



# OurChapter.org

## Mission Statement and Overview.

This presentation will provide you an overview of the functions of this website.

This website is FREE to use with any chapter within any organization.

Several levels of security to keep your information safe.

- Qualys SSL Labs SSLTest.com gives us a grade of “A” on security.

All information entered is STRICTLY kept confidential. \*

Special functions exists for EAA chapters. (6 month Free Trial Membership, Updated Member expiration, Youth Protection and Background Check dates) \*\*

Don White – February 15, 2024

Designer and developer of YoungEaglesDay.org, EAABuildersLog.org and FlyingStart.org websites.

\* We do not distribute, market, sell or use your information outside of this website in any way. All member and chapter information is kept confidential to that chapter and/or organization.

\*\* This website is not supported or associated with EAA, Inc.

# OurChapter.org

## \* Mission Statement

“Offer a Wide Range of Well-designed, Easy to Use and Integrated Operations for Administration of Chapters, Groups or Families for free\*.”

\* If you like this website, donations are welcome, but not required.

# OurChapter.org – Home Page



[Chapter Management Tool](#) - (OurChapter.org)

[Help](#)

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Welcome to the Chapter Management Tool - Group organization made easy - Please view our [presentations](#).

This website is available free of charge to any chapter, group or organization.\* We provide a wide range of functions to help you with: Roster management, Send Emails, Photos/Newsletters, Forums, Calendar, Sign-in, Dues, Meetings, Event Mgmt., Resource Schedule, Finance, Survey and Reports.

For detailed information, please use the [Site Info.](#) at the top. Please [Contact Us](#) for questions. Thank you, Don White - [Creator of these other websites](#)

We have selected the 3 closest chapters for your internet location of **Merritt Island, Florida**

If this is not your location, please enter your 5 digit ZIP or 6 digit POSTAL (Canada) code or city name.

- [Merritt, BC-V1K](#)
- [Merrittstown, PA-15463](#)
- [Merritt, NC-28556](#)
- [Merritt Island, FL-32952](#)
- [Merritt, MI-49667](#)

Filtered chapter information.

[see more](#)

**EAA 866**

Titusville, FL (11 miles)



Meeting: 1st Wednesday of each month at 7PM  
 Address: 476 N. Williams Ave  
 Titusville, FL 32796  
 Phone: ( Ottmar Thiele )  
[Send Message](#) - [Like to Join](#)

**Spaceport 99s**


Cocoa, Fl, FL (11 miles)



Meeting: 2nd Saturday of each month at 10AM  
 Address:  
 Cocoa, Fl, FL 32926  
 Phone: 321-636-5346 ( Bobbi Lasher )  
[Send Message](#) - [Like to Join](#) - [Pay Dues](#)

**EAA 724**

Merritt Island, Florida (13 miles)



Meeting: 2nd Wednesday of each month at 7PM  
 Address: 900 Airport Road  
 Merritt Island, Florida 32952  
 Phone: 321-266-7410 ( Don White )  
[Send Message](#) - [Like to Join](#) - [Pay Dues](#)

List of Chapter Meetings/Gatherings that are scheduled - (within 100 miles)

Miles	Date / Time ↑	Chapter Title - (Click on title for detailed information)	City, State
11	Feb 10, 2024 at 10:00am	(Spaceport 99s)	Cocoa, Fl, FL
11	Feb 7, 2024 at 7:00pm	EAA 866 (Arthur Dunn, Fl)	Titusville, FL
13	Feb 14, 2024 at 7:00pm	EAA 724 (Merritt Island, Fl)	Merritt Island, Florida
40	Feb 13, 2024 at 7:00pm	EAA 1288 (Valkaria, Fl)	Valkaria , FL

- Add your own Chapter/Group or Family to this Home Page.
- Filtered by location.
  - By Zip, Postal or City name
- eSignup.org website for event registration.

