



OurChapter.org

Keep track of your Membership Dues.

This presentation will show you how to use the “Dues” function for this Website.

- You can quickly indicate which members have paid their dues.
- You can select individual members or all at once.
- Dynamic search function to find your members in the list.
- You can allow members to pay their dues in advance or lifetime dues.
- Optional will add an entry into your finances for these dues.
- The system will automatically create groups to send emails to only dues members.
 - Selected by current or last and current years.

Don White – April 13, 2022

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

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Dues – 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. Enter your Zip/Postal/City and click the search icon. If this is not your location, enter your (Country (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



Dues – Membership

1. You can manage your membership dues by clicking the “Dues” icon.
2. The Dues updates will provide reports and will update your Member Roster.
3. Make sure you fill in the information on the “Dues” tab on the “Chapter Setup” link. If you are an administrator, you can do this by clicking the “Chapter/Group” name.

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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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Dues – Dues Type



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Count

1. Your member list will be displayed. You can change your “Default Paid on” date before you select the “Dues Type”.

2. Let’s start by selecting the “Dues Type” for a member and selecting it, ex: “Cash Family”.

Dues function - Search for names. Test Paypal - Reconcile Paypal - Report Log Default paid on: 04/13/2022 Show Hint

- # of Members: 9 --- 2021 paid dues: 2 --- 2022 paid dues: 2 --- 2023 paid dues: 0 Dues paid are good till: 12/31/2022

Change Member Type: - Automatically change the Roster "Member Type" based on "Dues Type" of either Family or Student.

Dues Type	Amount	Paid Thru	Name	Email	Paid On	Dues Thru	Edit
-	\$	mm/dd/yyyy	Angelina Reichert	Erwin221@alabamahomenetwoks.com	None	None	
✓ -	\$	mm/dd/yyyy	<u>Don White</u>	donwhite@ourchapter.org	12/20/2021	Dec 31,2022	
-	\$	mm/dd/yyyy	Don White	support@ourchapter.org	None	None	
-	\$	mm/dd/yyyy	Guest Member	guest	03/03/2021	Dec 31,2021	
-	\$	mm/dd/yyyy	James Kirk	jkirk@ourchapter.org	None	None	
✓ -	\$	mm/dd/yyyy	<u>Jerry Lewis</u>	jerryLewis@ourchapter.org	12/20/2021	Dec 31,2022	
-	\$	mm/dd/yyyy	Joe Jones	joe@ourchapter.org	03/03/2021	Dec 31,2021	
-	\$	mm/dd/yyyy	Mary Jones	maryjones@ourchapter.org	None	None	
-	\$	mm/dd/yyyy	Mr Spock	spock@ourchapter.org	None	None	

Apply to any fund - Dues Amount: \$ 0

Submit

NOTE: This is a FREE website with tools to help you manage your chapter, organization, group or family functions. Totally free; not a trial; with no ads or marketing! Leadership functions and tools include:





Dues – Do all members

1. This will change three of the fields for that member:

- Dues Amount.
- Paid Thru Date
- Paid On Date
- Total Dues (bottom)

2. If you have a “Finance Fund” created, you can select that fund and it will automatically create an entry for these dues.

3. You can do all of your members this way before clicking the “Make Dues Changes” button at the bottom.

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Dues function - Search for names. [Test Paypal](#) - [Reconcile Paypal](#) - [Report](#) [Log](#) Default paid on: 04/13/2022 [Show Hint](#)

- # of Members: 9 --- [2021 paid dues: 2](#) --- [2022 paid dues: 2](#) --- [2023 paid dues: 0](#) Dues paid are good till: 12/31/2022

Change Member Type: - Automatically change the Roster "Member Type" based on "Dues Type" of either Family or Student.

