

Downloading Reports, Lists and Labels with TigerNet Volunteer Services

The “reports, lists and labels” function of TigerNet Volunteer Services allows regional association officers to download contact information for all Princeton constituents in their region for tracking purposes or to generate labels for mailings. Please review and follow the steps below.

****Note:** These instructions require the use of a PC and Microsoft Excel software. If you have questions about performing these functions with a Mac and/or other software, please contact the Office of the Alumni Association.

1. Go to the Alumni Association website at: <http://alumni.princeton.edu/>.
 2. Under the “TigerNet Services” tab, click on “Volunteer Services.” You will be required to log in using your User-Id and password.
 3. The screen should indicate that “you are currently administering” your regional club or association.
 4. Click on “Reports, Lists and Labels.”
 5. Select “online report,” “download file,” or “label file,” depending on your purpose, as well as a sorting option (name or zip code).
 6. Specify the population that you wish to include in your report or file. If you wish to generate a complete list of all constituents, use the default settings.
 7. Click on “Send” to pull the list. If you have selected “download file,” on the next screen you must select the fields you wish to include in the report.
 8. Once the list has been pulled, right-click on the small icon and select “Save Target As.” Save the generated file (it will be a text file named with a series of numbers) in the location of your choice. Close this document.
 9. Import the text file data (which is comma-delimited) into a blank Microsoft Excel spreadsheet. Save the document and sort as needed.
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Frequently Asked Questions and Helpful Hints

Q: *How do I sign up for TigerNet and receive a User-Id and password?*

A: Go to <https://tigernet.princeton.edu/contactus.asp> and follow the instructions.

Q: *What should I do if I forgot my User-Id and/or password?*

A: Go to <https://tigernet.princeton.edu/contactus.asp> and follow the instructions, or contact the TigerNet Help Desk at pubcon@alumni.princeton.edu.

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Q: *What should I do if I cannot see a link for Volunteer Services, or if I never get to a page that says I am administering my region, or if I am listed as administering the wrong region?*

A: You may not be properly coded in our records as being an officer of your region. Please contact the Office of the Alumni Association.

Q: *What should I do if I am administering more than one region, class and/or affiliated group?*

A: Select the alumni group you wish to address from the provided drop-down menu and click “Submit.”

Q: *What is the difference between the types of reports—“download file,” “label file,” and “online report”?*

A: A download file allows you to capture the greatest amount of information, including home and business addresses, phone numbers, fax numbers, and e-mail addresses for all constituents within the search parameters. This is the best file to generate if you want to develop an alumni database for tracking purposes. A label file provides you only preferred address fields necessary for printing mailing labels. Online reports must be viewed on the screen, and details beyond city of residence for each person must be obtained by separately clicking on specific individuals. This tool can be useful if you want to quickly generate regional population statistics (i.e., how many alumni? How many parents? etc.), or search for specific segments of your constituent population (i.e., which alumni from the class of 2002 live in this region?).

Q: *What happens if I do not specify a population?*

A: The default settings will generate a list of all alumni (graduate and undergraduate, male and female), students, parents, and surviving spouses who live in the geographic boundaries of your region. For example, if your region is the entire state of Wisconsin, you do not need to specify a state—those boundaries are already set by the system.

Q: *How do I further specify a population?*

A: You may search a smaller geographic area within your region by supplying a zip code range, telephone area code, city, state/province or (for large international regions) country. You may also narrow the list by Princeton designation (only undergraduate or graduate alumni, as well as whether to include parents and widows) or by gender. Another useful way to narrow the population list is by class year, selecting either a specific class or class year range (for example, to exclude current undergraduates, you could start the range at the Class of 1920 and end the range at the Class of 2007).

Q: *Why am I asked whether I want to “include deceased alumni”?*

A: This option has functionality for class officers in compiling class lists, but it is not relevant to regional mailings. Regional officers should select “no” on this question.

Q: *Is there a time limit to my Volunteer Services session?*

A: You have only fifteen (15) minutes to work in Volunteer Services before your session times out.

Q: *How do I “import” the provided text file document into Excel?*

A: Start with a new, blank Excel spreadsheet. Click on the “File” menu, select “Open,” then browse your computer folders to locate the downloaded text file and open it. You will be directed to a three-step “Text Import Wizard.” On the first step, specify that your data is “Delimited,” and click “Next.” On the second step, select “comma” as the type of delimiter—you will notice on the bottom of the wizard that this translates your long lines of data into neat columns—and click

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“Next.” On the third step, you must highlight each column in the preview screen and change the column data format to “text,” then select “Finish.”

Q: *When importing the text file, why do I lose the first digit of zip codes starting with zero?*

A: You must instruct Excel to read all of the imported data in “text” formatting, not “general” formatting (which eliminates zeros at the start of a number). This can be done on the third step of the “Text Import Wizard” as described in the previous question.

Q: *I’ve opened a new spreadsheet and want to import the text file, but it’s not showing up where I saved it. Where did it go?*

A: Make sure you are searching for “all files” or “text files,” not just Excel files, by selecting one of these options from the drop down menu in the “files of type” box.

Q: *How do I create mailing labels from this Excel spreadsheet?*

A: Use the “Mail Merge” tool of Microsoft Word, with your Excel spreadsheet the Data Source. If you are unfamiliar with mail merge, please follow the Mail Merge Wizard and/or use the Word “Help” function for detailed instructions.

Q: *Are there any restrictions as to what I can do with all this contact information?*

A: Yes. Alumni contact information is confidential and may only be used for official Princeton alumni association business. It is your responsibility to protect the data against unauthorized use. There shall be no transfer of the data to a third party without permission from the Office of the Alumni Association. Remember that to remain true to the non-profit status of your regional association and Princeton policy, you should not use this information to spread messages that promote personal or political agendas, are commercial or sales-oriented, or encourage recipients to donate money to any organization other than your own association—not even fundraising on behalf of Princeton University (all plans for fundraising should be coordinated with the Development Office). Please be especially careful when you are asked to send messages on behalf of others (including fellow alumni), as many people are unfamiliar with this policy. If you have questions about the appropriateness of any content, please contact the Office of the Alumni Association for assistance.

Good luck! Please contact the Regional Affairs staff at the Office of the Alumni Association with other questions:

Amy Garawitz, Associate Director	(609) 258-3351	garawitz@princeton.edu
Elizabeth Greenberg '02, Assistant Director	(609) 258-8611	eagreenb@princeton.edu
Kristin Cass, Office Assistant	(609) 258-5830	kcass@princeton.edu