



# 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.

**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.   If this is not your location, please enter your (US or Canada) code or city name.

Please click on the logo below to view detailed chapter information.

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



# 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.

Our Chapter Management Website

Help Contact Us Site Info Logout My Account

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)														

NOTE: This information is strictly used for the Our Chapter website . - Policy Privacy - © Copyright 2022 Brevard Web Pro, Inc.



# Sign-In Sheet – Create one



Chapter Place Management Website

[Help](#)

[Contact Us](#)

[Site Info](#)

[Logout](#)

[My Account](#)

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.

← Create a custom PDF Sign-In Sheet.

For which month?

Current Month - (Jun, 2022)  Next Month - (Jul, 2022)

Include Names at top of sheet:

Only current year dues paid members. ▾

Sheet PDF.

Name Order of Members:

First Name  Last Name

Add “No Email” icon:

Yes - This will add a “No Email” icon for members with no or invalid email in roster.

Add “UnSubscribed” icon:

Yes - This will add a “UnSubscribed” icon for members that requested a Campaign eMail UnSubscribe in the past.

Number of extra blank pages:

1 Page ▾

Create PDF Sign-In Sheet - Submit



# 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.

1 of 1 Automatic Zoom

## Attendance Sheet

9999 - April 2022

 - No or invalid eMail for member.

Please check the box for Chapter 9999 paid members.

<input checked="" type="checkbox"/>	Don White	Jerry Lewis			
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Please circle number if you have not received email this week

	Name	Email Address	Phone Number
1			
2			
3			
4			
5			
6			



# Conclusion / Questions

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