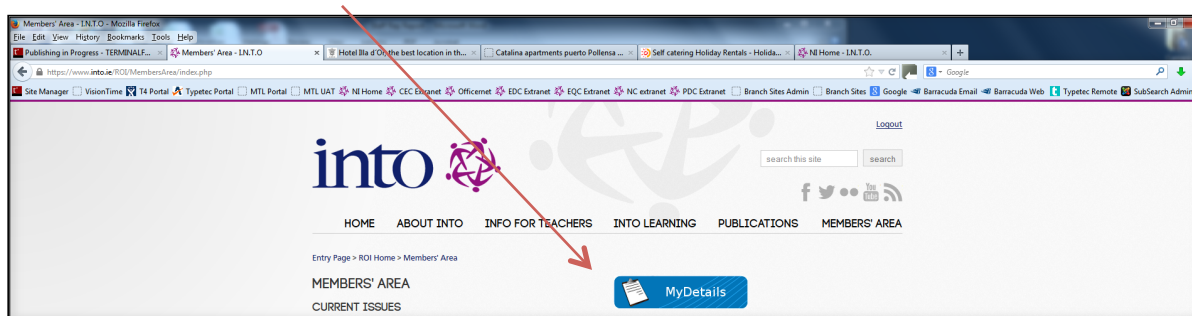


# Viewing List of Members in Your School

Login to Members' Area on [www.into.ie](http://www.into.ie)

