



OurChapter.org

How to Create your first chapter.

This presentation will show you how to “Create your First Chapter” for this Website.

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

All information entered is STRICTLY kept confidential. **

Don White – December 4, 2023

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

* Not officially supported by EAA.ORG

** 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.



How to Create a Chapter

1. Use the “Login” link at the top right to Login into the website.
2. Fill out your email and password and click the “Login” button in the window box.

Our Chapter Management Website

Help Contact Us Site Info Sign Up Login

Welcome to the Our Chapter Management website. This website is available free of charge to any chapter, group or individual. Roster management, Send Emails, Photos/Newsletters, Forums, Reports. For detailed information, please use the [Site Info](#), at the top of the page.

We have selected the 3 closest chapters for your internet location. Zip/Postal/City [] If this is not your location, please enter your (Canada) code or city name.

Please click on the logo below to view detailed chapter information. [see more](#)

EAA 866	Spaceport 99s	EAA 724
Titusville, FL (11 miles)	Cocoa, FL (12 miles)	Merritt Island, Florida (13 miles)
Meeting: 1st Wednesday of each month at 7pm Address: 476 N. Williams Ave	Meeting: 2nd Saturday at 10 am Address: 2289 COX RD	Meeting: 2nd Wednesday of each month at 7pm Address: 900 Airport Road



How to Create a Chapter

1. Click on “Add your own chapter, group or family” button to start the process.

2. You can see the two other chapters that this user has already created.

3. You can customize the function that each user or member sees and has access to.

Our Chapter Management Website

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Don Support - Update Profile Add your own chapter, group or family. Chapter Report

Chapter Management Functions - EAA - All Show One

Chapter / Group	Member Roster	Campaigns Email/Text	Photos / Newsletters	Forums	Calendar	Sign-in Sheet	Dues	Meetings	Event Mgmt	Resource Schedule	Finance	Survey	Reports	Import Members
ABC 1 (New Chapter)														
9999 (Somewhere, USA)														

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Create – General Information

1. Fill in the fields on this form.
2. If you are part of a larger organization, please select the “Chapter Type & #”.
3. Add any number of “Administrators” that need access to this chapter setup. These must be email addresses are are part of your chapter roster.
4. Click on the “Browse” button to upload a chapter Logo.
5. Remember to click the button green button to Submit information.

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-- Please click on the GREEN button at the bottom to enter or change any information on this page. --

Please enter information to create or change chapter group.

Access URL: <https://ourchapter.org?7h6gAQWxR>

Chapter created by Guest Member (guest) on Sep 09, 2012.

Chapter Title: Enter your chapter title name (Maximum of 20 characters). When using a Chapter Type, please enter ONLY your city, state/location.

Chapter Type / #: Enter your chapter type and number.

- Please enter a new chapter/group abbreviation if not available on the above pulldown list (max 8 characters).

- Please enter a new chapter/group type if not available on the above pulldown list (max 15 characters).

Location Name:

Chapter Location:

Time Zone: - Observe Daylight Savings Time:

Date Format: - Format of the date that will be displayed in the Roster function. Reports will be available soon.

Meeting Date/Time: - On Every: - On Day: - Time:

Display Date/Time: - This is automatic above.

Administrators: - (Enter person's email address, one per line)

Note: All administrators have the same permissions as the owner, including admin rights to all functions.

Upload Chapter Logo File: No files selected.



Create – Select Functions



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7 Future Use

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--- Please click on the GREEN button at the bottom to enter or change any information on this page. ---

Please checkmark all functions that you want to use. You can always change these later.

Functions:

- **Member Roster** - This is the membership roster to store information about your members.
- **Campaign Emails/Texts** - Send emails or text(SMS) to your members, show on email status.
- **Photos / Newsletters** - Store your photos, newsletters or any other type of file for your chapter.
- **Calendar** - Create a calendar for your Chapter/Group and share it in your email and website.
- **Sign-in Sheet** - Create a PDF Sign-In sheet for your meeting/gatherings.
- **Forums** - Create a forum/discussion place for your members. **(in development)**
- **Dues** - Keep track of your membership dues.
- **Meetings** - Record meetings/gatherings for your chapter, including attendance.
- **Reports** - Create all types of customized membership reports, including PDF files.
- **Event Mgmt** - Organize your chapter events, including event registration.
- **Room Schedule** - Track your facilities usage and scheduling.
- **Finance** - Multiple accounts functions to track your funds.
- **Surveys** - What are your members want to do, survey them.
- **Import** - Import members from other sources.

