UAS System Guide:

1. Go to https://uas.bgsu.edu/office/uas/contact/list/?search.

2. Choose your criteria

- a) If you want a specific class of students (HS juniors, seniors, etc.), put their graduation year in the 'Year' box and choose 'Fall' in the 'Term' Box. If you would like a listing of all your prospective students (all years), leave these boxes blank.
- b) Select your instrument area in both the 'Primary Instrument' and 'Secondary Instrument' boxes.
- c) You can leave all other fields blank.

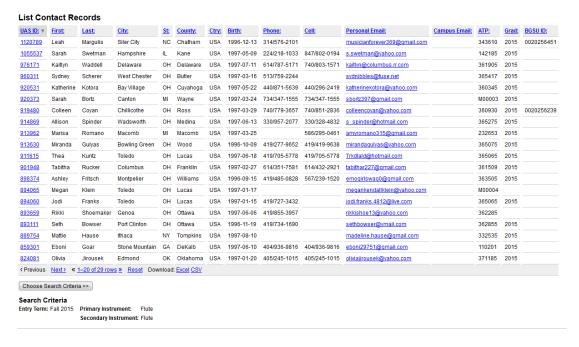
Example: If I wanted to search for all senior prospective flute students, the page would look like this:

List Contact Records Choose Search Criteria

Submit >>

Reset all criteria... **Entry Term** Gender Student Type Scholar Tier Any Male Female Any Applicant Prospect Suspect Main Firelands Distance First Second None Year: 2015 Term: Fall Admit Type Contact Method Counselor Freshman Continuing Education Academic Cluster Programs (ACP) Alison Tracy Freshman Direct from High School ACT Purchase (ACTP) Cecilia Castellano ACT Test Scores (ACT) Cerita Fowler Freshman International Freshman Non-Direct Alumni (ALUM) David Denison Graduate Domestic AP Purchase (APP) Erica Mills Graduate International Application for Admission (APPL) Erin Heilmeier Graduate Readmit Domestic Application without Payment (OLNP) Gabe Lomeli Jane Clinard Graduate Readmit International Mart Portfolio (ARTP) High School Programs Primary Instrument Undergrad Interests Transfer Continuing Education Flute Academic Investment in Math and Science (AIMS) Transfer International Accounting Oboe Transfer Student Activities and Organizations Bb Clarinet Ethnicity Adolescent/Young Adult (Secondary Education) Bassoon American Indian/Alaska Native Advanced Technological Education Saxophone Asian Africana Studies Horn Air Force Reserve Officers' Training Corp (ROTC) Black/African American Trumpet Trombone Hispanic/Latino American Culture Studies Mative Hawaiian/Other Pacific Islander Secondary Instrument **Graduate Interests** Not Specified Mamerican Culture Studies (MA) ▼ Flute White American Culture Studies (PhD) Oboe Bb Clarinet Market Analytics (MSA) Applied Statistics (ASOR) (MS) Primary Market - Ohio Bassoon Secondary Market - Ohio Applied Statistics (Math) (MS) Saxophone Tertiary Market - Ohio Art (MA) Horn Primary Market - Out of State Art (MFA) Trumpet Trombone Assistive Technology (Cert) Secondary Market - Out of State Removed Prospects Prospect (One row per prospect) Applicant (Multiple rows for applications) Include prospects removed from mailings Search for--and--and-Where: Where: Where: UAS ID First Name Last Name Match: not Match: Match: begins with begins with begins with Value: Value: Value:

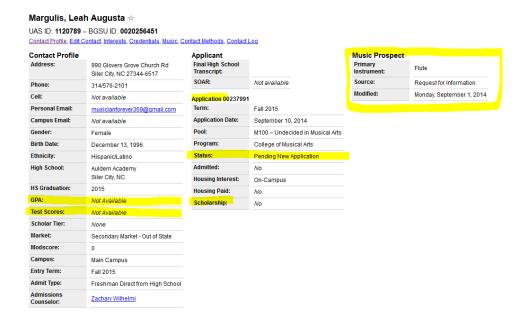
3. Once you've selected your search criteria, click the 'Submit' button at the bottom left corner of the page. This will bring you to your results page. The system found 29 students that met my criteria.



