERS ARE ALLOWED TO SUBMIT ONE (1) PRERECORDED SONG AT ONE (1) CHAPTER MEETING,
  - (PLEASE NOTE - IT DOES NOT HAVE TO BE A FULL DEMO. SIMPLE WORK TAPES WITH GUITAR/PIANO AND VOCALS ARE FINE.)
- MULTIPLE SUBMISSIONS WILL RESULT IN DISQUALIFICATION
- NO LIVE PERFORMANCES WILL BE ACCEPTED.
- SONGS MUST BE SUBMITTED VIA THE SPECIFIC CHAPTER’S SONG SUBMISSION AND CONSENT FORM LINK PROVIDED IN ADVANCE AND LOCATED ON THE CHAPTER PAGE OF THE CHAPTER THE MEMBER IS ATTENDING. SONGS SUBMITTED VIA EMAIL WILL NOT BE CONSIDERED.
  - NOTE: IT IS HIGHLY ENCOURAGED THAT THE SONGS BE TURNED IN PRIOR TO THE MEETING SO THE COORDINATORS CAN GET THE SONGS ORGANIZED BEFORE THE CHAPTER CHALLENGE MEETING BEGINS. HOWEVER, YOU MAY ALLOW SONGS NOT SUBMITTED PRIOR TO THE MEETING TO BE ENTERED INTO THE CONTEST IF THE MEMBER IS PRESENT AT THE CHAPTER CHALLENGE MEETING.
- SONGS CANNOT BE CO-WRITTEN WITH A PROFESSIONAL SONGWRITER.
  - FOR THE PURPOSES OF THIS CONTEST, A “PROFESSIONAL SONGWRITER” IS ANY SONGWRITER WHO AT THE TIME OF ENTRY DERIVES THE MAJORITY OF THEIR INCOME FROM SONGWRITING, CURRENTLY HAS A STAFF WRITING DEAL WITH A PUBLISHING COMPANY, OR HAS EVER HAD A SONG APPEAR ON ANY OF THE FOLLOWING CHARTS: BILLBOARD, MEDIABASE, AND/OR RADIO & RECORDS (R&R).
- SONGS UNDER/PENDING CONTRACT ARE NOT ELIGIBLE FOR SUBMISSION.
- SONG SUBMISSION MUST BE THE ORIGINAL WORK OF THE SONGWRITER WITHOUT USE OF ANY ARTIFICIAL INTELLIGENCE, AND MUST NOT INFRINGE UPON THE COPYRIGHTS, RIGHTS OF PRIVACY, PUBLICITY OR OTHER INTELLECTUAL PROPERTY OR OTHER RIGHTS OF ANY PERSON OR ENTITY OR BE OTHERWISE CONTRARY TO APPLICABLE LAWS AND REGULATIONS.
- MEMBERS CANNOT VOTE FOR THEIR OWN SONG SUBMISSION.
- VOTING MUST HAPPEN AT THE CHAPTER CHALLENGE MEETING -- NO EXCEPTIONS.

- **THE WINNING MEMBER SONG FROM EACH PARTICIPATING CHAPTER MUST BE SUBMITTED BY 11:59PM (CST) MAY 31ST, 2025. (LINK FOR SUBMISSION LOCATED BELOW.)**
- LATE SUBMISSIONS WILL NOT BE ACCEPTED.

