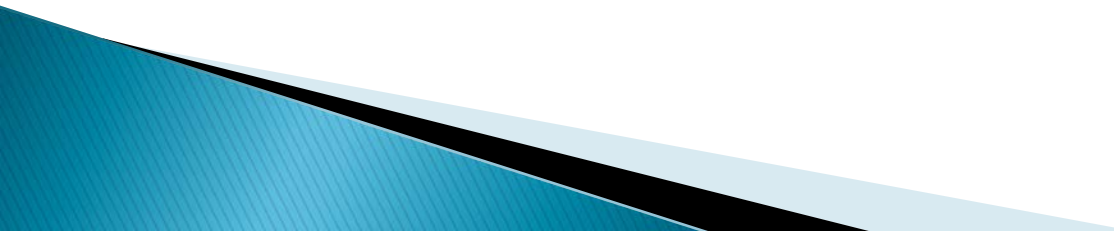


AGO Chapter Membership Reports

How to access through ONCARD

Monthly Membership Roster

A critical component in member retention!

- ▶ Track members who are up for renewal
 - ▶ Track new members to welcome them to your chapter
- 

Step 1

Login at www.agohq.org



AMERICAN GUILD OF ORGANISTS
The American Organist Magazine

Member
Login



HOME ABOUT NEWS MEMBERSHIP CONTRIBUTE SHOP EDUCATION CAREERS COMPETITIONS & NEW MUSIC CONVENTIONS TAO, VH, ADVERTISING

Click on Member Login

Step 2

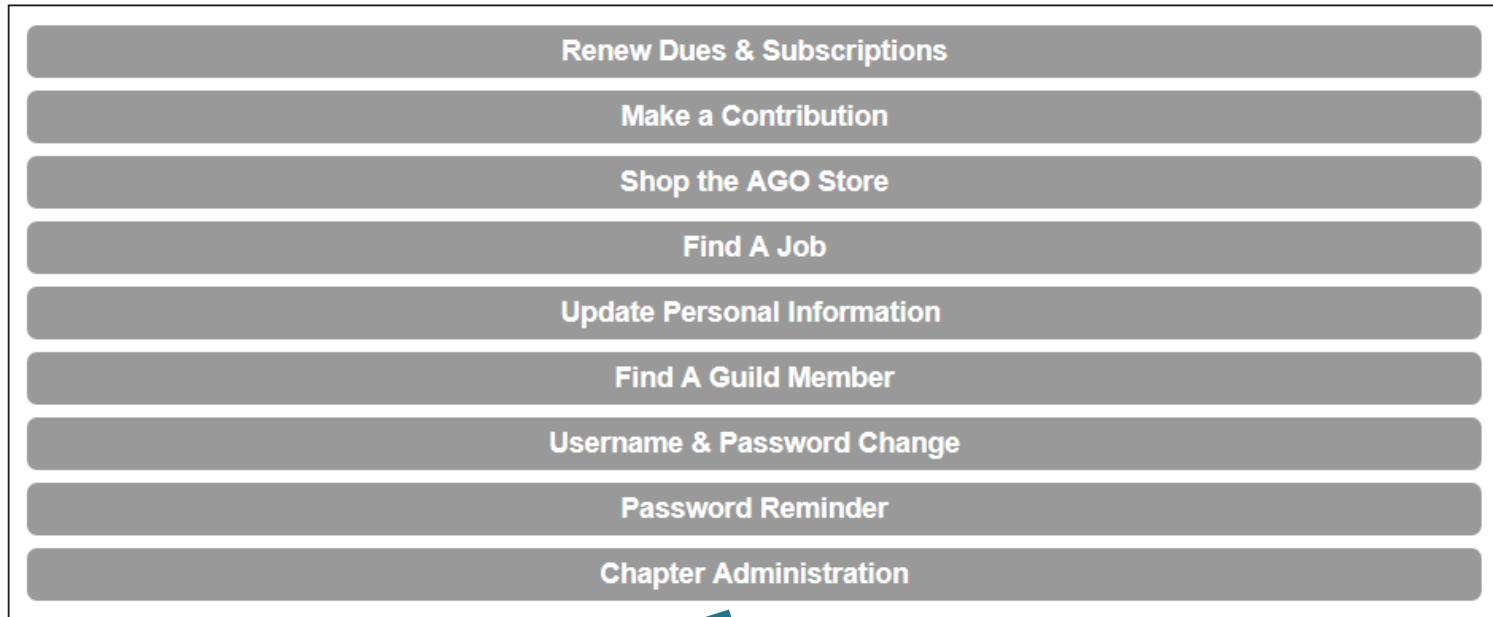
Login with your credentials.

ONCARD Login

Enter your username and password to continue. First time login: Your username is the first letter of your first name followed by your last name, with no space in between. (For example, Jane Doe's username would be JDoe). Do not include apostrophes or hyphens. If your last name has a space, leave the space. (For example, Dick Van Dyke's username would be (DVan Dyke).

