OurChapter.org

Import your members into the Member Roster.

This presentation will show you how to use the "Import" function for this Website.

➢ Import existing CSV file in any format to easily populate your membership roster.
➢ Uses the labels of the existing CSV file to best guess at column matching.
➢ Conformation page before the importing into the Member Roster.
➢ EAA only - works with export function from EAA Roster website.
➢ EAA only - if chapter president or Y.E. Coordinator, look for Young Eagles Day Users to import.

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

All information entered is STRICTLY kept confidential. **

Don White – April 15, 2022
Designer and developer of YoungEaglesDay.org, EAABuildersLog.org and FlyingStart.org websites.
* Not officially supported by EAA.ORG
** 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.

Import – 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.

Import – Import one

1. To "Import" a CSV file into the "Member Roster" function.

2. You can manually enter member information directly using the "Member Roster" function.

Import – Your CSV, VCF or Export file

1. The CSV file can be in any number of columns, but it's best to have it in Comma's separating the fields.

2. Putting a Header Line as the first record in the CSV helps with assigning fields to Import.

3. Click the "Browse Files" button or Drag & Drop your CSV file and click the "Upload" button.

⬅ **Chapter Roster Import and Update** - Currently this function only accepts CSV, VCF or Export(JSON) formatted files.

Upload Chapter Roster CSV, VCF or Export(JSON) File:

Drag&Drop files here

or

Browse Files

Upload the Chapter Roster CSV, VCF or Export(JSON) File - Submit

4. This function will also import VCF (Contact List format) and Export (JSON) files. To create a Export file, please see the Report function.

Import – Assign Fields

1. This page will display the first five lines of your CSV file.

2. Use the Pull Down "Common Field Name" and correctly assign the columns to the fields.

3. Click the "Roster Record Field Information" button to continue to the next step.

4. At this point, you have NOT imported any records.

Import – Confirm members

1. This page will verify your Imports.

2. It uses the email address to see if existing members are already in the "Roster" or a new Member.

3. Uncheck the name if you do not want to Import that member.

4. When done, click the "Roster Record – Update" button to Import the checked members.

Our Chapter Management Website   ❓ Help   ✉ Contact Us   ℹ Site Info.   🔌 Logout   🏠 My Account

Chapter Roster Update - Show all New or Updated Fields - Import File: TestCSV.csv - Entries: 4

Please review these members and click the SUBMIT button at the bottom of this page to IMPORT your members.

Name	Differences or New - New Members: 2, Updated Members: 0
☑ Don White	New Member - Email:jstm~~~~~~~~~~~~~thlink.net
☑ Don2 White	New Member - Email:jab~~~~~~~~~~~~~~~cast.net

Roster Record - Update Selected Records - Submit

Import – EAA Only

1. If you are a EAA Chapter president or Young Eagle Coordinator, have this additional information on the Import function.

2. This looks at the Users from other EAA website to import your member from.

3. Check the names if you want to import that member into your Roster.

Conclusion / Questions

* Questions / Comments: Use the "Contact Us" link

* Best free website for organizations to manage and grow memberships.