Hello District through National Leaders!

SGI-USA has launched an online district guest list tool via the SGI-USA Member Portal, allowing all district through national leaders to build and manage guest lists at the district level. Leaders will have access to a complete list of all guests tied to a specific district, along with guest and sponsor information. Additionally, leaders will be able to check off the following four (4) critical components for guests:

- Is Chanting Consistently
- Wants to Become a Member
- Has Met the Gohonzon Conferral Guidelines (see chapter 1, page 12 of the SGI-USA Leadership Manual)
- Include in Mailing List (SGI-USA will send introductory materials and resources via email)

Annually, over 30,000 guests attend discussion meetings in SGI-USA. Thus, the purpose of this tool is to create a method for better guest care and follow-up. Additionally, although we are not holding physical activities due to COVID-19, many guests are attending SGI-USA sponsored virtual meetings and are expressing an interest in chanting and learning more about who we are. Thus, the following are required fields regarding a district guest list:

- Guest Full Name
- Guest Email
- Guest Division
- Sponsor Full Name
- Sponsor Email

Leaders will NOT be able to add a guest if any of these required fields are left blank. Although we are capturing guest information, no guest should be contacted without their expressed consent. See the official SGI-USA Privacy Statement below:

**SGI-USA PRIVACY STATEMENT**

SGI-USA is committed to protecting individual privacy rights and considers information contained in the SGI-USA Membership Information System (MIS) to be confidential. The information shall only be used for internal, data management purposes. Maintaining an accurate membership database is the sole purpose of MIS, and no data or information contained herein shall be sold or transferred to outside parties.

Additionally, users are not authorized to share or store the data using online applications, such as Google docs. Violation of this policy is strictly prohibited and shall be cause for removal of access to statistics.

Attached to this memo are the basic instructions on how district through national leaders can build and manage guest lists via the SGI-USA Member Portal.

Thank you very much!
District through National leaders log into their Member Portal account: https://portal.sgi-usa.org/portal and (1) click the “For Leaders” tab; (2) click “Leadership Management” and (3) click “District Guest List”
**STEP 2**

In the auto suggest District box, begin entering and then select the name of the District you wish to add a guest to and click “Select”
### District Guest List

**Delwood District** (Number Of Guests: 1)

<table>
<thead>
<tr>
<th>No.</th>
<th>Guest Full Name</th>
<th>Division</th>
<th>Email</th>
<th>Phone</th>
<th>Sponsor Full Name</th>
<th>Sponsor Email</th>
<th>Sponsor Phone</th>
<th>Is Chanting Consistently</th>
<th>Wants to Become a Member</th>
<th>Has Met Graduation Conferral Guidelines</th>
<th>Include in Mailing List</th>
<th>Action (Edit/Delete)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Buddha Bob</td>
<td>YMD</td>
<td><a href="mailto:guest@msn.com">guest@msn.com</a></td>
<td>555-555-5555</td>
<td>John Hancock</td>
<td><a href="mailto:sponsor@msn.com">sponsor@msn.com</a></td>
<td>555-555-5555</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**STEP 3**

To add a guest to your District Guest List, click “Add New Record”
STEP 4

When adding a guest, make sure to fill in the required fields (*) and then check off any of the following that pertain to the guest:

1. Is chanting consistently
2. Wants to become a member
3. Has met Gohonzon conferral guidelines
4. Include in mailing list

To finalize, click “Save”
STEP 5

Leaders will have access to a complete list of all guests tied to a specific District, along with guest and sponsor contact information. Additionally, leaders will also be able to view the following key information:

1. Is chanting consistently
2. Wants to become a member
3. Has met Gohonzon conferral guidelines
4. Include in Mailing List

From this page, leaders can either edit or delete a guest as well as add a new record (guest)

<table>
<thead>
<tr>
<th>No.</th>
<th>Guest Full Name</th>
<th>Division</th>
<th>Email</th>
<th>Phone</th>
<th>Sponsor Full Name</th>
<th>Sponsor Email</th>
<th>Sponsor Phone</th>
<th>Is Chanting Consistently</th>
<th>Wants to Become a Member</th>
<th>Has Met Gohonzon Conferral Guidelines</th>
<th>Include in Mailing List</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Buddha Bob</td>
<td>YMD</td>
<td><a href="mailto:guest@msn.com">guest@msn.com</a></td>
<td>555-555-5555</td>
<td>John Hancock</td>
<td><a href="mailto:sponsor@msn.com">sponsor@msn.com</a></td>
<td>555-555-5555</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>Yes</td>
<td>✍  ✂</td>
</tr>
<tr>
<td>2</td>
<td>Sally Smith</td>
<td>YWD</td>
<td><a href="mailto:ywdguest@msn.com">ywdguest@msn.com</a></td>
<td>555-555-5555</td>
<td>Jennifer Johnson</td>
<td><a href="mailto:WDsponsor@msn.com">WDsponsor@msn.com</a></td>
<td>555-555-5555</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>Yes</td>
<td>✍  ✂</td>
</tr>
</tbody>
</table>
STEP 6

Guest lists, from the District to National levels, will be available for download via our online statistics system. Here are the steps to run a guest list report:

1. Log into the SGI-USA online statistics system (www.statsrpt.org)
2. Click “Report” from the menu bar at the top of the screen
3. Click “Statistics Reports”
4. Click the report called “District Guest List”
5. Select the org unit you wish to run a guest list for and click “Run”

<table>
<thead>
<tr>
<th>No.</th>
<th>Chapter</th>
<th>District</th>
<th>Guest Full Name</th>
<th>Division</th>
<th>Email</th>
<th>Phone</th>
<th>Sponsor Full Name</th>
<th>Sponsor Email</th>
<th>Sponsor Phone</th>
<th>Is Chanting Consistently</th>
<th>Wants to Become a Member</th>
<th>Has Met Gohonzon Conferral Guidelines</th>
<th>Include in Mailing List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Austin</td>
<td>Central</td>
<td>Buddha Bob</td>
<td>Young Men's Division</td>
<td><a href="mailto:guest@msn.com">guest@msn.com</a></td>
<td>555-555-5555</td>
<td>John Hancock</td>
<td><a href="mailto:sponsor@msn.com">sponsor@msn.com</a></td>
<td>555-555-5555</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Austin</td>
<td>Central</td>
<td>Sally Smith</td>
<td>Young Women's</td>
<td><a href="mailto:ywdguest@msn.com">ywdguest@msn.com</a></td>
<td></td>
<td>Jennifer Johnson</td>
<td><a href="mailto:Wdsponsor@msn.com">Wdsponsor@msn.com</a></td>
<td>555-555-5555</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
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