Continue to Step 3 - Submit

1. Select the function that your chapter want to use on this website. You can always change these at any time.

2. We have not selected the “Sign-In Sheet” and “Forums”.

3. To save your selections, please click on the “Submit” button at the bottom of each page.



Create – Security



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--- Please click on the GREEN button at the bottom to enter or change any information on this page. ---

Security options for each function.

Admin roles can change anything within this function.

(1) Function: **Member Roster** -

Browse Role - Default: None
Enter member's email, one per line for browse role

Edit Role - Default: None
Enter member's email

Admin Role - Default: None
Enter member's email, one per line for admin role

- None
- Officers Only
- Dues Pd. Members
- Login Members

(2) Function: **Campaign Emails** -

Browse Role - Default: None
Enter member's email, one per line for browse role

Edit Role - Default: None
Enter member's email, one per line for edit role

Admin Role
No admin role available for this function

(3) Function: **Photos / Newsletters** -

Browse Role - Default: None
Enter member's email, one per line for browse role

Edit Role - Default: None
Enter member's email, one per line for edit role

Admin Role - Default: None
Enter member's email, one per line for admin role

(4) Function: **Forums** -

Browse Role - Default: None
Enter member's email, one per line for browse role

Edit Role - Default: None
Enter member's email, one per line for edit role

Admin Role
No admin role available for this function

(5) Function: **Calendar** -

- For each function, you can select the following permissions for your users.
 - Browser Role – Read but no editing.
 - Edit Role
 - Administrator Role.
- Select the Default Role for each function and/or add individual email for that Role.
- Only functions that were select on the “Function” tab will appear on this page.
- Again, go to the bottom of this page to “Submit” the selections.



Create – Site Options

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-- Please click on the GREEN button at the bottom to enter or change any information on this page. --

Please select the follow site options.

Chapter Officers:

President	<input type="checkbox"/>
Vice President	<input type="checkbox"/>
Secretary	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>

Additional Officer's **Add Officer - Submit** - Add additional Officers, please enter the officer name and submit. (19 char. max.)

Auto Rotate: - Do you want the option to automatically correct the orientation of your pictures? (.jpg and .jpeg pictures only)

Fixed Table Headers: - For the Roster and Dues function, the header will not scroll off the screen, remains fixed.

Delete Prospect Member: - This option will automatically delete a member with the membership of "Prospect" after this time.

Continue to Step 6 - Submit

1. Additional Chapter Officers can be added. Just type in the new officer title and click “Add Officer – Submit”.

2. The Fixed Table Headers will keep the table header in view as you scroll for your Roster or Dues functions.

3. Select the rest of the fields and Submit.



Create – Message



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--- Please click on the GREEN button at the bottom to enter or change any information on this page. ---

← This tab is for selecting join and contact us email options for your chapter/group.

Custom Email Message: Send custom email message option when you edit a member in the "Roster" function.



Send Contact Form: Site Owner(s) - Send the "Send Message" to the following group of people.

Anonymous Contact: - Allow the option to have an anonymous checkbox on the "Contact Us" form for the submitter.

Join Request Form: None - Send the "Send Join Request Form" to the following group of people.

Custom Join Message: Custom message when a new user clicks the "Like to Join" link on the Home Page



Send Join Email: - Send an email back to the new member to welcome them to the chapter, group or family.

Update Information: - Include an "UPDATE" button in the welcome email for additional member information.

Include Login Info.: - Include the members email and password in the welcome email .

Custom Welcome Msg.: Custom message when you accept the join request.

1. You can create a custom email message in the "Roster" function. Just enter your message and the "Custom Email" option will appear in the "Send Email" box.

2. The options below the line are for the Join membership function only. This is when a new member asks to join your chapter.

