



OurChapter.org

Meeting, Attendance and
Action Items for chapter.

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

- Create meeting information, including date, time, place, summary, minutes and category.
- Track the attendance of your members for your meetings.
- Provide counts of member participation across all of your meeting by year.
- Action Items can be created and tracked. They will show on your “My Account” page.
- Provide a Lock function so the meeting notes can not be modified by anybody.
- WebLink function is available so you can display the meeting notes on your website.

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

All information entered is STRICTLY kept confidential. **

Don White – Oct 20, 2023

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.



Meetings – 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. Zip/Postal/City [input] [search] If this is not your location, please enter your (US or Canada) code or city name. [input]

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

EAA 866
Titusville, FL (11 miles)

Meeting: 1st Wednesday of each month at 7pm
Address: 476 N. Williams Ave

Spaceport 99s
Cocoa, FL, FL (12 miles)

Meeting: 2nd Saturday at 10 am
Address: 2289 COX RD

EAA 724
Merritt Island, Florida (13 miles)

Meeting: 2nd Wednesday of each month at 7pm
Address: 900 Airport Road



Meetings – Add one

1. To add or manage meeting information, just click on the “Meetings” icon.
2. You can optionally enter attendance records to your meetings.

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

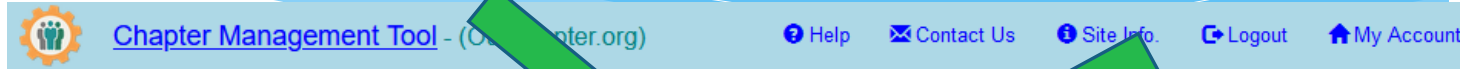
Chapter Management Functions - EAA - All Show One

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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Meetings – Add one



Meeting has been Locked.

Chapter Meeting and Attendance - Add a New Meeting Action Items WebLink

Hint: you can click on the meeting 'Title' to view/edit or click on '# Attend' for attendees.

Date	Title	# Attend	Minutes	PDF	Modified	Modified by
Nov 16, 2020	Winter Meeting	3	✓		Apr 14, 2022	
Sep 5, 2020	Fall Gathering	4	✗		Nov 16, 2020	
Jun 13, 2020	Summer Gathering	4	✗		Nov 16, 2020	

1. You can click on the “Add a New Meeting” button or click on the Meeting Title below to edit / view this meeting.

2. You can create and monitor “Action Items” from this page.

3. The Lock icon indicates that these minutes are locked and not be modified.

4. The green checkmark indicates that meeting minutes have been provided for that meeting.

5. You can create a PDF report for this Meeting Notes by click on the PDF icon.

6. The “WebLink” icon will create a customized meeting report for your existing website.



Meetings – Edit it



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1. Fill in the information about your meeting.
2. The “Calendar” option will automatically create a calendar entry for this meeting.
3. The “Category” will automatically create a “Photo” entry with that Category so that if you use the “Weblinks”, the meeting will be displayed automatically.
4. When “Attendance” is entered, your members will be displayed here.

← Meeting: Nov 16,2020 - Winter Meeting Delete

Title: **Date:**

Location:

Summary:

Minutes:

Calendar: - Automatically include in your chapter calendar? (Future)

Category: - (In Development) - This category will automatically save this meeting information in your Photos/Newsletter function.

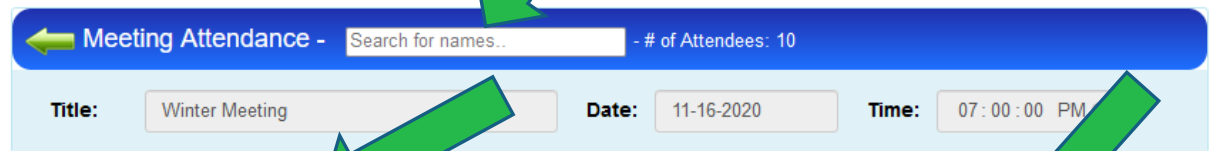
List of members that attended this meeting: 3