# OurChapter.org

- \* Totally integrated chapter functions:
  - \* (Select one, two or all of them)
    - \* - Member Roster
    - \* - Campaign Email or Text (SMS)
    - \* - Library (was Photos / Newsletters)
    - \* - Forums (in Beta – est. June 2024 finish)
    - \* - Calendar
    - \* - Sign-in Sheets
    - \* - Membership Dues
    - \* - Meetings with attendance and Action Items
    - \* - Event Management
    - \* - Resource Scheduling (Room, Buildings, Equipment, Tool Crib etc.)
    - \* - Finance
    - \* - Survey
    - \* - Trips (Added on Feb. 2024)
    - \* - Reports
    - \* - Import Members

# Why use OurChapter.org

- \* One place for all of your chapter records
  - \* Membership Roster, Email campaigns, Dues, Finances, etc.
- \* Tracks if your members are receiving your emails (not in spam folder).
- \* Verifies your members email addresses automatically.
- \* Be able to add members photos into your roster and reports.
- \* Provide un-subscribe option for your inactive members.
- \* Always have the correct list for anybody to email your members.
- \* Photo/Newsletter function allows easy entries for event information to your existing public website. Supplement's your existing website.
- \* Reporting function to create your own Excel or PDF files.
- \* Advertise your chapter to the local area, get join requests and questions.
- \* Security is extremely important, all custom code so it can not be hacked.
- \* Multi-Tier Support for chapters, districts and regions.

# Login and Data Security

- \* Security is extremely important.
- \* Login's require email and password.
- \* All stored passwords have double encryption within database.
- \* All new users must use a two level access before Login is activated.
- \* All data is in a secure database, for all information.
- \* Give members access to many levels of information for your chapter.
  - \* Administrator access – provides same access as the chapter creator.
  - \* Access by each function –
    - \* No access, read, update and administrator
    - \* By groups or individual access for each function
- \* Enhanced logging for all Login and access activities.

# OurChapter.org



[Our Chapter Management Website](#)

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[My Account](#)

My Account for: Our Guest - (Last Login: 2 hours ago)

[Update Profile](#)

Chapter Membership Functions - [Add your own chapter, group or family.](#)

Chapter / Group - Title	Member Roster	Campaigns Email/Text	Library	Forums	Calendar	Sign-in Sheet	Dues	Meetings/ Actions	Event Mgmt	Resource Schedule	Finance	Survey	Reports	Trips	Import Members
EAA Chapters -1886															
Somewhere, USA -8															

Please click on the Chapter / Group name to modify the chapter's registration information.

NOTE: This information is strictly used for the Our Chapter website . - [Policy](#) - [Privacy](#) - © Copyright 2021 Brevard Web Pro, Inc.



# Member Roster

- Keep information about your chapter members.
- Very easy new and updating functions.
- Predefined member filtering and sorting of all columns.
- Search function to dynamically find anybody.
- Member photo uploading.
- Create your own custom roster columns.
- Add your own custom fields for your membership.
- Emailing options:
  - Welcome email to new members.
  - Get new or updated member information.
- Create your own Groups of members.
- Multiple editors and viewers of information.
- Privacy functions for emails, addresses, cell and home phones.
- Roster information used in many other functions.
- EAA Only functions:
  - Get EAA Expiration, youth & background dates in real time
  - New member request to include EAA 6 Month Trial Membership.





# Campaigns Email / Text

- This function will allow you to easily email and text to your members.
- Email all members or create selected groups of members
- Create your own customized templates for your emails
  - Simple template script for your Logo, Chapter Name, Location, etc.
- View the finished email before you send it.
- Allow your members to be emailed or text your chapter campaigns.
- See emails that are “Opened”, “Delivered” and “Clicked on” by member name.
- See “Invalid addresses” and “Un-Subscribed” emails by member name.
- Copy an existing campaign email to create a new one.
- Attach pictures or files to your emails.
- Macro options for Dues and Update requests.
- Automatic URL hot-links and tracking.



# Library (was Photos / Newsletters)

This function allows you to create folders and entries:

- Folder management to create, delete, rename and re-order folders
- Title, Entry Date, Folder name, Description and photo/file uploading
- Upload any file type (Excel, Word, PDF, MP4, etc) or photo (support JPG, JPEG, GIF and PNG)
- Photo editing functions include:
  - Cropping, rotating, lighter, darker, flipping, grayscale, negative & sketchy
- Access options by filters, e.g. members, officers, paid dues, etc.
- Entries can easily be included at attachment link in your Email Campaigns
- Note: 25MB individual file limit on uploads – no limit on number of files or entries



# Forums

(In development – in beta – May 2024)

Allow your members to communicate with each other in a forum function.