3. Select the rest of the fields and Submit.



Money – Future Use

1. This page is for a future function.

Just click on the “Dues Info” tab on the top to bypass this page.

The screenshot shows the Chapter Management Tool interface. At the top, there is a navigation bar with the following items: a gear icon, "Chapter Management Tool - (OurChapter.org)", "Help", "Log Us", "Site Info.", "Logout", and "My Account". Below the navigation bar is a green banner with the text: "This function is currently in development. Please do not use now." Underneath the banner is a horizontal menu with tabs numbered 1 to 9: 1 General, 2 Functions, 3 Public Info, 4 Security, 5 Site Options, 6 Messages, 7 Money, 8 Dues Info, and 9 Members. A yellow tooltip is visible over the "7 Money" tab, containing the text: "-- Please click on the GREEN button at the bottom to enter or change any information on this page. --". Below the menu is a blue header for the "Money" section: "← Money setup for online payment of Dues, Events and Donations via PayPal - Future Function". A green arrow points to this header. Below the header is a white box with the text: "This tab is only available to authorized people. You must be either the owner of this chapter or a 'Money Administrator'." and "Please contact this site owner for more information." A second green arrow points to the bottom of this white box.



Create – Dues Info



Chapter Management Tool - (OurChapter.org)

[Help](#) [Contact Us](#) [Site Info.](#) [Logout](#) [My Account](#)

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-- Please click on the GREEN button at the bottom to enter or change any information on this page. --

← This tab is for processing dues options. You can optionally use "Paypal" to process your dues.

Dues - Individual: \$ 20 - Family: \$ 30 - Lifetime: \$ 0 - Student: \$ 0

- Leave blank if does not apply to your chapter.

Chapter Dues Cycle: Yearly on January 1st - Dues function for your Chapter

Dues Leeway: No Dues Leeway - Number of months into the dues cycle that are for that year.

Update Expired Date? - If selected, the member's Expired Date will automatically be updated when Dues is modified.

Dues Notification: After they are due - By using the {DUES } campaign option, when to notify members of dues.

Automatic Emails: No Emails - Please do not use this option - Currently in development

- If selected, automatic emails for dues will be sent out 1 month prior before membership expiration.

Send Dues to: Name and Address for the location for dues. (Optional)

Other Payment Option? -Apple Pay -Google Pay -Online -PayPal -Square -Stripe

For payment selection only. This site only support PayPal for actual payments. Please see below.

Paypal for Dues? - If selected, you can enter the PayPal html for a PayPal Payment Button. This method is more manual than the "Money" tab option.

Continue to Step 9 - Submit

1. If you are using the Dues function, please select the yearly dues amount for each type. If you leave them blank, that type will not be displayed.

2. Dues Leeway is used for members that are at the later part of your dues cycle.

3. If you want "PayPal" as a dues option, check that option.

4. See next slide page for additional "PayPal" option.



Create – Dues Info - PayPal

1. If you plan to use PayPal for your Dues, please check the checkbox.
2. Follow the instruction on the PayPal PDF Document to create a PayPal account.
3. To create the PayPal button, use the link “PayPal to create a donation button”.
4. Copy and past the button code into the 3. input field.

Paypal for Dues? - If selected, Paypal will be displayed as a payment option for your dues, but you must fill out information below for Paypal funds.

Please review our [PayPal PDF Document](#) for instructions on how to create a PayPal account and use it with this website.

You will need to do the following steps if you want to collect your dues via **PayPal**:

1. Copy this URL: <https://ourchapter.org?ocppdonate&ch=7h6gAQWxR> and paste it where it says within Step 2: **Take donor to this URL once they complete donation**, under **"Optional Settings"** and under **"Route donors back to your site"**
2. Go to [Paypal to create a donation button](#)
3. When you are finished, scroll down to "Donate Button" and click the "Copy to Clipboard" and past it into this field below.

```
<form action="https://www.paypal.com/cgi-bin/webscr" method="post" target="_top">
<input type="hidden" name="cmd" value="_s-xclick" />
<input type="hidden" name="hosted_button_id" value="
" />
<input type="image" src="https://www.paypalobjects.com/en_US/i/btn/btn_donateCC_LG.gif" border="0"
name="submit" title="PayPal - The safer, easier way to pay online!" alt="Donate with PayPal button" />
img alt="" border="0" src="https://www.paypal.com/en_US/i/scr/pixel.gif" width="1" height="1" />
```

Please see the "Dues" function for additional information on how to use WebLink or email members to collect dues.