Dues Type	Amount	Paid Thru	Name	Email	Paid On	Dues Thru	Edit
-	\$	mm/dd/yyyy	Angelina Reichert	Erwin221@alabamahomenetworks.com	None	None	
✓ -	\$	mm/dd/yyyy	Don White	donwhite@ourchapter.org	12/20/2021	Dec 31,2022	Edit
-	\$	mm/dd/yyyy	Don White	support@ourchapter.org	None	None	
-	\$	mm/dd/yyyy	Guest Mem	Guest	03/03/2021	Dec 31,2021	Edit
-	\$	mm/dd/yyyy	James	jkirk@ourchapter.org	None	None	
✓ -	\$	mm/dd/yyyy	Jerry Lewis	jerryLewis@ourchapter.org	12/20/2021	Dec 31,2022	Edit
Cash - Family	30.00	12/31/2022	Joe Jones	joe@ourchapter.org	04/13/2022	Dec 31,2021	Edit
-	\$	mm/dd/yyyy	Mary Jones	maryjones@ourchapter.org	None	None	
-	\$	mm/dd/yyyy	Mr Spock	spock@ourchapter.org	None	None	

Finance fund: [Do not apply to any fund](#) Dues Amount: \$ 30

[Make Dues changes - Submit](#)

NOTE: This information is intended for the Our Chapter website...



Dues – Filter names/emails

1. You can dynamically filter your member list by entering the first few characters of either the member name or email. This will hide all members that do not have a “jon” in them.

2. Once you select the “Dues Type” for that member, just clear out the Search field to restore all members.

3. You can do all of your members this way before clicking the “Make Dues Changes” button at the bottom. All of your entries will be processed.

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Dues function - Search: jon Test Paypal Reconcile Paypal Report Log

Default paid on: 04/13/2022 Show Hint

of Members: 9 --- 2021 paid dues: 2 --- 2022 paid dues: 2 --- 2023 paid dues: 0 Dues paid are good till: 12/31/2022

Change Member Type: - Automatically change the Roster "Member Type" based on "Dues Type" of either Family or Student.

Dues Type	Amount	Paid Thru	Name	Email	Paid On	Dues Thru	Edit
Cash - Family	30.00	12/31/2022	Joe Jones	joe@ourchapter.org	04/13/2022	Dec 31, 2021	
-	\$	mm/dd/yyyy	Mary Jones	maryjones@ourchapter.org	None	None	

Finance fund: Do not apply to any fund - Dues Amount: \$ 30

Make Dues changes - Submit



Dues – Filter names/emails

1. Two types of Dues Reports are available. You can see which members paid for 2021, 2022 or 2023 on the bottom header links.

2. There is also a “Report” icon at the top. We will show you an example on the next page.

3. Example of the first type of report. Please note the Hint in yellow for dues history for that member..

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Dues function - Search for names. Test Paypal Reconcile Paypal Report LOG

Default paid on: 04/13/2022 Show Hint

- # of Members: 9 --- 2021 paid dues: 2 --- 2022 paid dues: 2 --- 2023 paid dues: 0 Dues paid are good till: 12/31/2022

Change Member Type: - Automatically change the Member Type based on "Dues Type" of either Family or Student.

Dues Type	Amount	Paid Thru	Name	Email	Paid On	Dues Thru	Edit
-	\$	mm/dd/yyyy	Lina Reichert	Erwin221@alabamahomenetworks.com	None	None	
✓ -	\$	mm/dd/yyyy	Don White	donwhite@ourchapter.org	12/20/2021	Dec 31,2022	
-	\$	mm/dd/yyyy	Don White	support@ourchapter.org	None	None	
-	\$	mm/dd/yyyy	Guest Member	guest	03/03/2021	Dec 31,2021	

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Chapter Membership Dues function - Members paid for 2022, Collected: \$ 50.00

- Hint: You can mouse over the members name to see the dues history.

Name - First	Email	Paid Thru	Paid On	Amount	Payment	Entered By
Lewis, Jerry	jerryLewis@ourchapter.org	Dec 31,2022	Dec 20,2021	\$ 30.00	CHECK-FAM ea	@yahoo.com
White, Don	donwhite@ourchapter.org	Dec 31,2022	Dec 20,2021	\$ 20.00	CASH-IND ea	@yahoo.com

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Dues – Report – PDF file

1. The “Report” icon will allow you to specify your report options:

- Dues Paid for
- Sort by
- Include Address, City

2. Select your options and process the “Create PDF” button on the right.

3. Example of this PDF report is at the bottom on this page.

Our Chapter Management Website Help Contact Us Site Info Logout ccount

Produce a dues PDF report. - Create PDF - Submit

Dues Paid: Current Year Only Sort: Last Name Include Address: Yes

NOTE: This information is for internal use only. It is not to be distributed outside of the organization, group or family functions. Totally free; not a trial; with no ads or marketing! Leadership functions and tools include: Viewing, Forums, Calendar, Sign-in, Dues, Meetings, Event Mgmt., Resource Schedule, Finance, Survey and Reports / PDFs.

