



# OurChapter.org

## Report and Exporting function.

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

- Select from different membership types and dues status.
- Multiple graphical chart types, including weblinks.
- Member Photos PDF with multiple sizes.
- Customize PDF reports, up to 4 lines per member.
- Export your member roster to an Excel Spreadsheet.
- Create mailing address labels for your members, with options.
- Export your member roster to a Export or JSON formatted file. This is used to import into another chapter.
- Includes photos from the membership roster function.
- Create a list emails that can be copies and pasted into your personal email application.

This website is FREE to use with any chapter.

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

Don White – March 6, 2024

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.



# Reports – 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 and 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 If this is not your location, enter your (Canada) code or city name.

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

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



# Reports – Getting Started

1. To add or manage meeting information, just click on the “Reports” icon.

2. Other Reports are found in other functions, such as “Sign-In Sheet”, “Dues”, “Finance”, etc.

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)														

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# Reports – Options

1. The function will create custom Reports via a PDF file or Excel spreadsheet.
2. You can select “Dues Paid” filter, Group Filter and the sort order for your Reports.
3. Click the “Display Records” button to continue.

Our Chapter Management Web

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Produce a member report. - Change report format.

Dues Paid: N/A Filter: All Members Sort: Last Name Display Records - Submit # of Members:

Please select the three pulldown options and click the "Display Records - Submit" to see the member list for your report.

NOTE: This information is strictly used for the O

This is a FREE website with tools to help you manage your Membership Roster, Send Email Campaigns, Photos/News

family functions. Totally free; not a trial; with no ads or marketing! Leadership functions and tools include: Sign-in, Dues, Meetings, Event Mgmt., Resource Schedule, Finance, Survey and Reports / PDFs.

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# Reports – Options



← Reports. - [Change format](#) [Charts](#) [Excel File](#) [PDF File](#) [Photo PDF](#) [Emails](#) [VCF](#) [Export](#) [Mailing](#)

Dues Paid:  Filter:  Sort:  [Display Records - Submit](#) # of Members: 8

NAME	DUES	TYPE	EMAIL	PHONE	JOINED	EAA #	EAA Expire	You	Bkgn	Check
Joe Jones		Regular	joe@ourchapter.org	800-800-9999						
Mary Jones		Regular	maryjones@ourchapter.org	800-555-1212						
James Kirk		Regular	jkirk@ourchapter.org	321-555-1212						
Jerry Lewis		Honorary	jerryLewis@ourchapter.org							
Guest Member		Regular	guest							
Mr Spock		Lifetime	spock@ourchapter.org							
Don White		Regular	donwhite1@ourchapter1.org	321-800-8000						
Don White		Regular	support@ourchapter.org	321-555-1212				Jan 24,2016	Jan 25,2016	

1. A list of your members will be shown.

2. You can select “Charts”, “Excel File”, “PDF File”, “Photo PDF”, “Emails”, “VCF”, “Export” or “Mailing” button to create a report for those members.

3. We will click the “PDF File” button.

4. The Export button will create a Export or JSON formatted file. This is used to easily import your members into anther chapter or to save members.