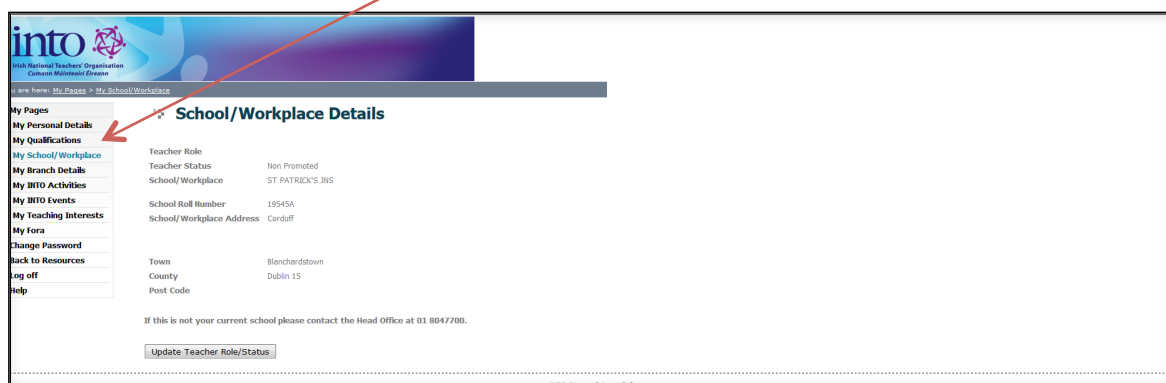


Click on **My Details** button to the right

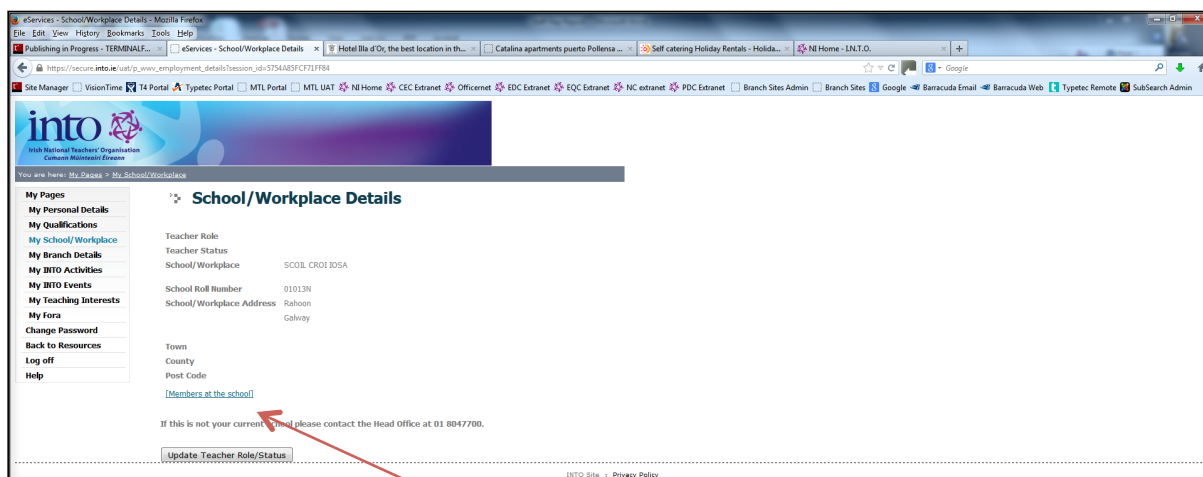


Click on **My School/Workplace** on the left

## Ordinary Teacher Example

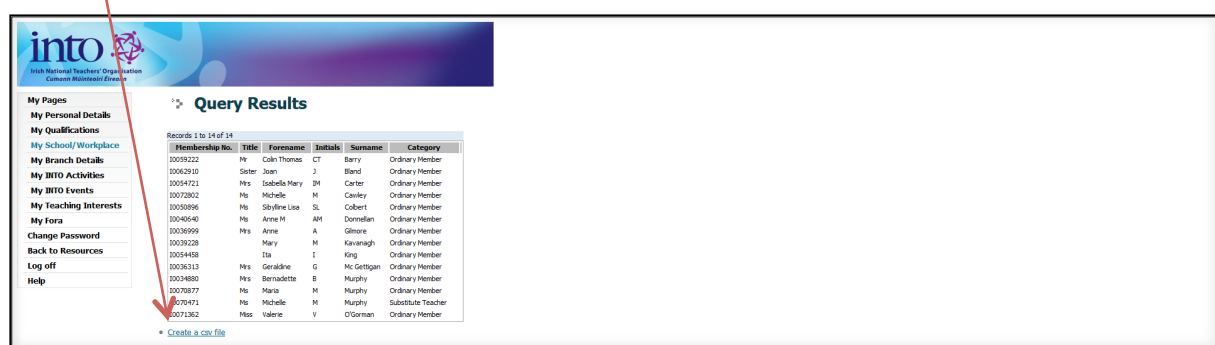


## Staff Rep Example



View the list of members by clicking on the link at the bottom of the page.

The list of members in the school is shown. Print this page, or alternatively you can click on the link at the bottom to create an Excel (CSV) file.



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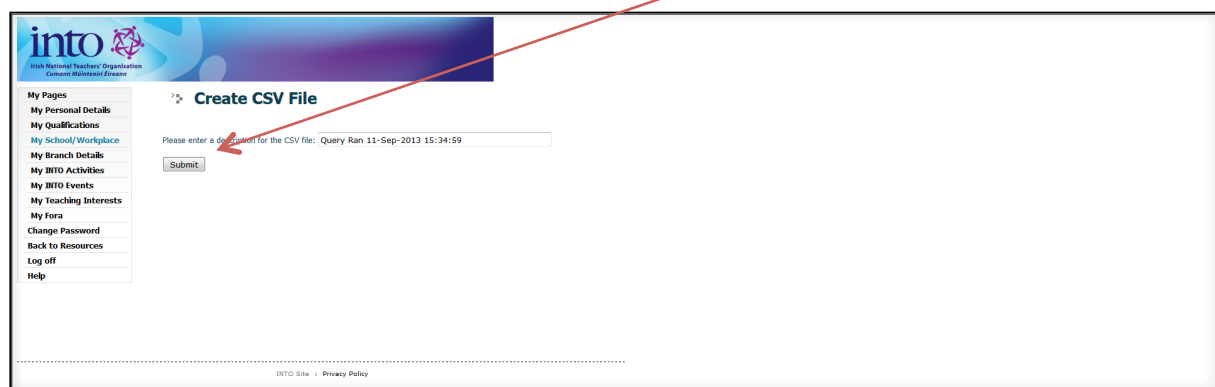
**My Pages**  
My Personal Details  
My Qualifications  
My School/Workplace  
My Branch Details  
My INTO Activities  
My INTO Events  
My Teaching Interests  
My For a  
Change Password  
Back to Resources  
Log off  
Help

