

IEEE Region 3 Senior Membership Coordinator Create Section Analysis Tool

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Step by Step: Build the Section Analysis Tool

The Section Analysis Tool is an Excel spreadsheet that provides summary statistics and detailed contact lists for officers and section members in Region 3. This guide details how to build this tool from OU Analytics data.

Log into OU Analytics. https://mga.ieee.org/resources-operations/volunteer-tools/samieee



Select Members and Affiliates.





Select the Region 3 OU.

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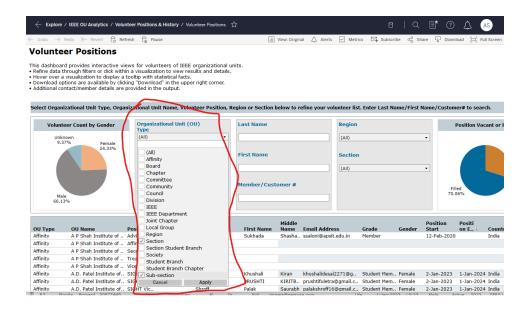
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Go back to OU Analytics landing page and select "Volunteer Positions."

Select Section and Sub-Section from the OU Type.





Select R3 in Region. Then download as done in the previous section.

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Open the Member Detail View downloaded CSV file and save as an XLSX Excel Spreadsheet file. Rename as appropriate.

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Open the volunteer CSV file. Select all rows and columns and copy to the clipboard.

In the Data Tool Excel file previously created, add a new data sheet tab and paste the volunteer data into that tab.

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16 Percent of total membership 17 Eligible to be nominated								
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		le nominator						
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30	March							
31	31 Provide nominator							
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33	33							
34	May							
35	Provid	le nominator						
36	36 Number nominated							
37								
38 July								
39 Provide nominator								
	< >	R3 SMEC Data Tool	lember_De	tail_View_d	lata Sec	tion Lead	ership	+
Der		P A						

Manually enter these labels in column A of the Data Tool Tab.



Manually enter each section in the Region in row 1, Columns B-on. Note that these entries must exactly match the section names in the OU data. Enter the below formulas in column B, rows 2-17. Then copy those formulas across all columns. Note that these formulas require Office 2016 or O365 for the XLOOKUP feature.

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B2 →]: [× ✓ fx] =XLOOKUP(1, ('Section Leadership'!\$C:\$C=B\$1)*('Section Leadership'!\$D:\$D=\$A2), 'Section Leadership'!\$L:\$L,"")							
A	C D E F						
Section Alabama Sectio							
Chair ga_jones2@att.	.net alessio.medda@gtri.gatech.edu lonmar66@gmail paulnyffenegger@jdhopkins@hotmail.com						
Vice Chair arup.kr.ghosh@	@ieee syed.tamseel@gmail.com gilchrist.carolyn@rob.harris@ieee.orerin.mullinax@gmail.cor npe						
Secretary d.diaz@ieee.or	rg charles.harris@gtri.gatech.edu socci@ieee.org mivey@ieee.org jjor						
Membership Development							
Membership							
Section membership total							
Life Members							
Members with over 10 years membership							
Senior Members							
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Section	Alabama Section						
hair =XLOOKUP(1, ('Section Leadership'!\$C:\$C=B\$1)*('Section Leadership'!\$D:\$D=\$A2),'Section Leadership'!\$L:\$L,"")							
Vice Chair Secretary	=XLOOKUP(1, ('Section Leadership'I\$C:\$C=B\$1)*('Section Leadership'I\$D:\$D=\$A3),'Section Leadership'I\$L:\$L,"") =XLOOKUP(1, ('Section Leadership'I\$C:\$C=B\$1)*('Section Leadership'I\$D:\$D=\$A4),'Section Leadership'I\$L:\$L,"")						
Membership Development	-XLOOKUP1.(Section leadership):SS:C=851(Section leadership):SD:SD=SA5),Section leadership):SLS:(")						
Membership							
Section membership total Life Member	=COUNTIF(Member_Detail_View_data!\$C:\$C,B1) =COUNTIFS(Member_Detail_View_data!\$C:\$C,B1, Member_Detail_View_data!\$K:\$K,\$A\$9)						
Members with over 10 years membership	=COUNTIFS(Member_Detail_View_data!\$C:\$C,B\$1, Member_Detail_View_data!\$K:\$K,"Member", Member_Detail_View_data!\$L:\$L, "<"&TODAY()-3650						
1 Senior Member	=COUNTIFS(Member_Detail_View_data!\$C:\$C,B\$1, Member_Detail_View_data!\$K:\$K,\$A\$11)						
2 Life Senior	=COUNTIFS(Member_Detail_View_data)5C:\$C,B\$1, Member_Detail_View_data)5K:\$K,\$A\$12						
3 Fellow 4 Eligible to be a reference	=COUNTIFS(Member_Detail_View_datal\$C:\$C,8\$1, Member_Detail_View_datal\$K:\$K,\$A\$13) =SUM(B11:B13)						
5 Percent of total membership	=SUM(B11.B13) =[814/88]*100						
6 Eligible to be nominated	=B9+B10						
7 Percent of total membership	=(B16/B8)*100						