# Reports – Options

1. Just select the type of PDF layout that you want by clicking the “Create PDF Report” button by the layout.

2. If you want to modify that layout, click on “Modify This Report” button.

3. If you want to create a new layout, click the “Create New Layout” button at the top.

4. We will show you the “Create PDF Report” button now.

Our Chapter Management Website help Contact Us Site Info Logout My Account

Select format for your PDF file. - Create New Layout

Layout Title	Modified	Last Email
Create PDF Report - Modify this Report Standard 1 Line	Mar 20,2022 11:04am	e...@...asy100.com
<input type="text"/> Last Name <input type="text"/> Nick Name <input type="text"/> Email <input type="text"/> Cell Phone <input type="text"/> Member #		
Create PDF Report - Modify this Report Standard 3 line w/ Picture	Feb 13,2022 12:55pm	ea...@...syt.com
<input type="text"/> Picture <input type="text"/> Name <input type="text"/> Email <input type="text"/> Cell Phone <input type="text"/> Cell Phone		
<input type="text"/> Address <input type="text"/> City <input type="text"/> State <input type="text"/> Zip		
<input type="text"/> Date Joined <input type="text"/> Expire Date <input type="text"/> Dues Pd <input type="text"/> Member #		
Create PDF Report - Modify this Report Standard 2 Line	Sep 20,2020 12:00am	OurChapter.org System
<input type="text"/> First Name <input type="text"/> Last Name <input type="text"/> Email <input type="text"/> Cell Phone <input type="text"/> Member #		
<input type="text"/> Address <input type="text"/> City <input type="text"/> State <input type="text"/> Zip		

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# Reports – Simple PDF

1. This is a simple PDF Report by selecting the first layout.

Last Name	Nick Name	Email	Cell Phone	Member #
Jones		joe@ourchapter.org	800-800-9999	
Jones		maryjones@ourchapter.org	800-555-1212	
Kirk		jkirk@ourchapter.org	321-555-1212	
Lewis		jerryLewis@ourchapter.org		
Member		guest		
Reichert		Erwin2@21netwoks.com		
Spock		spock@ourchapter.org		
White		donwhite1@ourchapter1.org	321-800-8000	
White		support@ourchapter.org		



# Reports – Modify a Layout

1. Since we do not have any “Nick Names”, lets “Modify this Report” by clicking on the “Modify this Report” button.

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

Select the format for your PDF file. - [Create New Layout](#)

Create PDF Report	Modify this Report	Title	Modified	Last Email
<a href="#">Create PDF Report</a>	<a href="#">Modify this Report</a>	Standard 1 Line	Mar 20,2022 11:04am	e...@...asy100.com
<a href="#">Last Name</a>	<a href="#">Nick Name</a>	<a href="#">Email</a>	<a href="#">Cell Phone</a>	<a href="#">Member #</a>
<a href="#">Create PDF Report</a>	<a href="#">Modify this Report</a>	Standard 3 line w/ Picture	Feb 13,2022 12:55pm	ea...@...syt.com
<a href="#">Picture</a>	<a href="#">Name</a>	<a href="#">Email</a>	<a href="#">Cell Phone</a>	<a href="#">Cell Phone</a>
<a href="#">Address</a>	<a href="#">City</a>	<a href="#">State</a>	<a href="#">Zip</a>	
<a href="#">Date Joined</a>	<a href="#">Expire Date</a>	<a href="#">Dues Pd.</a>	<a href="#">Member #</a>	
<a href="#">Create PDF Report</a>	<a href="#">Modify this Report</a>	Standard 2 Line	Sep 20,2020 12:00am	OurChapter.org System
<a href="#">First Name</a>	<a href="#">Last Name</a>	<a href="#">Email</a>	<a href="#">Cell Phone</a>	<a href="#">Member #</a>
<a href="#">Address</a>	<a href="#">City</a>	<a href="#">State</a>	<a href="#">Zip</a>	

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# Reports – Options

1. Use the pull down field called “Nick Name”.
2. Select the “First Name” and the “Layout preview” will change.
3. Click the “Save Layout” button to return to your report.

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

Select the layout for your PDF report. -

Layout Title: Standard 1 Line    Picture Size: None    Font Size: 10    # of Lines: 1

--- Layout preview: ---

Last Name	Nick Name	Email	Cell Phone	Member #
-----------	-----------	-------	------------	----------

	Last Name	Nick Name	Email	Cell Phone	Member #
Line 1	Select	Select	Select	Select	Select
	Select	First Name			

Save Layout - Submit






NOTE: This information is strictly used for...  
This is a FREE website with tools to help you manage your group or family functions. Totally free, not a trial, with no ads or marketing! Leadership functions and tools include: Membership Roster, Send Email Campaigns, Photo...  
- Policy - Privacy - © Copyright 2022 Brevard Web Pro, Inc.