### **ROUND ONE:**

- MEMBERS MUST BE PRESENT AT THE CHAPTER CHALLENGE MEETING TO PLAY THEIR SONG AND TO VOTE.
- SONGS MUST BE SUBMITTED VIA THE SPECIFIC CHAPTER'S SONG SUBMISSION AND CONSENT LINK PROVIDED BY THE CHAPTER COORDINATOR. SONGS SUBMITTED VIA EMAIL WILL NOT BE CONSIDERED.
- ONLY MEMBERS WITH A VALID CURRENT, (NON-EXPIRED), AND "ACTIVE" MEMBERSHIP CAN PARTICIPATE.
  - *NOTE: INSTRUCTIONS ON HOW TO CONFIRM NSAI MEMBERSHIP CAN BE FOUND AT THE END OF THIS DOCUMENT.)*
- IF A MEMBER IN ATTENDANCE HAS CHOSEN TO NOT SUBMIT A SONG, THEY ARE STILL PERMITTED TO VOTE ON THE SONGS SUBMITTED.
- ONCE EACH SONG SUBMITTED HAS BEEN PLAYED AT THE MEETING, EACH CHAPTER MEMBER PRESENT WILL PRIVATELY VOTE ON THEIR FAVORITE SONG TO ADVANCE TO THE NEXT ROUND. **EACH MEMBER IS PERMITTED ONLY ONE (1) VOTE.** VOTING MUST OCCUR AT THE CHAPTER CHALLENGE MEETING -- NO EXCEPTIONS.
  - VOTES WILL BE CAST VIA STRAW POLL OR WRITTEN ON PAPER AND SUBMITTED TO THE CHAPTER COORDINATOR.
- COORDINATORS ARE NOT ELIGIBLE TO VOTE ON MEMBER SONGS DURING THE CHAPTER CHALLENGE.
- REMINDER – COORDINATOR SONGS WILL NOT BE CONSIDERED FOR VOTING AT THE CHAPTER CHALLENGE MEETING. COORDINATOR SONG SUBMISSIONS ARE NOT IN COMPETITION WITH MEMBER SONGS, AS TWO IDENTICAL TOP PRIZES WILL BE AWARDED FOR BOTH THE MEMBER AND COORDINATOR WINNERS. (DETAILS ON COORDINATOR SONG SUBMISSIONS BELOW.)

### **ROUND TWO:**

ALL WINNING SONGS FROM EACH CHAPTER, ALONG WITH EACH COORDINATOR SUBMISSION, WILL ADVANCE TO THE NEXT ROUND OF JUDGING BY THE NSAI COMMITTEE. FROM THERE, THE TOP 20 FINALISTS WILL BE SELECTED.

### **SONG SUBMISSION LINKS**

**ALL SONGS MUST BE SUBMITTED BY 11:59PM (CST), MAY 31<sup>ST</sup>, 2025.**

#### **COORDINATOR SONG SUBMISSIONS:**

COORDINATOR(S) CAN SUBMIT ONE (1) SONG EACH ONLY IF THEIR CHAPTER PARTICIPATED IN THE 2025 CHAPTER CHALLENGE USING THE LINK PROVIDED:

[HTTPS://WWW.NASHVILLESONGWRITERS.COM/FORM/CHAPTER-CHALLENGE-COORDINATOR-SU](https://www.nashvillesongwriters.com/form/chapter-challenge-coordinator-su)

#### **WINNING CHAPTER MEMBER SUBMISSIONS:**

COORDINATOR(S) WILL COLLECT THIS INFORMATION FROM THE MEMBER WINNER AND MEMBER RUNNER UP FROM THEIR CHAPTER AND SUBMIT IT VIA THE LINK PROVIDED:

[HTTPS://WWW.NASHVILLESONGWRITERS.COM/FORM/CHAPTER-CHALLENGE-CHAPTER-WINNER](https://www.nashvillesongwriters.com/form/chapter-challenge-chapter-winner)

### **SONG SUBMISSION, STRAWPOLL AND VOTING GUIDELINES**

**OVERSEEN AT EACH LOCAL CHAPTER BY NSAI CHAPTER COORDINATOR(S)**

PRIOR TO THE MEETING, IT IS HIGHLY ENCOURAGED TO HAVE THE MEMBER SONGS SUBMITTED, ORGANIZED, AND PREPARED FROM YOUR CHAPTER'S SPECIFIC SONG SUBMISSION AND CONSENT FORM, AS WELL AS HAVE YOUR "STRAW POLL" SET UP FOR VOTING. A LITTLE BIT OF PREPARATION GOES A LONG WAY IN MAKING SURE THAT THIS MEETING RUNS SMOOTHLY.

