

OurChapter.org

Sign-in Sheets for your meetings.

This video will show you how to use the "Sign-In Sheet" function for this Website.

- 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 options for filtering of membership names and extra blank pages added to Sign-in Sheet PDF.

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

All information entered is STRICTLY kept confidential. **

Don White – June 5, 2022

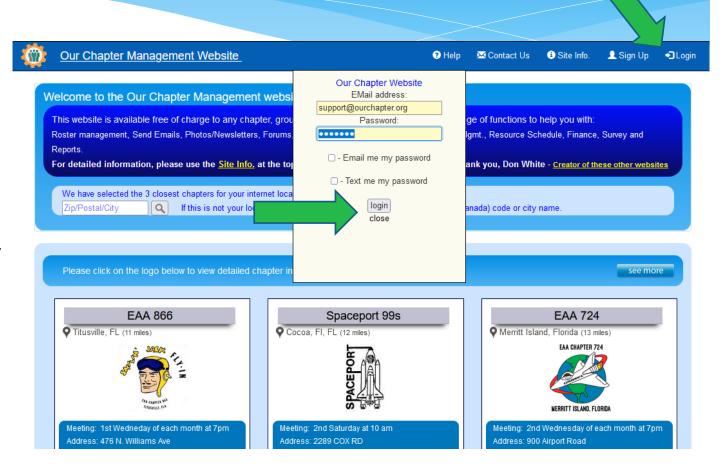
Designer and developer of YoungEaglesDay.org, EAABuildersLog.org and FlyingStart.org websites.

** 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.



Sign-In Sheet – First Login.

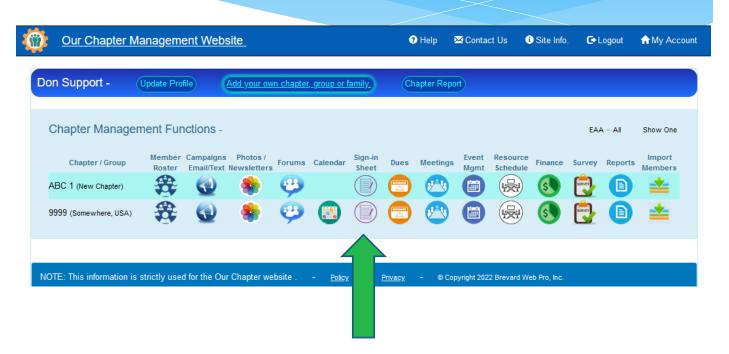
- 1. Use the "Login" link at the top right to Login into the website.
- **2.** Fill out your email and password and click the "Login" button in the window box.





Sign-in Sheet – Select

- **1.** To add or manage meeting information, just click on the "Sign-in Sheet" icon.
- 2. This will create a PDF file that you can print off for your meetings and help you will attendance tracking.

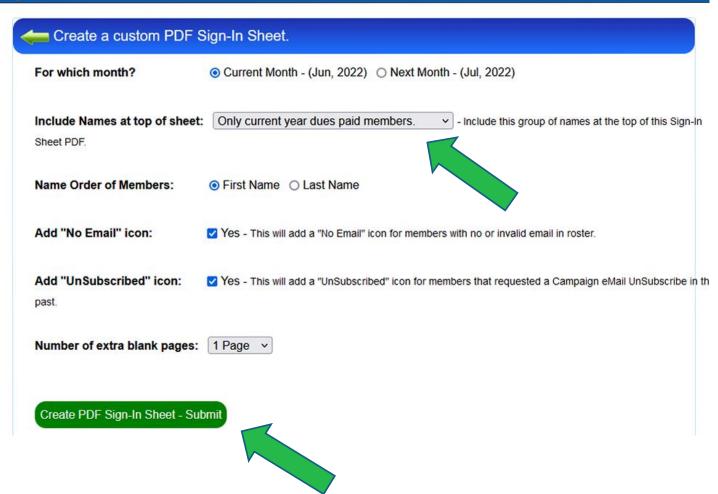




Sign-In Sheet – Create one



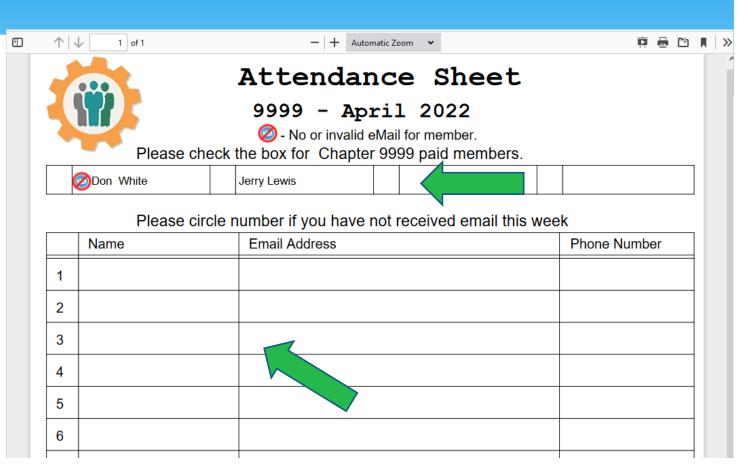
- **1.** Make your selections to customize your PDF "Sign-In Sheet".
- 2. You can filter the names at the top of this Sign-In Sheet by selecting the second option.
- **3.** If you want extra blank pages, select that number.
- **4.** Click the "Create PDF Sign-In Sheet" and your PDF will be created in it's own tab/window.





Sign-In Sheet – Example

- 1. Your paid Dues members will be listed at the top of this PDF sheet.
 Note the Invalid Email icon for Don White.
- **2.** New or expired members will be able to provide their information below.
- **3.** Just print this PDF file out for your meetings.



Conclusion / Questions

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