# Reports – Member Picture

1. This is an example of the three line report with the member's picture.

Picture	Name	Address	Date Joined	Expire Date	Email	City	Dues Pd.	State	Member #	Cell Phone	Zip	Cell Phone
	Joe Jones	123 Main st		12-31-2021	joe@ourchapter.org	Somewhere		Florida		800-800-9999	32952	800-800-9999
	Mary Jones	123 Main St			maryjones@ourchapter.org	Somewhere		Florida		800-555-1212	32952	800-555-1212
	James Kirk				jkirk@ourchapter.org			Select State		321-555-1212		321-555-1212
	Jerry Lewis	123 Jones St		12-31-2022	jerryLewis@ourchapter.org	Somewhere		Florida			32952	
	Guest Member	123 Main st			guest	Somewhere		Florida			32952	





# Reports – New Layout

1. To create a new layout, click on the “Change Report Format” button at the top.

2. Enter your Layout Title and the number of lines.

3. Click the “Create New Layout” button.

Our Chapter Management Website

Help Contact Us Site Info Logout My Account

Produce a membership report. - Change report format. Excel File PDF File Emails Word File

Dues Paid: N/A Filter: All Members Sort: Last Name Display Records - Submit # of Members: 9

NAME	DUES	TYPE	EMAIL	PHONE	JOINED	EAA #	EAA Expire	Youth Protect	Bkgnd Check
Joe Jones	Dec 31,2021	Regular	joe@ourchapter.org	800-800-9999					
Mary Jones		Regular	maryjones@ourchapter.org	800-555-1212					
James Kirk		Regular	jkirk@ourchapter.org						
Jerry Lewis	Dec 31,2022	Honorary	jerryLewis@ourchapter.org						
Guest Member	Dec 31,2021	Regular	guest						
Angelina Reichert			Erwin221@xxxxxxxxxxxxxxxxxxxxxx.com	351-795-795					
Mr Spock		Lifetime	spock@ourchapter.org						
Don White	Dec 31,2022	Regular	donwhite1@ourchapter1.org	321-800-8000					
Don White		Regular	support@ourchapter.org	321-555-1212				Jan 24,2016	Jan 25,2016

Our Chapter Management Website

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Select the layout for your PDF report. -

Layout Title: New Layout

# of Lines: 4

Create New Layout - Submit



# Reports – New Layout

1. Use the pull downs to select each file and position that you want the new layout be positioned.

2. When done, click the “Save Layout” button at the bottom.

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

Select the layout for your PDF report. -

Layout Title:  Picture Size:  Font Size:  # of Lines:

--- Layout preview: ---

Name	Spouse	Status		
Address	City	State	Zip	Country
Member #	Officer			

Line 1

Name	Spouse	Status	Select	Select
Select	Select	Select	Select	Select
Select	Select			

Line 2

Address	City	State	Zip	Country
Select	Select	Select	Select	Select
Select	Select			



Line 3

Member #	Officer	Select	Select	Select
Select	Select	Select	Select	Select
Select	Select			

Line 4

Select	Select	Select	Select	Select
Select	Select	Select	Select	Select
Select	Select			

Save Layout - Submit





# Reports – New Layout

1. The new Layout will be available to create a new PDF report.

2. Click the left green arrow icon to return to the “Reports” main page.

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

Select the format for your PDF file. - [Create New Layout](#)

	Layout Title	Modified	Last Email	
<a href="#">Create PDF Report</a> - <a href="#">Modify this Report</a>	EditNew Layout	Apr 15,2022 9:15am	easy@xxxxxxxxxxxxxxxxxxxxxx.com	<a href="#">Delete</a>
<input type="text" value="Name"/> <input type="text" value="Spouse"/> <input type="text" value="Status"/>				
<input type="text" value="Address"/> <input type="text" value="City"/> <input type="text" value="State"/> <input type="text" value="Zip"/> <input type="text" value="Country"/>				
<input type="text" value="Member #"/> <input type="text" value="Officer"/>				

[Create PDF Report](#) - [Modify this Report](#) Standard 1 Line Apr 15,2022 8:59am ea@xxxxxxxxxxxxxxxxxxxxxx.com