=XLOOKUP(1, ('Section Leadership'!\$C:\$C=B\$1)*('Section Leadership'!\$D:\$D=\$A2),'Section Leadership'!\$L:\$L,''') =XLOOKUP(1, ('Section Leadership'!\$C:\$C=B\$1)*('Section Leadership'!\$D:\$D=\$A3),'Section Leadership'!\$L:\$L,''') =XLOOKUP(1, ('Section Leadership'!\$C:\$C=B\$1)*('Section Leadership'!\$D:\$D=\$A4),'Section Leadership'!\$L:\$L,''') =XLOOKUP(1, ('Section Leadership'!\$C:\$C=B\$1)*('Section Leadership'!\$D:\$D=\$A5),'Section Leadership'!\$L:\$L,''') =COUNTIF(Member_Detail_View_data!\$C:\$C,B1)

=COUNTIFS(Member_Detail_View_data!\$C:\$C,B1, Member_Detail_View_data!\$K:\$K,\$A\$9)

=COUNTIFS(Member_Detail_View_data!\$C:\$C,B\$1, Member_Detail_View_data!\$K:\$K,"Member", Member_Detail_View_data!\$L:\$L, "<"&TODAY()-3650)

=COUNTIFS(Member_Detail_View_data!\$C:\$C,B\$1, Member_Detail_View_data!\$K:\$K,\$A\$11)

=COUNTIFS(Member_Detail_View_data!\$C:\$C,B\$1, Member_Detail_View_data!\$K:\$K,\$A\$12)

=COUNTIFS(Member_Detail_View_data!\$C:\$C,B\$1, Member_Detail_View_data!\$K:\$K,\$A\$13)

=SUM(B11:B13)

=(B14/B8)*100 =B9+B10

-03+010

=(B16/B8)*100

The Data Tool is now complete. Summaries of membership in each section and current email addresses of registered officers are automatically populated. Subsequent updates can be applied by re-downloading the same datasets and copy-pasting them into the data tabs of the tool.

Note that in sections where officers have not been correctly registered in Vtools officer reporting, the email data may be blank in the tool. It is recommended to contact those sections and request they update officer listings, rather than just manually changing in the tool.

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А	В	с	D	E	F	G	н
Section	Alabama Section	Atlanta Section	Broward Section	Canaveral Section	Central Georgia Section	Central North Carolina Section	Central Savannah River Sectio
Chair	ga jones2@att.net	alessio.medda@gtri.gatech.edu	lonmar66@gmail	paulnyffenegger@	jdhopkins@hotmail.com		svh@ml1.net
Vice Chair	arup.kr.ghosh@ieee.org	syed.tamseel@gmail.com	gilchrist.carolyn@	rob.harris@ieee.o	erin.mullinax@gmail.co	npeachey@rfmd.com	rileyhbryan@ieee.org
Secretary	d.diaz@ieee.org	charles.harris@gtri.gatech.edu		socci@ieee.org	mivey@ieee.org	jjones@rfmd.com	
Membership Development	l l	3 0		, in the second s			
Membership							
Section membership total	661	2894	331	125	163	21	7 1
Life Member	80	280	49	31	33	2)
Members with over 10 years membership	110						
Senior Member	86	463	38	9	11	4)
Life Senior	49	151	31	13	14	1	2
Fellow	8			0	0		
Eligible to be a reference	143			22			
Percent of total membership	21.63						
Eligible to be nominated	190			58			
Percent of total membership	28.74			46.40			
Region							
Positive contact with R3 SMEC in 2023							
Number new SM in 2023							
Number new SM nominated by section							
Roundups							
February							
Provide nominator							
Number nominated							
March							
Provide nominator							
Number nominated							



To give a detailed contact list to a specific section, go to the member detail tab. Filter on the section name in column C.

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14	R3	Florida Counc	Coastal South Carolina Section	959031
15	R3	Florida Counc	Columbia Section	995159
16	R3	Florida Counc	Daytona Section	1058676
17	R3	Florida Counc	East Tennessee Section	1058759
18	R3	Florida Counc	Evansville-Owensboro Section	1083401
19	R3	Florida Counc	✓ Florida West Coast Section	1111707
20	R3	Florida Counc	Gainesville Section	1116607
21	R3	Florida Counc		1137215
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23	R3	Florida Counc		1220482
24	R3	Florida Counc	OK Cancel	1274752
	< >	R3 SMEC	Data Tool Member_Detail_View_data	Section



Creating By-Section Contact Lists

For a list of all eligible nominators and reference providers in a section, filter on column K, Grade. Select only Senior Member, Life Senior, Fellow, and Life Fellow. In column AH, OK to Contact, de-select N and only filter on Y.

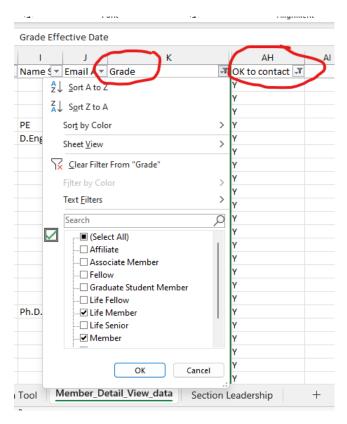
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For a list of all eligible senior member candidates in a section, filter on column K, Grade. Select only Member and Life Member. In column AH, OK to Contact, de-select N and only filter on Y.





Assuming that any Life Member by definition meets the 10 year experience requirement, you can also filter on Members with more than ten years of membership. Note that the senior member requirement is ten years of experience, not membership, but doing this filter can help create a valid contact list for recruiting purposes. Filter on Member only, then on OK to contact, then on Grade Effective Date. In Grade Effective Date, choose Date Filter->Before and enter a date that is 10 years before the current date.