Your default password is your member ID which is found just to the left of the date on the address label of The American Organist magazine.

Step 3



Click on Chapter Administration

Step 4 – Access Reports

Chapter Set-Up

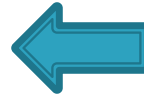
Chapter Information

Remove Chapter Members

Officer Roster

Chapter Management

Member Roster



Click on Member Roster

Export Member Data

Print Chapter Data Collection Form

Member Change Logs

Chapter Finances

Pay Chapter-Sponsored Member Invoices

Print/Email Member Invoices

Review Remit Reports

Step 5 – Export Roster to Excel

Chapter Name **Print Member Roster** **Print Mailing Labels** **Export to Excel**

Which Address? **PDF Or Word?**

Search for an Individual Member:

Id #:
Last Name: **First Name:**

Search

Filter Records:


Membership Status: **Dual Members:**
Membership Type: **Has an Email Address:**
Expiration Date >= (mm/dd/yyyy) **Chapter Sponsored Members?:**

Records Per Page

Sort Order:

Sort By Expiration Date:

Process



Step 6 - download and save the Excel report to your computer

A	B	C	D	E	F	G	H	I	J	K	L
status_id	unique_id	next_bill_date	expiration_date	member_name	ind_last_name	ind_first_name	ind_middle_name	email	status_flag	enroll_date	id
43415	92174	7/1/2005	7/1/1998	Ann E. Carter	Carter	Ann	E.		C	2/26/1998	R
39813	89941	7/1/2005	7/1/1998	Mr. Walden S. C Gardner	Walden	S.			C	9/19/1996	R
42457	91432	7/1/2005	7/1/1998	Mr. George McI McDonald	George				C	10/8/1997	R
2333	72148	7/1/2005	7/1/1998	Ms. Linda Zorek	Zorek	Linda			C	8/10/1998	R
42840	91748	7/1/2005	7/1/1999	Mr. Warren Bly Blyden	Warren			quintiton@	C	10/10/1997	Y
5244	73833	7/1/2005	7/1/1999	Mrs. Diane Golk Golkin	Diane				C	8/10/1998	R
26518	95300	7/1/2001	7/1/1999	Mr. Norman A. MacArthur	Norman	A.		normbill@	C	4/10/1990	C
37050	89088	7/1/2005	7/1/1999	Mr. Brian F. Orli Orlick	Brian	F.			C	10/2/1995	R
2121	72014	7/1/2005	7/1/1999	Mr. James O. P Porter	James	O.			C	8/23/1994	R
4999	94260	7/1/2001	7/1/1999	Mr. John F. Rud Rudy	John	F.			C	7/7/1999	C
4944	94257	7/1/2001	7/1/1999	Mr. Ralph Stein Steinberg	Ralph				C	7/7/1999	C
37049	89087	7/1/2005	7/1/1999	Mr. Thomas W. Streeter	Thomas	W.			C	10/2/1995	S
9709	76351	7/1/2005	7/1/2000	Dr. Lucien-Clay McDonald	Lucien-Clay				C	10/5/1994	S
5272	73849	7/1/2005	7/1/2000	Ms. Maude L. M McKell	Maude	L.			C	8/10/1998	S
37047	89085	7/1/2005	7/1/2001	Mr. Robert J. Le Lanaghan	Robert	J.			C	10/2/1995	R
5263	73844	7/1/2005	7/1/2001	Mr. Egerton O. Miller	Egerton	O.			C	8/10/1998	S
62890	105879	7/1/2005	7/1/2002	Mr. Edward R. F Morand	Edward	R.			C	10/26/2001	R
62684	105645	7/1/2005	7/1/2002	Mr. James A. N Nuccio	James	A.			C	10/18/2001	R
66451	108291	7/1/2005	7/1/2003	Mr. William Sike Sikes	William				C	11/25/2002	S
57645	102792	7/1/2005	7/1/2004	Mr. Johnnie A. Allen	Johnnie	A.			C	7/17/2000	R
67983	109237	7/1/2005	7/1/2004	Ms. Ida Bezmar Bezman	Ida				C	7/30/2003	R
68053	109291	7/1/2004	7/1/2004	Mr. Donald Burl Burke	Donald				C	8/14/2003	C
58662	103747	7/1/2005	7/1/2004	Mr. Jonathan B Burke	Jonathan				C	10/27/2000	Y
53418	99054	7/1/2005	7/1/2004	Ms. Darcy Dyer	Darcy				C	2/17/1999	R
68262	109470	7/1/2005	7/1/2004	Mr. Roy Femeni Femenella	Roy			lfemenella	C	9/15/2003	Y
5229	73824	7/1/2005	7/1/2004	Mr. Oland P. Ga Gaston	Oland	P.			C	8/10/1998	S