<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Email"/>	<input type="text" value="Cell Phone"/>	<input type="text" value="Member #"/>
--	---	------------------------------------	---	---------------------------------------

[Create PDF Report](#) - [Modify this Report](#) Standard 3 line w/ Picture Feb 13,2022 12:55pm ea@xxxxxxxxxxxxxxxxxxxxxx.com

<input type="text" value="Picture"/>	<input type="text" value="Name"/>	<input type="text" value="Email"/>	<input type="text" value="Cell Phone"/>	<input type="text" value="Cell Phone"/>
	<input type="text" value="Address"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip"/>
	<input type="text" value="Date Joined"/>	<input type="text" value="Expire Date"/>	<input type="text" value="Dues Pd"/>	<input type="text" value="Member #"/>

[Create PDF Report](#) - [Modify this Report](#) Standard 2 Line Sep 20,2020 12:00am OurChapter.org System

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="Cell Phone"/>	<input type="text" value="Member #"/>
<input type="text" value="Address"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip"/>	



# Reports – Charts

1. To view the “Excel File”, use that button at the top of the page.

2. This will create an “Excel Spreadsheet” file that you can download to your system.

Chapter Management Tool - (OurChapter)

Help Contact Us Site Info. Logout My Account

Reports. - Change format. Charts Excel File PDF File Photo PDF Emails VCF Export Mailing

Dues Paid: N/A Filter: All Members Sort: Last Name Display Records - Submit # of Members: 8

NAME	DUES	TYPE	EMAIL	PHONE	JOINED	EAA #	EAA Expire	Youth Protect	Bkgnd Check
Joe Jones		Regular	joe@ourchapter.org	800-800-9999					
Mary Jones		Regular	maryjones@ourchapter.org	800-555-1212					
James Kirk		Regular	jkirk@ourchapter.org	321-555-1212					
Jerry Lewis		Honorary	jerryLewis@ourchapter.org						
Guest Member		Regular	guest						
Mr Spock		Lifetime	spock@ourchapter.org						
Don White		Regular	donwhite1@ourchapter1.org	321-800-8000					
Don White		Regular	support@ourchapter.org	321-555-1212				Jan 24, 2016	Jan 25, 2016



