



# OurChapter.org

Survey your members.

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

- Email survey function to know what your membership is looking for.
- Predefined groups or create your own custom group for survey.
- Fully customizable questions and answer types.
- Graphical and listing reports for your results.
- Be able to track who opened up the survey, completed the survey, or unsubscribed.
- Optional Anonymous option. Detailed individual reports available if anonymous is not selected.

All information entered is STRICTLY kept confidential. \*\*

Don White – April 15, 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.



# Survey – 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 or City Name (if this is not your location, please enter the (Canada) code or city name.)

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

**Our Chapter Website**  
EEmail address: support@ourchapter.org  
Password: [masked]  
 - Email me my password  
 - Text me my password  
login close

**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)  
EAA CHAPTER 724  
MERRITT ISLAND, FLORIDA  
Meeting: 2nd Wednesday of each month at 7pm  
Address: 900 Airport Road



# Survey – Get started

1. To add or manage your member survey's, just click on the “Survey” icon.

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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# Survey – Add one

1. You can click on the “Create a New Survey” button or click on the Survey Title below to edit / view this survey.

Our Chapter Management Website

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Chapter Survey - Create a new survey

SURVEY TITLE	CREATED	GROUP	SENT OUT	RESEND	EMAILS	OPENED	DONE	UNSUB
Young Eagle IPF's - (Results)	Mar 16, 2022 9:00 am	Young Eagle Pilots (33)	Mar 22, 2022 7:56 am	ReSend	20	0	14	0
Young Eagles Rally - (Results)	Jan 11, 2022 3:40 pm	Young Eagle Pilots (33)	Jan 15, 2022 8:19 am	ReSend	31	0	23	0
Poker Run de-brief - (Results)	Nov 02, 2021 3:07 pm	Poker Run participants (24)	Nov 02, 2021 3:50 pm	ReSend	24	0	7	0

Please click on the Survey Title to edit.

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# Survey – Add one

1. There are four tabs at the top for any Survey.

2. Please fill out each field and click the “Continue to Step 2” button at the bottom.

Our Chapter Management Web

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1 General 2 Email 3 Themes 4 Questions

--- 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 this survey.

**Survey Title:**  Enter your survey title name (Maximum of 30 characters).

**Closed Date:**  Format: MM/DD/YYYY - Enter when you want the survey to close.

**Anonymous:**  - Check if you want this survey to be anonymous.

[Continue to Step 2 - Submit](#)

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# Survey – Custom Message

1. The “Email” tab will allow you to select your Group of members that will participate in this survey.

2. Please fill out the custom body of your email that will be sent to each member. The “Survey Link” button will automatically be below this message.

3. Click the “Continue” button at the bottom.

Our Chapter Management Website

Help Contact Us Site Info Logout My Account

1 General 2 Email 3 Themes 4 Questions

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

Please select your email group and email for survey.

Survey Group: 4 member test Edit a group record - Please select the email list or group to send this campaign to.

Email: To: (Member's First Name),

Please complete this survey for our chapter.

Survey Link

Thank you,  
Don White

Continue to Step 3 - Submit



# Survey – Questions

1. The “Theme” tab is a future option.

2. This is the “Question” tab. To start, please click on the “Add a New Question” button at the top.

3. Only click the “Complete Survey” button at the bottom after you entered all of your questions.

The screenshot displays the 'Our Chapter Management Website' interface. At the top, there is a navigation bar with links for 'Help', 'Contact Us', 'Site Info', 'Logout', and 'My Account'. Below this, there are four tabs: 'General', 'Email', 'Themes', and 'Questions'. The 'Questions' tab is selected and highlighted in blue. A yellow banner across the tabs contains the text: '-- Please click on the GREEN button at the bottom to add a new question or change any information on this page. --'. Below the tabs, there is a blue header area with the text 'Ask Participants these Questions:' and a green button labeled 'Add a new Question'. A green arrow points to this button. Below the header, there is a text input field with the placeholder text 'Survey: Please use the "Add a New Question" button above to add survey questions.' At the bottom of the input field, there is a green button labeled 'Complete Survey - Submit'.