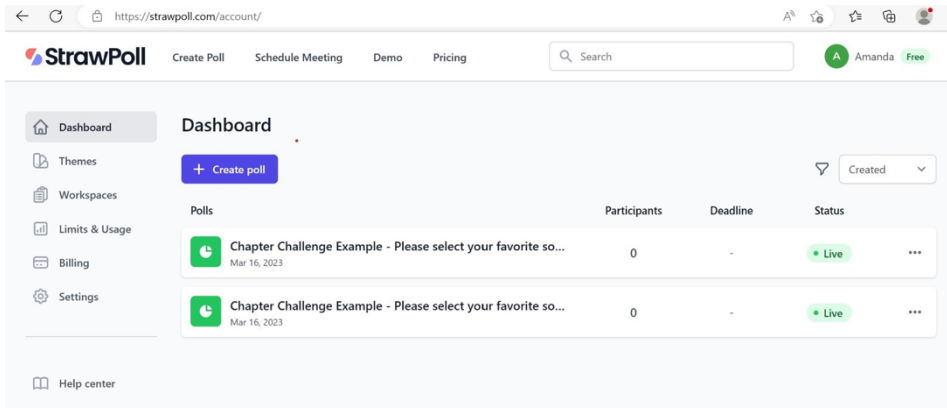
- MEMBERSHIP MUST BE VERIFIED TO RECEIVE A LINK USING STRAW POLL TO PARTICIPATE IN THE VOTING PROCESS.
- COORDINATORS ARE RESPONSIBLE FOR ENSURING THAT ONLY "ACTIVE" MEMBERS RECEIVE A LINK TO VOTE ON THE SONGS SUBMITTED.
- THE COORDINATOR(S) WILL SEND A STRAW POLL LINK TO CONFIRMED MEMBERS FOR THEM TO PRIVATELY VOTE ON THEIR FAVORITE SONG.
- THERE IS ONLY ONE (1) VOTE PER MEMBER PARTICIPATING IN THE VOTING. PLEASE, VERIFY AND COUNT HOW MANY VOTES YOU RECEIVE TO ENSURE THE NUMBER OF VOTES MATCHES THE NUMBER OF VOTING PARTICIPANTS.
- UNDER NO CIRCUMSTANCE SHOULD SOMEONE PLAY A SONG AS A STAND IN FOR SOMEONE WHO IS NOT PRESENT.
- SONGS MUST BE PLAYED VIA MP3 AND PLAYED THROUGH THE FIRST VERSE & CHORUS.
  - IF YOU HAVE LESS THAN 10 PEOPLE IN ATTENDANCE AND CHOOSE TO PLAY THE SONGS SUBMITTED AT FULL LENGTH, THAT IS ALLOWED, BUT NOT REQUIRED.
  - COORDINATOR(S) CAN USE THEIR DISCRETION AS TO PLAYING THE SUBMITTED SONGS IN ENTIRETY OR JUST FIRST VERSE & CHORUS; HOWEVER, EACH SONG SUBMITTED WILL NEED TO BE PLAYED FOR THE SAME AMOUNT OF TIME.
- PLEASE ANNOUNCE THE SONG TITLE BEFORE PLAYING THE SONG. IN THE PAST, COORDINATORS CHOSE TO HOST A "BLIND" MEETING, WHERE THEY ANNOUNCE THE SONG TITLE BUT *DO NOT* ANNOUNCE THE SONGWRITER'S NAME IN ORDER TO PREVENT PARTIALITY IN MEMBER VOTING. YOU'RE WELCOME TO DO THIS AT YOUR DISCRETION.
- MEMBERS CANNOT VOTE FOR THEIR OWN SONG SUBMISSION.
- TO TALLY VOTES COORDINATOR(S) WILL USE STRAW POLL - A VIRTUAL POLLING SYSTEM THAT IS FAST AND USER FRIENDLY. (DETAILED INSTRUCTIONS ON STRAW POLL CAN BE FOUND BELOW)