# Reports – Charts



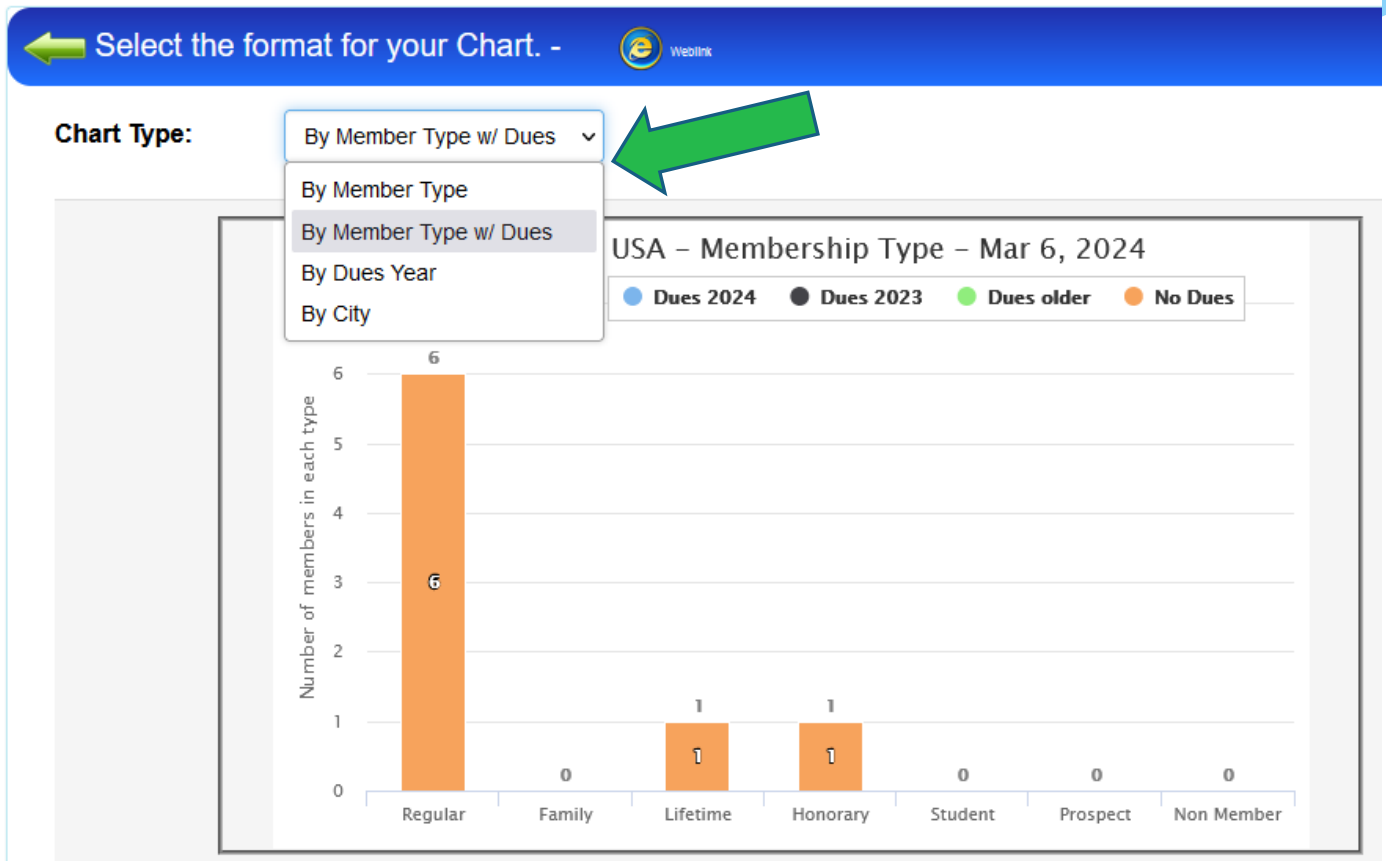
[Chapter Management Tool](#) - (OurChapter.org)

Help



1. This will display the first Chart Type.

2. You can also select several other Chart Types with this pull down option.







# Reports – Charts - Weblink



[Chapter Management Tool](#) - (OurChapter.org)

[Help](#)

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[Logout](#)

[My](#)

Select the format for your Chart. -



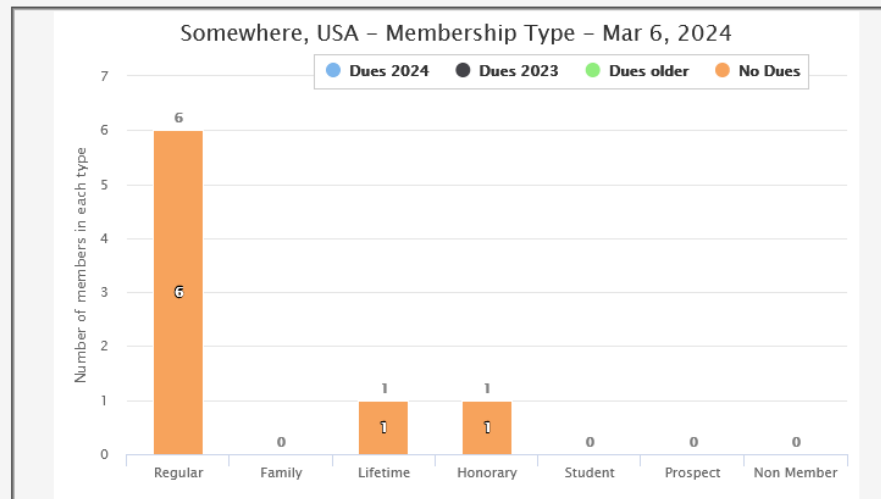
Please place this HTML weblink on your chapter website to display this graphic chart.