# Survey – Answer types

1. Enter your first “Question”.
2. There are five “Types” of answers.
  - Input Field (Fill in)
  - Single Choice
  - Multiple Choice
  - Number with range
  - Multiple lines (fill in)
3. Fields will dynamically change depending on the “Type” selected.
4. Next page will show a multiple choice answer.

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1 General 2 Email 3 Themes 4 Questions

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

### New Question for your Survey

**Question:**

**Type:**  - Please select the type of question that you will be asking.

**Length:**  - - Size of field in characters, limit 0 thru 80.

**Placeholder:**  - - Placeholder text that will be in the input field.

**Placement:**  - Place this question after this other question.

[Save your question - Submit](#)





# Survey – Multiple Choice

1. Select the “Type” of “Multiple Choice”.
2. “Answer 1” will then appear. To add additional Answers, click the “Add New Answer Field” button.
3. Fields will the Answer fields and select the “Placement” of this Question. The default will be the last question.
4. Click the “Save your Question” button to continue.

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1 General 2 Email 3 Themes 4 Questions

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

← New Question for your Survey

Question: Second Question - Which cars have you owned in your life?

Type: Multiple Choice

#: Add New Answer Field + - - Add a new multiple choice answer that will be used, limit 1 thru 30.

Answer 1: Buick

Answer 2: Ford

Answer 3: Chevy

Placement: First sample question - What was your first car model? - Place this question after this other question.

Save your question - Submit



# Survey – Multiple lines

1. Select the “Type” of “Text field” for multiple line answer.
2. Select the number of lines that you want.
3. This type of question is handy to ask an open ended question, like comments.
4. Click the “Save your Question” button to continue.

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General Email Themes Questions

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

← New Question for your Survey

Question: Third Question - Fill in with multiple lines example?

Type: Text field (Multiple lines)  Select the type of question that you will be asking.

Lines: 3 -- Size of lines in this text field, limit 1 thru 30.

Placeholder: Other comment\$ -- Placeholder text that will be in the text field.

Placement: Same Postion -- Place this question after this other question.

Save your question - Submit



# Survey – Completed

1. Here is what your Survey will look like.

2. To edit a “Question”, click on that question.

3. If you are happy with those questions, click the “Complete Survey” button.



# Survey – Send it Out

1. To email your survey to your Members, click the “Send Out Now” link.

2. If you send it out to 1 or 2 emails, the survey will remain editable. If you send it out to more, the Survey will be in Read-Only mode.

3. The “Send Out Now” link will remain if only 1 or 2 emails are sent.

Our Chapter Management Website

Chapter Survey - [Create a new survey](#)

SURVEY TITLE	CREATED	GROUP	SENT OUT	RESEND	EMAILS	OPENED	DONE	UNSUB
<a href="#">Sample Survey - (Results)</a>	Apr 15, 2022 11:59 am	EEmail Only Don White (1)	<a href="#">SEND OUT NOW</a>	ReSend	0	0	0	0
<a href="#">Young Eagle IPP's - (Results)</a>	Mar 16, 2022 9:00 am	Young Eagle Pilots (33)	Mar 22, 2022 7:56 am	ReSend	20	0	14	0
<a href="#">Young Eagles Rally - (Results)</a>	Jan 11, 2022 3:40 pm	Young Eagle Pilots (33)	Jan 15, 2022 8:19 am	ReSend	31	0	23	0
<a href="#">Poker Run de-brief - (Results)</a>	Nov 02, 2021 3:07 pm	Poker Run participants (24)	Nov 02, 2021 3:50 pm	ReSend	24	0	7	0

Please click on the Survey Title to edit.

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# Survey – After sent out

1. The “Emails” column will display the number of emails sent out. Because the group will only 1 member for testing, it will show “1”.
2. You can click on the “Survey Title” to change your “Group” for this survey.
3. Let’s see how the Email looks to your members.

Our Chapter Management Website

Help Contact Us Site Info Logout My Account

Email+ Sent: eas@...@rhoo.com.