ENSURE THAT YOU SAVE YOUR POLL RESULTS AND SUBMIT THE WINNING SONG AND RUNNER UP SONG VIA THE SONG SUBMISSION FORM PROVIDED -[HTTPS://WWW.NASHVILLESONGWRITERS.COM/FORM/CHAPTER-CHALLENGE-CHAPTER-WINNER](https://www.nashvillesongwriters.com/form/chapter-challenge-chapter-winner)

- - PLEASE NOTE THIS SONG SUBMISSION LINK IS SEPARATE FROM THE ONE YOU USE TO COLLECT SONG CONSENTS, MUSIC FILES AND LYRIC FILES AT YOUR MONTHLY MEETINGS. J

**BEFORE THE CHAPTER MEETING**

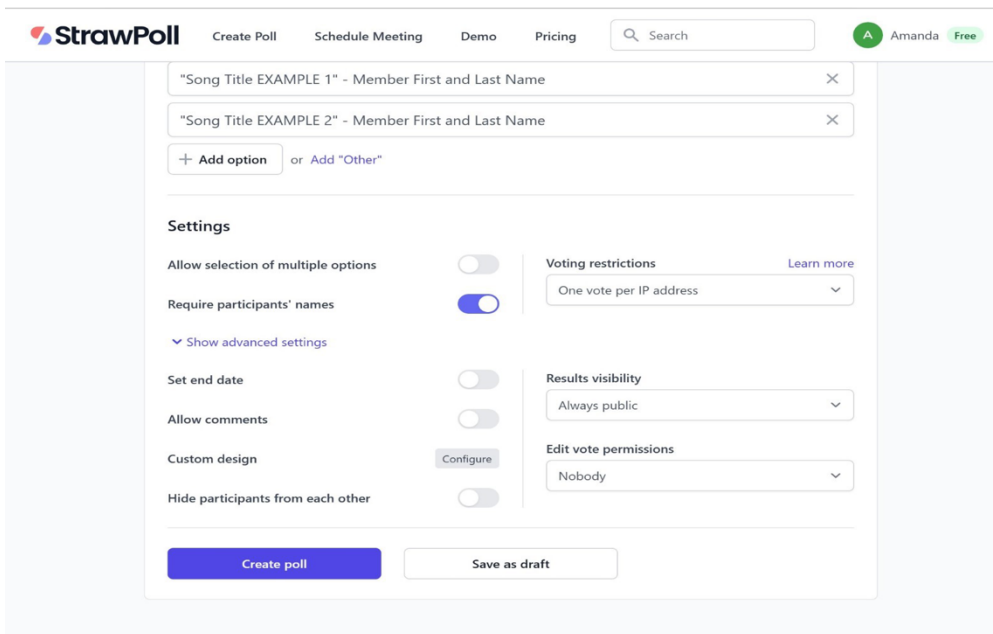
1. SET UP AN ACCOUNT WITH STRAW POLL ([WWW.STRAWPOLL.COM](http://WWW.STRAWPOLL.COM)) IF YOU HAVE NOT ALREADY. AFTER CREATING AN ACCOUNT, YOUR DASHBOARD SHOULD LOOK LIKE THE PHOTO BELOW.