**View** -

```
<div><iframe src="https://ourchapter.org?ocreportchartswl&ch=7h6gAQWxR&rep=typedues&charts=y&opt=All-M-LN-M" style="border:none;" width="800" height="450"></iframe></div>
```

Chart Type:

By Member Type w/ Dues ▾



1. You can select the “Weblink” icon to display the link.

2. Just copy and paste the HTML in the cyan shaded area into your chapter website. This will display this chart on your chapter website.



# Reports – Photo PDF

1. To view the “Photo PDF”, use that button at the top of the page.

2. This will bring you to the Photo PDF option page.

Chapter Management Tool - (OurChapter.org) | Help | Contact Us | Site Info. | Logout | My Account

← Reports. - [Change format.](#) | [Charts](#) | [Excel File](#) | [PDF File](#) | [Photo PDF](#) | [Emails](#) | [VCF](#) | [Export](#) | [Mailing](#)

**Dues Paid:** N/A | **Filter:** All Members | **Sort:** Last Name | [Display Records - Submit](#) | # of Members: 8

NAME	DUES	TYPE	EMAIL	PHONE	JOINED	EAA #	EAA Expire	Youth Protect	Bkgnd Check
Joe Jones		Regular	joe@ourchapter.org	800-800-9999					
Mary Jones		Regular	maryjones@ourchapter.org	800-555-1212					
James Kirk		Regular	jkirk@ourchapter.org	321-555-1212					
Jerry Lewis		Honorary	jerryLewis@ourchapter.org						
Guest Member		Regular	guest						
Mr Spock		Lifetime	spock@ourchapter.org						
Don White		Regular	donwhite1@ourchapter1.org	321-800-8000					
Don White		Regular	support@ourchapter.org	321-555-1212				Jan 24, 2016	Jan 25, 2016



# Reports – Photo PDF

1. To view the “Photo PDF”, select the PDF format and press the “Create Member Photo PDF” button.
2. This will create the Photo PDF page.

The screenshot shows the Chapter Management Tool interface. At the top, there is a navigation bar with the text "Chapter Management Tool - (OurChapter.org)" and links for "Help", "Contact Us", and "Site Info". Below this is a blue banner with a green arrow pointing left and the text "Member Photo PDF file. - Only members with photos in the 'Roster' function will be displayed." In the main content area, there is a "PDF format:" label next to a dropdown menu. The dropdown menu is open, showing four options: "Two columns", "Two columns", "Three columns", and "Four columns". A green arrow points to the second "Two columns" option. Below the dropdown menu is a green button labeled "Create Member Photo PDF".



# Reports – Photo PDF - Sample

1. This is a sample Photo PDF file.
2. You can download this PDF and save it on your local computer.

 **Somewhere, USA**

Provided by: OurChapter.org - Mar 06, 2024

  
**Mary Jones**

  
**Guest Member**

  
**James Kirk**

  
**Mr Spock**









# Reports – Excel File

1. To view the “Excel File”, use that button at the top of the page.
2. This will create an “Excel Spreadsheet” file that you can download to your system.

Chapter Management Tool - (OurChapter.org) [Help](#) [Contact Us](#) [Site Info](#) [Logout](#) [My Account](#)

← Reports. - [Change format](#) [Charts](#) [Excel File](#) [PDF File](#) [Photo PDF](#) [Emails](#) [VCF](#) [Export](#) [Mailing](#)

Dues Paid:  Filter:  Sort:  [Display Records - Submit](#) # of Members: 8

NAME	DUES	TYPE	EMAIL	PHONE	JOINED	EAA #	EAA Expire	Youth Protect	Bkgnd Check
Joe Jones		Regular	joe@ourchapter.org	800-800-9999					
Mary Jones		Regular	maryjones@ourchapter.org	800-555-1212					
James Kirk		Regular	jkirk@ourchapter.org	321-555-1212					
Jerry Lewis		Honorary	jerryLewis@ourchapter.org						
Guest Member		Regular	guest						
Mr Spock		Lifetime	spock@ourchapter.org						
Don White		Regular	donwhite1@ourchapter1.org	321-800-8000					
Don White		Regular	support@ourchapter.org	321-555-1212				Jan 24,2016	Jan 25,2016