-----	-----	-----	-----
Jones, Joe	Lewis, Jerry	Member, Guest	

-



Meetings – Attendance



Check All Uncheck All

Attend	Name	Email	# in 2022	# in 2021	Total #	Latest Attended Meeting Dates
<input checked="" type="checkbox"/>	Lewis, Jerry	jerryLewis@ourchapter.org	0	0	2	Nov 16, 2020, Jun 13, 2020
<input type="checkbox"/>	White, Don	donwhite@ourchapter.org	0	0	0	
----- Start of expired dues members -----						
<input checked="" type="checkbox"/>	Jones, Joe	joe@ourchapter.org	0	0	3	Nov 16, 2020, Sep 5, 2020, Jun 13, 2020
<input type="checkbox"/>	Jones, Mary	maryjones@ourchapter.org	0	0	2	Sep 5, 2020, Jun 13, 2020
<input type="checkbox"/>	Kirk, James	jkirk@ourchapter.org	0	0	0	
<input checked="" type="checkbox"/>	Member, Guest	guest	0	0	2	Nov 16, 2020, Sep 5, 2020
<input type="checkbox"/>	Reichert, Angelina	Erwin221@alabamahomenetwoks.com	0	0	0	
<input type="checkbox"/>	Spock, Mr	spock@ourchapter.org	0	0	2	Sep 5, 2020, Jun 13, 2020
<input type="checkbox"/>	White, Don	support@ourchapter.org	0	0	0	

Make Attendance changes - Submit

1. Clicking on the “Attendance” button will provide you a list of members, with current “Dues” members first.
2. The “Check All” and “Uncheck All” button can make your selections easier.
3. The “Search for Names” box can be used to hide members that matching the first few characters of the “Name” or “Email”. Erase that box to restore members. Previous checked members will not be changed.
4. Last four meeting dates will be displayed.



Meetings – Action Items

1. Action Items can be created by clicking the “Add a New Action Item” button.
2. A list of active “Action Items” and completed ones are listed on this page.
3. The “Action Items” assigned to other members will be shown on the private “My Account” page.
4. Additional report and graphics will be available in the future.
5. Let go see how to create an “Action Item”.

Our Chapter Management Website help Contact Us Site Info My Account

Action Items - Add a New Action Item

Hint: you can click on the Action Item 'Title' to view/edit .

Status	Title	Assigned To	Assigned	Date Due	Priority	Created by
In progress	Action Item 1	James Kirk	Jun 27,2022	Jul 08,2022	Medium	Self
Over due	Action Item 2	Jerry Lewis	Jun 06,2022	Jun 24,2022	Very high	Self

List of Completed Action Items.

Completed	Title	Assigned To	Assigned	Date Due	Priority	Created by
	Completed Action Item	Mr Spock	Jun 05,2022	Jun 09,2022	Very low	Self



Create an “Action Item”

1. Just fill in the fields for this new Action Items.

2. To Assign this action item to a member, just type the first few letters and the list will dynamically be filtered for either first or last name matches. They select the member name in the blue box to be assigned.

3. You can assign “Priority” and “Status” to this Action Item.

4. Putting in a “Date Due” will help track this action items.

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Action: - New Action

Title: Action Item 4 Start Date: 06/27/2022 Time: -- (Optional)

Priority: 3-High Status: In Progress Date Due: mm/dd/yyyy Private: - Private action item?

Assign To: Search..

Jerry Lewis
Joe Jones
Mary Jones
Mr Spock
Number of Members: 1

Details: Details about this action item.

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Action Item changes - Submit



My Account - Action Items

1. Action items that were created by you or assigned to you will display on the “My Account” main page.

2. You can click on the “Action Item Title” to view this action item.

3. You can also “Hide” any action items up to the Due Date.

4. All “Action Items” will be displayed here even if they are from several chapters.

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Don White - Up Profile Add your own chapter, group or family

Action Items that are assigned to you.

