



# 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.

**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, please enter your (Country (Canada) code or city name.

Zip/Postal/City  If this is not your location, please enter your (Country (Canada) code or city name.

E-Mail address: support@ourchapter.org

Password:

- Email me my password

- Text me my password

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

**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



# 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.

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.



# Import – Your CSV, VCF or Export file



[Our Chapter Management Website](#)

[Help](#)

[Contact Us](#)

[Site Info.](#)


[Logout](#)

[My Account](#)

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 – Confirm members



[Our Chapter Management Website](#)

[Help](#)

[Contact Us](#)

[Site Info.](#)

[Logout](#)

[My Account](#)

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.

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
<input checked="" type="checkbox"/> Don White	New Member - Email:jstrxxxxxxxxxxxxxxxxxxxxhlink.net
<input checked="" type="checkbox"/> Don2 White	New Member - Email:jabxxxxxxxxxxxxxxxxxxxxcast.net

Roster Record - Update Selected Records - Submit

This information is strictly used for the Our Chapter website. © Copyright 1999-2022 Roster Web Pro, Inc.





# 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.


Our Chapter Management Website [Help](#) [Contact Us](#) [Site Info](#) [Logout](#) [My Account](#)

← Chapter Roster Import and Update - Currently this function only accepts CSV formatted files.

- You currently have the following 1 members that are not part of your chapter roster

Name	Email	Phone	Address	City, State
<input type="checkbox"/> M.....they	m.....veyom	3.....2-8	17.....61 Ln	Clermont, FL

**Upload Chapter Roster CSV File:**



Drag&Drop files here

or



# Conclusion / Questions

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