**Query Results**  
Records 1 to 14 of 14

Membership No.	Title	Forename	Initials	Surname	Category
10059222	Mr	Cole Thomas	CT	Barry	Ordinary Member
10062910	Sister	Joan	J	Blond	Ordinary Member
10014721	Mrs	Isabella Mary	IM	Carter	Ordinary Member
10072802	Ms	Michelle	M	Conley	Ordinary Member
10008986	Ms	Sibylla Lisa	SL	Colbert	Ordinary Member
10040640	Ms	Anne M	AM	Donnellan	Ordinary Member
10036999	Mrs	Anne	A	Gilmore	Ordinary Member
10039228	Mrs	Mary	M	Kavanagh	Ordinary Member
10054409	Ms	Ita	I	King	Ordinary Member
10036313	Mrs	Geraldine	G	Mc Gettigan	Ordinary Member
10034880	Mrs	Bernadette	B	Murphy	Ordinary Member
10070877	Ms	Mara	M	Murphy	Ordinary Member
10070471	Ms	Michelle	M	Murphy	Substitute Teacher
10071362	Ms	Valerie	V	O'Gorman	Ordinary Member

[Create a csv file](#)

Click Submit to create the file. The name automatically given to the file is the date and time of creation, this can be changed later when the document is saved.



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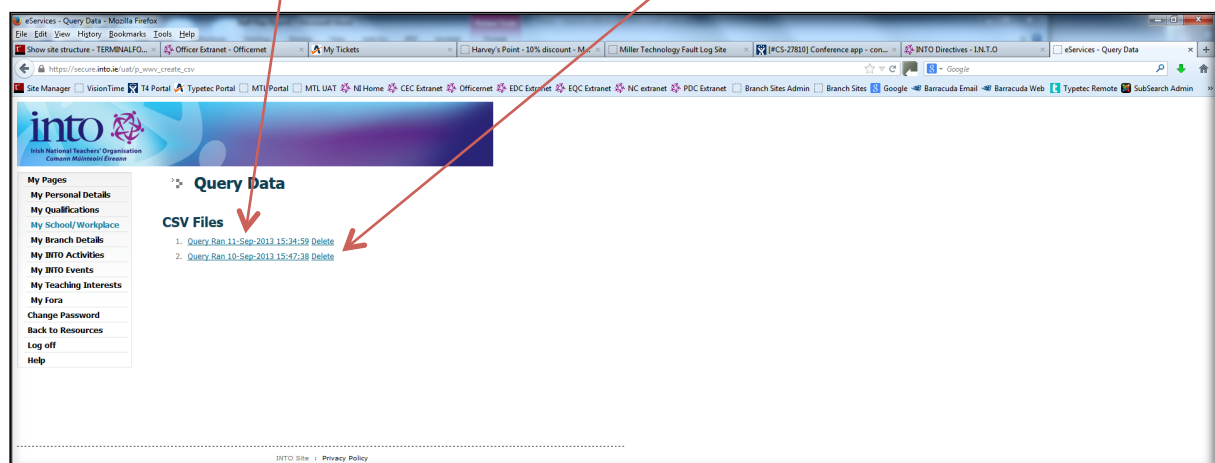
**My Pages**  
My Personal Details  
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My School/Workplace  
My Branch Details  
My INTO Activities  
My INTO Events  
My Teaching Interests  
My For a  
Change Password  
Back to Resources  
Log off  
Help

**Create CSV File**

Please enter a description for the CSV file: Query Ran 11-Sep-2013 15:34:59

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Click on the link to open the document in Excel. You can delete old files at any time by clicking the Delete option.



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**My Pages**  
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Help

**Query Data**

**CSV Files**

1. Query Ran 11-Sep-2013 15:34:59 [Delete](#)
2. Query Ran 10-Sep-2013 15:47:38 [Delete](#)

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