4. To view a particular students profile page, select the 6-7 digit 'UAS ID' number.



5. On the student profile page, you can view even more information about a student, including their GPA/ACT/SAT, Application information, Academic Scholarship amount, and any music information we've captured for them (including an audition date if they've scheduled one).



6. To download an excel document with contact information on your prospective students, go back to the page listing all the search results (see #3 above). Towards the bottom of the page, you are given the option to download. Choose Excel and follow the instructions on your computer for downloading a file from online.

List Contact R	ecords
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<u>UAS ID:</u> ▼	First:	Last:	City:	<u>St:</u>	County:	Ctry:	Birth:	Phone:	Cell:	Personal Email:	Campus Email:	ATP:	Grad:	BGSU ID:
1120789	Leah	Margulis	Siler City	NC	Chatham	USA	1996-12-13	314/576-2101		musicianforever369@gmail.com		343610	2015	0020256451
1055537	Sarah	Swetman	Hampshire	IL	Kane	USA	1997-05-09	224/218-1033	847/802-0194	s.swetman@yahoo.com		142185	2015	
976171	Kaitlyn	Waddell	Delaware	ОН	Delaware	USA	1997-07-11	614/787-5171	740/803-1571	kaitlyn@columbus.rr.com		361905	2015	
960311	Sydney	Scherer	West Chester	ОН	Butler	USA	1997-03-16	513/759-2244		sydnibbles@fuse.net		365417	2015	
920531	Katherine	Kotora	Bay Village	ОН	Cuyahoga	USA	1997-05-22	440/871-5639	440/296-2419	katherinekotora@yahoo.com		360345	2015	
920373	Sarah	Bortz	Canton	MI	Wayne	USA	1997-03-24	734/347-1555	734/347-1555	sbortz397@qmail.com		M00003	2015	
919480	Colleen	Coyan	Chillicothe	ОН	Ross	USA	1997-03-29	740/779-3657	740/851-2836	colleencoyan@yahoo.com		360930	2015	0020256239
914869	Allison	Spinder	Wadsworth	ОН	Medina	USA	1997-06-13	330/957-2077	330/328-4832	s spinder@hotmail.com		365275	2015	
913962	Marisa	Romano	Macomb	MI	Macomb	USA	1997-03-25		586/295-0461	amyromano315@gmail.com		232653	2015	
913630	Miranda	Gulyas	Bowling Green	ОН	Wood	USA	1996-10-09	419/277-9652	419/419-9638	mirandaqulyas@yahoo.com		365075	2015	
911615	Thea	Kuntz	Toledo	ОН	Lucas	USA	1997-06-18	419/705-5778	419/705-5778	Trkdlald@hotmail.com		365065	2015	
901948	Tabitha	Rucker	Columbus	ОН	Franklin	USA	1997-02-27	614/351-7581	614/432-2921	tabithar227@gmail.com		361509	2015	
898374	Ashley	Fritsch	Montpelier	ОН	Williams	USA	1996-09-15	419/485-0828	567/239-1520	emogirlswaq0@gmail.com		363505	2015	
894065	Megan	Klein	Toledo	ОН	Lucas	USA	1997-01-17			megankendallklein@yahoo.com		M00004		
894060	Jodi	Franks	Toledo	ОН	Lucas	USA	1997-01-15	419/727-3432		jodi.franks.4812@live.com		365065	2015	
893659	Rikki	Shoemaker	Genoa	ОН	Ottawa	USA	1997-06-06	419/855-3957		rikkishoe13@yahoo.com		362285		
893111	Seth	Bowser	Port Clinton	ОН	Ottawa	USA	1996-11-19	419/734-1690		sethbowser@ymail.com		362855	2015	
889754	Mattie	Hause	Ithaca	NY	Tompkins	USA	1997-08-10			madeline.hause@gmail.com		332535	2015	
<u>859301</u>	Eboni	Goar	Stone Mountain	GA	DeKalb	USA	1997-06-10	404/936-9816	404/936-9816	eboni29751@gmail.com		110201	2015	
824081	Olivia	Jirousek	Edmond	ОК	Oklahoma	USA	1997-01-20	405/245-1015	405/245-1015	oliviajirousek@yahoo.com		371185	2015	
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