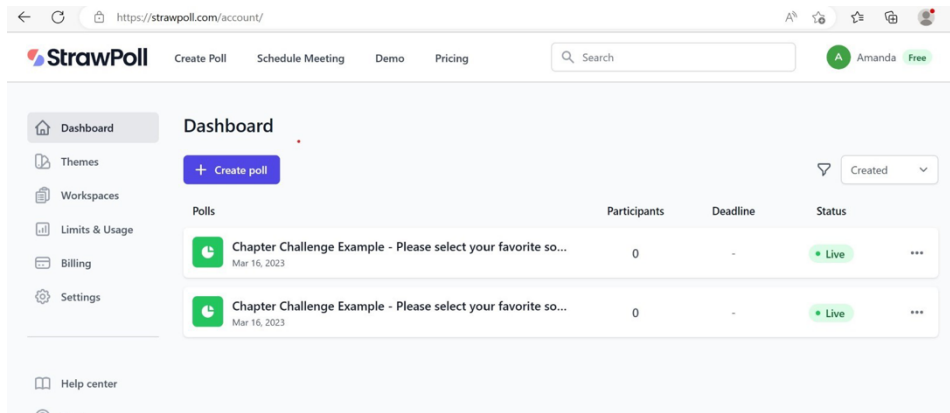


2. SELECT *CREATE A POLL* TO PREPARE FOR THE VOTE.

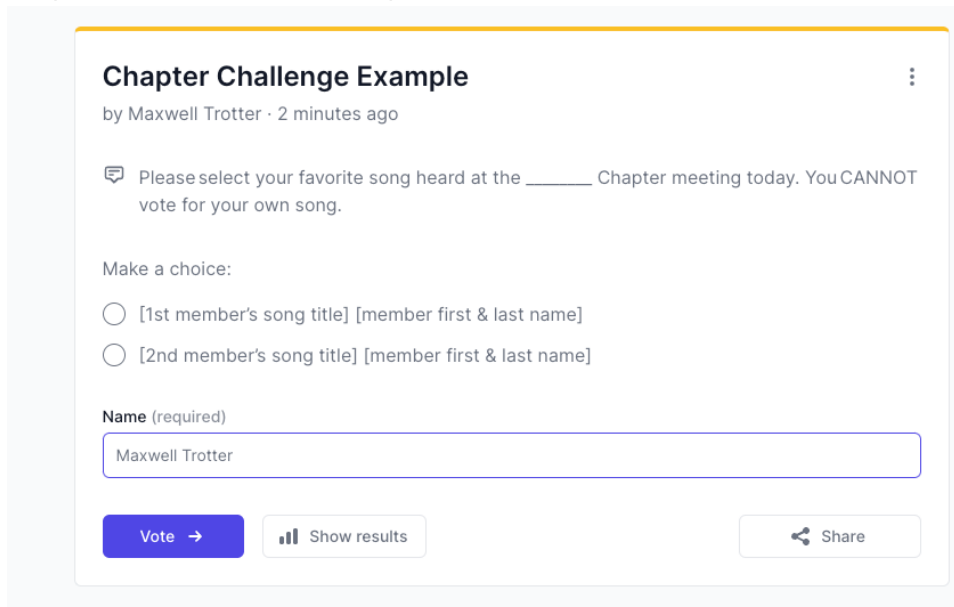
- ENTER A TITLE FOR THE POLL, AND IN THE DESCRIPTION, BOX ENTER THESE INSTRUCTIONS: "PLEASE SELECT YOUR FAVORITE SONG HEARD AT THE \_\_\_\_\_ CHAPTER MEETING TODAY. YOU CANNOT VOTE FOR YOUR OWN SONG."
- ENTER THE FIRST MEMBER'S SONG TITLE AND NAME INTO THE SLOT THAT STATES "OPTION 1" UNDER ANSWER OPTIONS ON STRAW POLL'S WEBSITE (USING THE INFORMATION FROM THE SONG SUBMISSION FORM). ADD EACH SUBSEQUENT SONG TITLE AND NAME BY SELECTING "+ ADD OPTIONS"
- FOR EASE OF USE, IT IS HIGHLY ENCOURAGED TO CREATE YOUR SONG PLAYLIST BEFORE THE MEETING STARTS.
- TO ENSURE THE BEST SECURITY, SELECT THE BOX THAT STATES "REQUIRE PARTICIPANTS' NAMES." THIS SETTING WILL SERVE AS A VOTING VERIFICATION TOOL FOR YOU.
- ONCE ALL SETTINGS HAVE BEEN FINALIZED SELECT *CREATE POLL*.
- BELOW IS AN EXAMPLE OF WHAT YOUR POLL SHOULD LOOK LIKE:

*NOTE: ONCE ALL MEMBERS HAVE JOINED THE MEETING YOU CAN EDIT THE NAMES OF INDIVIDUALS THAT MAY NOT SHOW UP FOR THE 2025 CHAPTER CHALLENGE.*





3. ONCE ALL MEMBERS' SONGS HAVE BEEN ADDED ONTO THE POLL AND YOU HAVE CREATED the poll, it should look like the photo below:



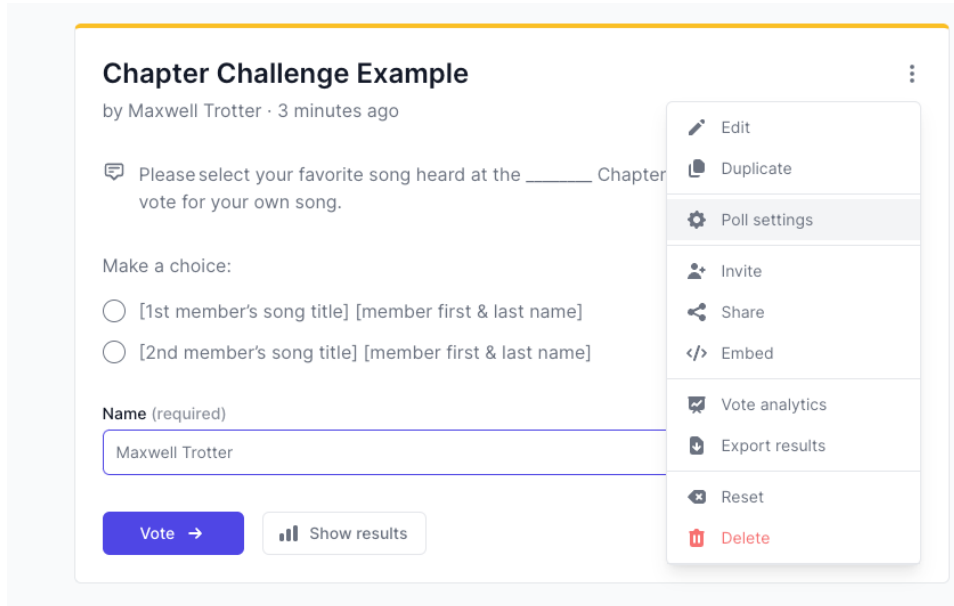
4. AFTER YOU HAVE CONFIRMED ALL THE INFORMATION ON YOUR POLL READS CORRECTLY, SELECT THE ELLIPSIS NEXT TO YOUR POLL'S TITLE AND SELECT **POLL SETTINGS** AS PICTURED IN THE PHOTO:

RESULT VISIBILITY- NOT PUBLIC

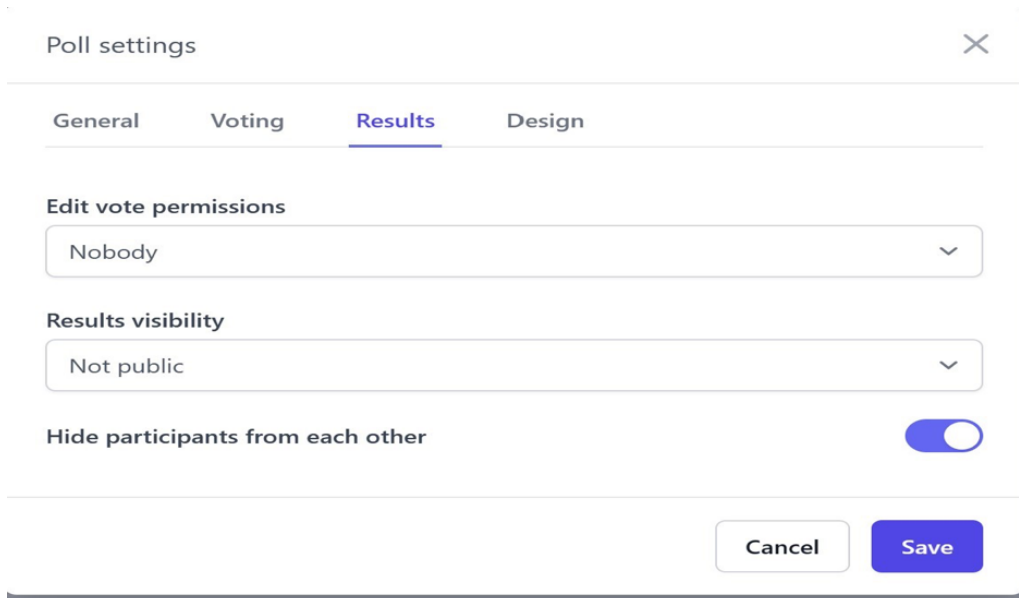
HIDE PARTICIPANTS - ON

ALLOW COMMENTS- OFF

*NOTE: THE ABOVE SETTINGS WILL KEEP MEMBERS FROM SEEING WHO VOTED FOR WHICH SONG.*



5. ONCE YOU HAVE SELECTED POLL SETTINGS ENSURE THAT THE FOLLOWING SETTINGS ARE ENABLED:



REMEMBER WE WILL ONLY BE ANNOUNCING WHO WON THE VOTE AND WHO TIED FOR THE VOTE. WE SHOULD NOT BE SHARING HOW MANY VOTES EACH SONG RECEIVED OR WHO VOTED FOR WHO. THAT INFORMATION IS FOR COORDINATORS AND THE CHAPTER DIRECTOR TO KNOW ONLY.

## MEMBER VOTING PROCESS

1. AFTER ALL THE SONGS HAVE BEEN SHARED AND THE MEMBERSHIPS HAVE BEEN VERIFIED, THE COORDINATOR(S) WILL THEN SELECT “SHARE” AND COPY THE STRAW POLL URL TO SEND NSAI VERIFIED MEMBERS A LINK TO PARTICIPATE IN THE VOTING.

KEEP THE LINK PRIVATE TO PREVENT NON-MEMBERS FROM VOTING IN THE POLL. THIS LINK CAN BE FOUND BY GOING ONTO YOUR STRAW POLL DASHBOARD, SELECTING THE POLL YOU CREATED FOR THE CHAPTER CHALLENGE, AND SCROLLING TO THE BOTTOM WHERE THERE WILL BE AN OPTION TO SHARE. THERE WILL BE AN OPTION TO SHARE THE POLL BY COPYING THE LINK ONTO YOUR CLIPBOARD. PASTE IT IN AN EMAIL AND SEND. TO RETURN TO THE POLL FROM THIS SCREEN, SCROLL BACK UP TO THE TOP.



2. ONCE EVERYONE HAS VOTED, SELECT “RESULTS” ON THE POLL AND ANNOUNCE YOUR CHAPTER WINNER.

3. BE SURE YOU COLLECT THE INFORMATION FOR THE RUNNER-UP TO FILL OUT ON THE WINNER SUBMISSION FORM IN THE EVENT THE WINNING SONG IS DISQUALIFIED FOR ANY REASON.

4. IN THE EVENT OF A TIE: (THIS RULE WILL APPLY TO BOTH THE SLOT FOR RUNNER UP AND THE SLOT FOR FIRST PLACE) *THE TIED SONGS FOR WINNER AND RUNNER UP SHOULD BE SUBMITTED TO NSAI’S CHAPTER DIRECTOR.*

5. THE COORDINATOR(S) WILL LOG ONTO THE NSAI WEBSITE TO SUBMIT THE WINNING NSAI CHAPTER MEMBER SONG, THE COORDINATOR SONG (IF THE COORDINATOR(S) CHOOSE TO SUBMIT), AND THE EXCEL SHEET THAT CONFIRMS THE CHAPTER’S POLL RESULTS.

