

Downloading Local Unit Membership List

1. Go to <https://www.pta.org/omdr>
2. Click "Go To Local Leader Website"
3. Enter username and password
4. Click option "Download Member List" under Reports
5. Click "Download Data File"
6. Go to "file," "save as" and save the file to your desktop or whichever directory you want to save the file in. Be sure "save as type" is set to "Text File (*.txt)."
7. Open Microsoft Excel and open the file. (You will need to change to "files of type" to "Text Files" in order to locate your file.)
8. The Text Import Wizard will open on your screen and you will see step 1 of 3. Click "next" on step 1.
9. On step 2 remove the check from the "tab" box and click the "other" and enter "|" into the box and "click finish." (The character | is the shift key plus "\".) Finally, change the "Text qualifier" to the single quote figure ('). Click "Next."
10. On step 3 click "Finish."

You now have an Excel file you can use that shows each member's ID and contact information. You can use this file to mail merge for mailing label generations or you can send blast emails by cutting and pasting the column with email addresses into the "To" line of an e-mail message.