This is a FREE website for your organization, group or family functions. Totally free; not a trial; with no ads or marketing! Leadership functions and tools include: Viewing, Forums, Calendar, Sign-in, Dues, Meetings, Event Mgmt., Resource Schedule, Finance, Survey and Reports / PDFs.

Membership Roster, ...

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Current Year Only
 Include last year
 Last 2 years
 Last 3 years
 All in Roster
 All Members
 Not Paid - Current year
 Not Paid - Last year
 Not Paid - 2 years
 Not Paid - 3 years
 Not Paid - All Members

Sample PDF Dues Report

		Dues Report		Page: 1
		9999 - April 2022		
# of Members that paid from 2020: 4, Families: 2				
Name	Email	Phone	Last Dues	
Jones, Joe	joe@ourchapter.org	800-800-9999	2021-Ind	
Lewis, Jerry	jerryLewis@ourchapter.org		2022-Fam	
Member, Guest	guest		2021-Fam	
White, Don	donwhite@ourchapter.org	321-800-8000	2022-Ind	



Dues – PayPal options

1. If you entered the PayPal button code on the Setup – Dues tab, these two buttons will display.

- Test PayPal
- Reconcile PayPal

2. Below is your working “PayPal” Donate button. These dues will only go directly into your PayPal account.

3. The “Reconcile PayPal” button will display instructions on how to create an export file to upload into this Dues function.

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Dues function - Search for names. Test PayPal - Reconcile PayPal - Report Log Default paid on: 04/13/2022 Show Hint

- # of Members: 9 --- 2021 paid dues: 2 --- 2022 paid dues: 2 --- paid dues: 0 Dues paid are good till: 12/31/2022

Change Member Type: - Automatically change the Roster "Member Type" based on "Dues Type" of either Family or Student.

Dues Type	Amount	Paid Thru	Name	Email	Paid On	Dues Thru	Edit
-		mm/dd/yyyy	Annalyn Reich	Fwin221@alshamshomework.com	None	None	

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Paypal Dues / Donate Function - Instructions to Reconcile PayPal Report. -

This is your test PayPal button for dues / donations.

Donate

VISA



Dues – Weblink & Log

1. The “Weblink” will display HTML that you can insert into your existing chapter website to display the PayPal Donate button.

Here is a weblink that you can copy and paste into your website for this chapter/group.

Pre-View Web Page Format: [Members Dues w/ PayPal](#)

Copy and paste this HTML into your website as HTML for your Dues.

```
<iframe src="https://ourchapter.org?ocmembduespp&ch=7h6gAQWxR" style="border:none;" width="800" height="700"></iframe>
```

2. The “Log” icon will display all activity with this Dues function. This is read-only and can not be modified.

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Change Log for dues.

Date	Update by	Changed Member	Cmd	Changes
Dec 20,2021 11:52am	Don White	Jerry Lewis	DUES	Comment:Dues till:2022-12-31, Paid on:2021-12-20, Amount:30.00
Dec 20,2021 11:51am	Don White	Don White	DUES	Comment:Dues till:2022-12-31, Paid on:2021-12-20, Amount:20.00
Mar 03,2021 03:08pm	Don White	Don White	DUES	Comment:Dues till:2021-12-31, Paid on:2021-03-03, Amount:20.00
Mar 03,2021 03:08pm	Don White	Guest Member	DUES	Comment:Dues till:2021-12-31, Paid on:2021-03-03, Amount:30.00
Mar 03,2021 03:08pm	Don White	Jerry Lewis	DUES	Comment:Dues till:2021-12-31, Paid on:2021-03-03, Amount:20.00
Mar 03,2021 03:08pm	Don White	Joe Jones	DUES	Comment:Dues till:2021-12-31, Paid on:2021-03-03, Amount:20.00

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Conclusion / Questions

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