- Supports any number of Topics and Threads.
- Full security including the ability for the public to have read only access.
- Admin function to allow your forum administrators to control all format functions.
- Members profile to allow them to automatically receive emails for: real-time, end of day or end of week summaries.



# Calendar

List your calendar of events.

- Create entries for each calendar event, single or multiple days.
- Use "WebLink" to share current calendar on your existing websites.
- Promote your calendar events with other chapters (optional).
- Change log for any calendar updates.



# Sign-In Sheet

PDF file to include dues members at top and spaces for new members.

- Create a customized PDF sheet for members to sign-in for your gatherings or meetings.
- Dues paid members are listed at top for a checkbox and don't need to file in manually.
- Provide spouses/partner name.
- Columns include Name, Email and Phone number.
- Add options to Sign-In Sheet to show icons for "No or Invalid Email" and "Unsubscribed Requested" for members.
- Additional empty sheets can be selected in the PDF.



# Member Dues

Dues management function for your membership.

- Check off the members that have paid their dues and update their membership record.
- Categorize your payment type for cash, check or PayPal.
  - Support for three different dues types; individual, family, student or lifetime.
  - Added a Paid On Date for the Dues function. Member dues editing is now available by clicking on the members name.
  - Integrate your chapter's Paypal account so it's easy to collect and reconcile your chapter's dues.
- Provide reports for membership dues amounts.
- Email members that have not paid their dues this year in the Campaign function.
- Dues cycle can start in any month and you can specify your dues leeway in months.
- On Dues Report, you can mouse over a member's name and get a the dues history for that member.
- A customized dues report is now available to create PDF file for your members dues status.
- Option to automatically change the Roster "Member Type" to Student or Family when paying Dues for those types.
- Change log for any member dues updates.



# Meetings

Record meetings/events/gatherings information that includes attendance option.

- Create meeting information, including:
  - Date, time, place, summary, minutes and category.
- Track the attendance of your members for your meetings, including spouses.
- Add and track Action Items for your members.
- Provide counts of member participation across all of your meetings by year.
- Lock option to place meeting records in read only mode.
- Integrate into the event function. (Future)



# Event Management

Manager your chapter events.

- Organize your events with this event management function, including PayPal support.
- Single or multiple day events with signup for multiple classes and for multiple time frames.
- Get your volunteers signed up with automatic email function and reminders.
- Signup functions using a new website of: <https://esignup.org> to register participants.
- Full graphical and list reporting on many aspects of the event.
- Keep track of your income and expenses for your event.
- Use PayPal to easily collect money for your event and display PayPal status. You can also collect checks / money orders.
- Use QR Codes to scan registrations when they arrive at your event or search on names to scan them in.
- Email functions including: custom emails, rescheduling, canceling of the event.
- Change log for any event changes.





# Resource Schedule

Let your chapter know what's going on: resource, rooms, tools, buildings, etc.

- Support multiple rooms, resources, tools, buildings, etc. that can be scheduled by your members.
- "WebLink" support that can be put on your existing website.
- Tool Crib Functions will be available soon.



# Finances

- Allow your treasurer to enter all chapter finances by groups of funds.
- Multiple funds can be setup to manage your entire chapters/groups finances.
  - Categorize your entries and produce reports by those categories.
  - Allow only your treasurer to update or allow any officer to update. Multiple read-only functions available.
  - Let your members know the financial status of your chapter/group.
  - Import Quicken formatted file (.qfx) into your selected fund.
  - Change log for any financial updates.



# Survey

Allow your membership to take a survey.