# Reports – Email list

1. To get a list of emails to be used for your personal email application, just click on the “Emails” button.

← Reports. - [Change format](#) [Charts](#) [Excel File](#) [PDF File](#) [Photo PDF](#) [Emails](#) [VCF](#) [Export](#) [Mailing](#)

Dues Paid:  Filter:  Sort:  [Display Records - Submit](#) # of Members: 8

NAME	DUES	TYPE	EMAIL	PHONE	JOINED	EAA #	EAA Expire	Youth Protect	Bkgnd Check
Joe Jones		Regular	joe@ourchapter.org	800-800-9999					
Mary Jones		Regular	maryjones@ourchapter.org	800-555-1212					
James Kirk		Regular	jkirk@ourchapter.org	321-555-1212					
Jerry Lewis		Honorary	jerryLewis@ourchapter.org						
Guest Member		Regular	guest						
Mr Spock		Lifetime	spock@ourchapter.org						
Don White		Regular	donwhite1@ourchapter1.org	321-800-8000					
Don White		Regular	support@ourchapter.org	321-555-1212				Jan 24, 2016	Jan 25, 2016

2. This is your list of emails that you can copy and paste. →

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

← List of Emails for your selection of members. #=9

joe@ourchapter.org, maryjones@ourchapter.org, jkirk@ourchapter.org, jerryLewis@ourchapter.org, guest, Erwin@erwin-networks.com, spock@ourchapter.org, donwhite1@ourchapter1.org, support@ourchapter.org,



# Reports – Mailing Address Labels

1. To get a PDF so you can print mailing address labels, just click on the “Mailing” button.



[Chapter Management Tool - \(OurChapter.org\)](#)

[Help](#)

[Contact Us](#)

[Site Info.](#)

[Logout](#)

[My Account](#)

← Reports. - [Change format.](#) [Charts](#) [Excel File](#) [PDF File](#) [Photo PDF](#) [Emails](#) [VCF](#) [Export](#) [Mailing](#)

**Dues Paid:**  **Filter:**  **Sort:**  [Display Records - Submit](#) # of Members: 8

NAME	DUES	TYPE	EMAIL	PHONE	JOINED	EAA #	EAA Expire	Youth Protect	Bkgnd Check
Joe Jones		Regular	joe@ourchapter.org	800-800-9999					
Mary Jones		Regular	maryjones@ourchapter.org	800-555-1212					
James Kirk		Regular	jkirk@ourchapter.org	321-555-1212					
Jerry Lewis		Honorary	jerryLewis@ourchapter.org						
Guest Member		Regular	guest						
Mr Spock		Lifetime	spock@ourchapter.org						
Don White		Regular	donwhite1@ourchapter1.org	321-800-8000					
Don White		Regular	support@ourchapter.org	321-555-1212				Jan 24, 2016	Jan 25, 2016



# Reports – Mailing Address Labels



[Our Chapter Management Website](#)

[Help](#)

[Contact Us](#)

[Site Info](#)

[Logout](#)

1. Fill out the information on this page.

2. By clicking on the “Create Mailing Labels” button, you will get PDF formatted for mailing labels.

← Select the format for your Mailing Labels PDF file. -

**Label Type:** Three columns - Avery #8160 (30 labels) ▾

**Mailing Address:**  Yes - Include your mailing address for each member

Somewhere, USA  
123 Main St  
Oshkosh, WI

**No Address Info:**  Yes - Do not include members with no address information.

Create Mailing Labels



Somewhere, USA  
123 Main St  
Oshkosh, WI

Somewhere, USA  
123 Main St  
Oshkosh, WI

Joe Jones  
123 Main st  
Somewhere, FL 32952

Don White  
100 N. Main Road  
Merritt Island, FL 32952

Somewhere, USA  
123 Main St  
Oshkosh, WI

Mary Jones  
123 Main St  
Somewhere, FL 32952

Sample of PDF with up to 30 names and addresses. You can print this PDF on address labels. Please note that every other label is the mailing address you specified.





# Conclusion / Questions

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