Chapter Survey - Create a new survey

SURVEY TITLE	CREATED	GROUP	SENT OUT	RESEND	EMAILS	OPENED	DONE	UNSUB
Sample Survey - (Results)	Apr 15, 2022 11:59 am	EEmail Only Don White (1)	SEND OUT NOW	ReSend	1	0	0	0
Young Eagle IPF's - (Results)	Mar 16, 2022 9:00 am	Young Eagle Pilots (33)	Mar 22, 2022 7:56 am	ReSend	20	0	14	0
Young Eagles Rally - (Results)	Jan 11, 2022 3:40 pm	Young Eagle Pilots (33)	Jan 15, 2022 8:19 am	ReSend	31	0	23	0
Poker Run de-brief - (Results)	Nov 02, 2021 3:07 pm	Poker Run participants (24)	Nov 02, 2021 3:50 pm	ReSend	24	0	7	0

Please click on the Survey Title to edit.

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# Survey – Member’s Email

1. The Member’s Email will look like this with your custom message and the “Survey Link” button.

2. When the “Survey Link” button is clicked, the Survey will begin.

• Survey request from EAA 724 Chapter -

Yahoo/Inbox ★



• **OurChapter Support** <support@ourchapter.org>  
To: Chapter member.

🖨️ Fri, Apr 15 at 12:40 PM ★

Problems viewing? [click here](#). We value your [feedback](#). Not interested anymore? [unsubscribe](#).



EAA 724

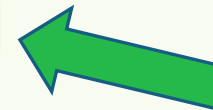
Please do not reply to this email address. Submit questions using the "[Contact Us](#)" website link.

Hi Don,

Don White has invited you to participate in a survey for our "EAA 724" website.

Please complete this survey for our chapter.

[Survey Link](#)



Thank you,  
Don

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### Sign in to your account:

To sign in, please go to: <https://ourchapter.org> and click on the "Login" link on the top right.

We hope you enjoy this website and to spread the adventure of it.

P.S. If you have any suggestions or comments, please use the "[Contact Us](#)" link on our website.


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# Survey – Member’s Email

1. The member will then fill out the three questions.

2. When the “Submit Survey” button is clicked, the member will get a thank you screen.


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**Survey Request from: EAA 724 - Don White**

**Title:**            Sample Survey

**Survey:**

- 1: First sample question - What was your first car model?
- 2: Second Question - Which cars have you owned in your life?
  - Buick
  - Ford
  - Chevy
- 3: Third Question - Fill in with multiple lines example?

[Submit Survey - Done](#) 

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# Survey – See results

1. To view the Survey results, click on the “Results” link next to the Survey Title.

2. Notice that the number of “Done” surveys is now “1”.

Chapter Survey - [Create a new survey](#)

SURVEY TITLE	CREATED	GROUP	SENT OUT	RESEND	EMAILS	OPENED	DONE	UNSUB
<a href="#">Sample Survey - (Results)</a>	Apr 15, 2022 11:59 am	EEmail Only Don White (1)	SEND OUT NOW	ReSend	1	0	1	0
<a href="#">Young Eagle IPF's - (Results)</a>	Mar 16, 2022 9:00 am	Young Eagle Pilots (33)	Mar 22, 2022 7:56 am	ReSend	20	0	14	0
<a href="#">Young Eagles Rally - (Results)</a>	Jan 11, 2022 3:40 pm	Young Eagle Pilots (33)	Jan 15, 2022 8:19 am	ReSend	31	0	23	0
<a href="#">Poker Run de-brief - (Results)</a>	Nov 02, 2021 3:07 pm	Poker Run participants (24)	Nov 02, 2021 3:50 pm	ReSend	24	0	7	0

Please click on the Survey Title to edit.





# Survey – See results



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1. Your fill in the field answers will all be displayed.

2. If it's a number, single choice or multiple choice, you will get a graph of the answers.

3. You can see all of the “Individual Results” by clicking the button at the top.

← Survey Results = Sample Survey - Number of Responses: 1 - **Individual Results** →

Question #1 - First sample question - What was your first car model?  
Answer #1 - Buick L

Question #2 - Second Question - Which cars have you owned in your life?

Car Model	# of answers
Buick	1
Ford	1
Chevy	0

Question #3 - Third Question - Fill in with multiple lines example?  
Answer #1 - This is a comment test.

Display all Members who answered the survey:



# Conclusion / Questions

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