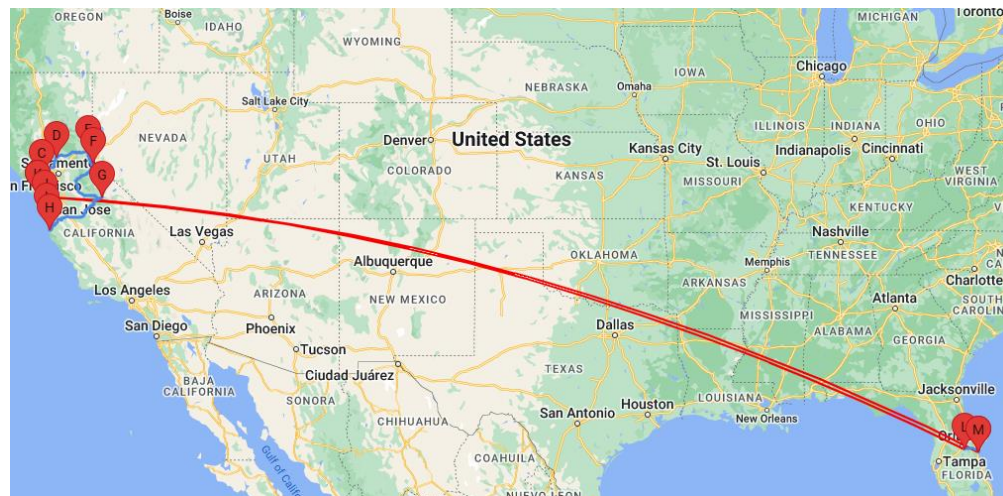
- Email survey function to know what your membership is looking for.
- Predefined groups or create your own custom group for survey.
- Fully customizable questions and answer types.
- Graphical and listing reports for your results.
- Be able to track who opened up the survey, completed the survey, or unsubscribed.
- Optional Anonymous option. Detailed individual reports available if anonymous is not selected.



# Trips

Document your chapter or personal trips in the USA or in the world.

- - Create your chapter or personal trips around the country or world.
- - Any number of stops can be specified for the trip.
- - You can select from Roads, Flying or Hiking for each route.
- - You get actual miles for each of the type of routes, not just air miles.
- - Map option will display your trip on a Google map.
- - Additional functions will be added in the next month or so..








# Reports

Wide range of customizable reports in Excel format and PDF documents.

- Select from different membership types and dues status.
- Includes photos from the membership roster function.
- Export your membership roster into Excel Spreadsheet.
- Customize PDF reports, up to 4 lines per member.
- Export options include VCF, Email list and Avery 30 address labels PDF.
- Member Photo PDF w/ 2, 3 or 4 columns.

EAA		Report: EAA 866				Jul 23,2023	
Picture	Name (First Last) Address Date Joined	City Dues Pd.	Email Member #	State	Cell Phone Zip	Cell Phone	
	P J & Jeanie Almeter 21 [redacted] N. S [redacted] ldon, Strykersvill NY 14145 12-31-2023	12-31-2023	jalm [redacted]@hotmail.com		716-[redacted]-0776	716-949-[redacted]6	
	Bob Anderson 9 [redacted]adow Lark Lane 12-31-2023	Merritt Island 12-31-2023		Florida	321-[redacted]1-8612 32954	321-591-[redacted]512	
	Kathy Anderson 12-31-2023	12-31-2023	N7 [redacted]@earthlink.net		321-795 [redacted]10	321-795-[redacted]10	



# Import

Import an existing spreadsheet.

- Import existing CSV, VCF or JSON files in any format to easily populate your membership roster.
- Uses the labels of the existing CSV file to best guess at column matching.
- Conformation page before the importing into the Member Roster.
- EAA only functions
  - Works with export function from EAA Roster website.
  - If chapter president or Y.E. Coordinator, look for Young Eagles Day Users to import.



# Organization Reporting

If you are a headquarters function for multiple local chapters, organizational reporting is available.

- See your own chapters belonging to an organization to track individual chapters.
- See summary number of types of members in a chapter(s).
  - (EAA Only) – See National membership, lifetime and YPP reports / chapter.
- See Dues summary for past, current and future year for trending.
- Review chapter finances, if local chapters use it.
- Additional reporting can be requested.



# Conclusion / Questions

- \* Questions / Comments: Use the “Contact Us” link
- \* Best free website for organizations to manage and grow memberships.
- \* 18 presentations to guide you thru all functions, see “Help”.
- \* New functions/enhancements being added monthly. See “Site Info” for latest enhancements.