Final - Submit



Member Options



Our Chapter Management Website

Help Contact Us Site Info Log My Account



1. Member options will allow “Logged In” members to view personal and chapter information. This information will be displayed on the “My Account” page.

2. Each option has a security group to allow only that group to view that options information.

3. You can also create a Group for further group customization of members.

4. You can see examples of this in the “Introduction” presentation.

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-- Please click on the GREEN button at the bottom to enter or change any information on this page. --

Member Options - Members will see this information on the My Account page when Logged In

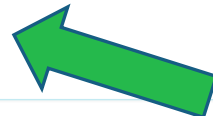
Show member information: All Members - The member's name will be displayed allow them to view their information.

Show Dues History: All Members - Member can view their dues information and history (if available).

Show Campaign Emails: All Members - View campaign emails that was sent to that member.

Show Finance Summary: Do Not Display - Member can view current total and each category total for the chapter.

Final - Submit



Do Not Display
Administrators Only
All Members
All in Roster
All Officers
2023 Dues
2022-2023 Dues
2022 Dues
2021-2022 Dues
2021 Dues
Regular
Family
Lifetime
4 member test
EMail Only Don White

NOTE: This information is strictly use

This is a FREE website with tools to help y Membership Roster, Send Email Campaign

Policy Privacy © Copyright 2022 Brevard Web Pro, Inc. group or family functions. Totally free; not a trial; with no ads or marketing! Leadership functions and tools include: ns, Calendar, Sign-in, Dues, Meetings, Event Mgmt., Resource Schedule, Finance, Survey and Reports / PDFs.



Chapter created, Options

1. Congratulations on your first chapter. Multiple chapters can be created, but are independent from each other..
2. Click on the “Show One” link on the right side to only show one chapter at a time.
3. Notice that the “Forum” and “Sign-In Sheet” icons are missing for your new “ABC 123” chapter.
4. Click on the “Member Roster” or “Import” icon to start adding your members.

Our Chapter Management Website

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Don Support - Update Profile Add your own chapter, group or family. Chapter Report

Chapter Management Functions - Show One

Chapter / Group	Member Roster	Campaigns Email/Text	Photos / Newsletters	Forums	Calendar	Sign-in Sheet	Dues	Meetings	Event Mgmt	Resource Schedule	Finance	Survey	Reports	Import Members
ABC 1 (New Chapter)														
ABC 123 (Somewhere, FL)														
9999 (Somewhere, USA)														

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Intro – Chapter Information



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[Login](#)

Welcome to the Our Chapter Management website - Group organization made easy

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, Attendance, 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.

Please click on the logo below for detailed chapter information.

[see more](#)

EAA 866

Titusville, FL (11 miles)



Meeting: 1st Wednesday of each month at 7pm

Address: 478 N. Williams Ave
Titusville, FL 32796

Phone:

Contact: [Send Message](#) - [Like to Join](#)

Spaceport 99s

Cocoa, Fl, FL (12 miles)



Meeting: 2nd Saturday at 10 am

Address: 2289 COX RD
Cocoa, Fl, FL 32926

Phone: 321-636-5346

Contact: [Send Message](#) - [Like to Join](#)

EAA 724

Merritt Island, Florida (13 miles)



Meeting: 2nd Wednesday of each month at 7pm

Address: 900 Airport Road
Merritt Island, Florida 32962

Phone: 321-266-7410

Contact: [Send Message](#) - [Like to Join](#)

- No chapter events have been found within 100 miles of your city or zip code.

1. Chapter Name – Provides the name, location and distance from the website user.

2. Information on the Meeting time and location.

3. Phone number for the chapter contact is optional.



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Conclusion / Questions

- * Questions / Comments: Use the “Contact Us” link
- * Best free website for organizations to manage and grow memberships.