Step 7 - sort by expiration date or by join date



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
status_id	unique_id	next_bill_date	expiration_date	member_name	ind_last_name	ind_first_name	ind_middle	email	status_flag	enroll_date	dues_desc	on_current	dues_balance	on_expire
5204	73805	7/1/2020	7/1/2020	Ms. Meredith E. Baker	Meredith	E.		MBMusicM	R	8/10/1998	Special	N	0	N
5321	73886	7/1/2020	7/1/2020	Mr. Keith Bigger Bigger	Keith			k_bigger@	R	8/10/1998	Special	N	0	N
31559	87280	7/1/2020	7/1/2020	Mr. W. Eric Birk Birk	W. Eric			ebirk88@	R	12/2/1991	Regular	N	0	N
69512	110556	7/1/2020	7/1/2020	Mr. John Collis, Collis	John			fjcollis@	R	2/24/2004	Special	N	0	N
89001	73548	7/1/2020	7/1/2020	Mr. Kenneth Da Dake	Kenneth			kendake@	R	8/10/1998	Regular	N	0	N
5283	73855	7/1/2020	7/1/2020	Dr. Stephen Dar Danziger	Stephen			sjdanziger	R	8/10/1998	Special	N	0	N
67656	109002	7/1/2020	7/1/2020	Mr. Gary Di Frai Di Franco	Gary			gaggy1@h	R	5/30/2003	Regular	N	0	N
4752	98119	7/1/2020	7/1/2020	Mr. Gregory C. Eaton	Gregory	C.		GCEaton@	R	11/30/1997	Regular	N	0	N
2876	72476	7/1/2020	7/1/2020	Mr. Steven Fran Frank	Steven			steve@vir	R	7/30/1990	Special	N	0	N
5245	73834	7/1/2020	7/1/2020	Dr. Michael V. K Kaminski	Michael	V.		mkorganis	R	8/10/1998	Regular	N	0	N
65489	107462	7/1/2020	7/1/2020	Mr. Jared M. La Lamenzo	Jared	M.		jaredlame	R	8/30/2002	Regular	N	0	N
5225	73821	7/1/2020	7/1/2020	Mr. Nicholas M Martellacc	Nicholas			nm11201@	R	8/10/1998	Regular	N	0	N
25790	84938	7/1/2020	7/1/2020	Ms. Pam McAlli McAllister	Pam				R	10/5/1994	Regular	N	0	N
68284	109489	7/1/2020	7/1/2020	Ms. Angelina W Ngo	Angelina	W.		angelina.n	R	9/16/2003	Regular	N	0	N
83000	120781	7/1/2020	7/1/2020	Mr. Bruce Oelsc Oelschlage	Bruce			bwobwo@	R	10/26/2009	Regular	N	0	N
15558	79473	7/1/2020	7/1/2020	Mr. Paul Richar Olson	Paul Richard			paulrichar	R	12/1/1992	Special	N	0	N
90441	126977	7/1/2020	7/1/2020	Mr. Steven C. P Petersen	Steven	C.		bvefan286	R	6/11/2014 16:10	Young Org	N	0	N
88226	125230	7/1/2020	7/1/2020	Ms. Marjorie H. Saunders	Marjorie	H.			R	12/19/2012	Chapter Fr	N	0	N
37048	89086	7/1/2020	7/1/2020	Mr. Martin F. St Stempier	Martin	F.		mstempier	R	10/2/1995	Special	N	0	N
85044	122644	7/1/2020	7/1/2020	Ms. Heather M. Walters	Heather	M.		hwalters1	R	11/29/2010	Special	N	0	N
41327	90689	7/1/2020	7/1/2020	Mr. Craig R. Wh Whitney	Craig	R.		crwhitney	R	2/26/1997	Special	N	0	N
85564	123074	7/1/2020	7/1/2020	Mr. Thomas Ho Williams	Thomas	Hobson		thomasho	R	6/29/2011	Regular	N	0	N
72710	113346	7/1/2020	7/1/2020	Dr. John A. Wol Wolfe	John	A.		dean@bro	R	7/28/2005	Regular	N	0	N
5221	117491	7/1/2020	7/1/2020	Ms. Ellen Wrigh Wright	Ellen			auntiegrov	R	12/3/2007	Special	N	0	N
98764	133488	5/1/2020	5/1/2020	Doris Schultz, B Schultz	Doris			dorishschu	N	5/4/2019 18:06	Regular	N	0	N
98607	133407	4/1/2020	4/1/2020	Mr. John J. Hun Hunter	John	J.		jjh477@icl	N	4/1/2019 11:29	Regular	N	0	N
5252	73837	4/1/2020	4/1/2020	Mr. Gregory R. Jack	Gregory	R.		griack23@	R	8/10/1998	Regular	N	0	N

Contact your members!

- ▶ You can now see by expiration date those whose membership is soon to expire
 - ▶ Review the join dates – welcome new members
 - ▶ Remind those who forgot to renew
 - ▶ Reach out to lapsed members to encourage them to re-join your chapter
- 