TO FIND THE RESULTS EXCEL SHEET:

- LOG INTO YOUR STRAW POLL ACCOUNT ON YOUR DASHBOARD
- SELECT THE POLL USED DURING THE CHALLENGE TO COLLECT VOTES
- SELECT “RESULTS” ON THE “RESULTS” PAGE, CLICK THE THREE DOTS, AND SELECT “EXPORT RESULTS”
- SELECT “GENERATE .XLSX,” AS PICTURED BELOW.
  - THIS WILL ALLOW YOU TO SAVE THE RESULTS IN THE FORM OF AN EXCEL DOCUMENT ONTO YOUR DESKTOP TO SUBMIT ALONG WITH THE WINNING SONG.



### Chapter Challenge Example

by Amanda · 11 months ago

"Song Title EXAMPLE 1" - Member First and Last Name 100% (1 votes)

"Song Title EXAMPLE 2" - Member First and Last Name 0% (0 votes)

Total votes: 1

[Live results](#) [Back to poll](#)

- Edit
- Duplicate
- Poll settings
- Invite
- Share
- Embed
- Vote analytics
- Export results
- Reset
- Delete

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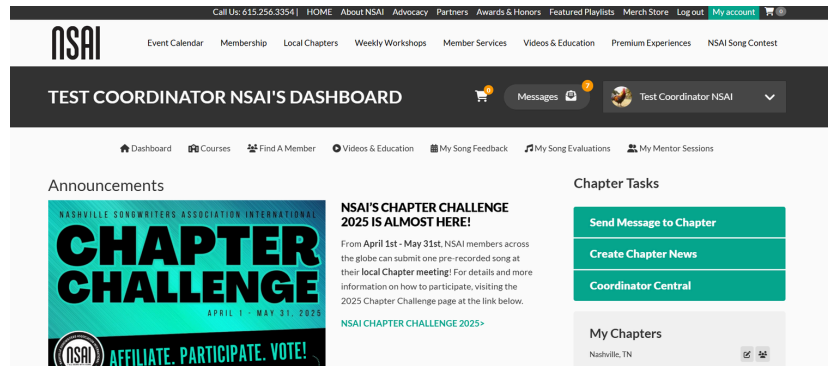
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**HOW TO VERIFY MEMBERSHIP (FOR MEMBERS)**

## How to Verify Memberships

- Go to [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com).
- Log in using your Coordinator Role information.
- You will be directed to your Coordinator Dashboard.
- On the right-hand side, navigate to “My Chapters”.
- Click on your Chapter Name to access your Chapter Page.



## How to Verify Memberships

- Select the gray “Members” tab on your Chapter Page.
- This will display a detailed Member List, where you can verify membership statuses of those in attendance.
  - Active Members are listed in the top section.
  - Expired Members appear in the bottom section.

The screenshot shows the NSAI Member List interface. At the top, there are tabs for 'View', 'Edit', 'Members', and 'Content'. Below the tabs is an 'Add member' button. The main section is titled 'Active Members' and includes a search bar with the text 'Search by name' and an 'Apply' button. Below the search bar, there's a 'Clear selection' button and a 'Selected 0 items' indicator. A checkbox is present with the text 'Select / deselect all results (all pages, 688 total)'. Below that is a 'Send message' button. The main content is a table with the following columns: 'Name', 'Roles', 'Joined', 'Membership type', and 'Membership expiration date'. The table contains three rows of data:

<input type="checkbox"/>	Name	Roles	Joined	Membership type	Membership expiration date	
<input type="checkbox"/>	24898	<none>	01/21/2025	Month-to-month General Member	04/07/2025	<a href="#">View member</a>
<input type="checkbox"/>	7775 <a href="#">View Profile</a>	<none>	10/05/2024	General Member	11/14/2025	<a href="#">View member</a>
<input type="checkbox"/>	24443 <a href="#">View Profile</a>	<none>	10/05/2024	General Member	05/17/2025	<a href="#">View member</a>

**NOTE: FOR COORDINATORS VERIFYING MEMBERSHIPS - LOOK AT THE MEMBER LIST LOCATED ON YOUR CHAPTER PAGE. IF A MEMBER IS NOT LISTED, YOU MAY REQUEST VERIFICATION FROM THE NSAI OFFICE.**