Date Due	Hide	Left	Chapter	Action Item Title
Jun 09, 2022	Select	18 days	9999	Completed Action Item
Jun 24, 2022	Select	3 days	9999	Action Item 2
Jul 04, 2022	Select	1 week	Merritt Island Pilot Lunch	Mike's Birthday
Jul 08, 2022	Select	11 days	9999	Action Item 1
Dec 31, 2022	Select	188 days	9999	Action Item 4



Meeting Weblink function

1. In the Meeting function, there are several ways to display your meeting notes on your website. This will customize your “Weblink” for your chapter.

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Chapter Meeting and Attendance - Add a New Meeting | Action Items | Weblinks

Hint: you can click on the meeting 'Title' to view/edit or click on '# Attend' for attendees.

Date	Title	# Attend	Minutes	PDF	Modified	Modified by
Sep 13, 2023	Sept 2023 - Gathering	26	⊗		Sep 14, 2023	easyhouse@yahoo.com
Jul 12, 2023	July 2023 - Gathering	24	⊗		Jul 17, 2023	easyhouse@yahoo.com
Mar 8, 2023	EAA 724 - BOD Meeting	8	✓		Oct 17, 2023	easyhouse@yahoo.com
Jun 8, 2022	June-2022 Gathering	19	⊗		Jul 17, 2023	easyhouse@yahoo.com
May 11, 2022	May 2022 - Gathering	27	⊗		Jul 15, 2023	
Apr 13, 2022	April 2022 - Gathering	24	⊗		May 30, 2022	
Jan 8, 2022	low country boil	14	⊗		Apr 5, 2022	
Nov 17, 2021	Pilot Meeting	2	⊗		Dec 24, 2021	
Jul 15, 2021	Chapter Gathering	10	⊗		Jul 15, 2021	
Dec 26, 2020	Meeting	13	⊗		Dec 26, 2020	

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Meeting Weblink function



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1. In the Meeting function, there are several options to change your meeting notes information for this “Weblink”.

2. You can choose to display 1, 2 or all meeting notes using this one Weblink.

3. You can display only “Locked” meeting notes and choose to display attendees names.

4. The Iframe HTML will display that dynamic Meeting Notes on your existing website.

 Meeting Weblink Setup. This will allow you to create a customized meeting notes list on your external website.

Show Meetings: - Only show these meetings on your website.

Show Locked: - Checked to only show locked meeting notes.

Show Attendees: - Checked to show attendees in your meetings.

You can [View](#) this weblink now.

Copy and paste the blue highlighted HTML into your website as HTML for your meeting notes

```
<div><iframe src="https://ourchapter.org?ocmeetingshowwl&ch=7TkrIA5ge89U24o9Bg" style="border:none;" width="100%" height="2000"></iframe></div>
```

[Create/Change Weblink - Submit](#)

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Meeting WebLink function

1. When you click the “View” link, this will display what it will look on your website.
2. You can also click on the meeting “Title” and this will expand that display with detailed information in the meeting notes
3. If you selected to display attendees, the list of member names will display at the bottom of the meeting notes.

Meeting List : EAA 724 Provided by OurChapter.org website
* Note: You can click on the meeting title to see detailed meeting information.

Meeting Date	Title
Sep 13, 2023 at 7:00 pm	Sept 2023 - Gathering
Jul 12, 2023 at 7:00 pm	July 2023 - Gathering
Title: July 2023 - Gathering	
Date: Jul 12, 2023	Time: 7:00 pm
Location: EAA 724 Hut	
Summary: Don Weaver presentated a trophie for the Gold Star Young Eagles Event.	
Minutes:	
Mar 8, 2023 at 7:00 pm	EAA 724 - BOD Meeting
Jun 8, 2022 at 7:00 pm	June-2022 Gathering
May 11, 2022 at 7:00 pm	May 2022 - Gathering
Apr 13, 2022 at 7:00 pm	April 2022 - Gathering
Jan 8, 2022 at 7:00 pm	low country boil
Nov 17, 2021	Pilot Meeting
Jul 15, 2021	Chapter Gathering
Dec 26, 2020	Meeting



Conclusion / Questions

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