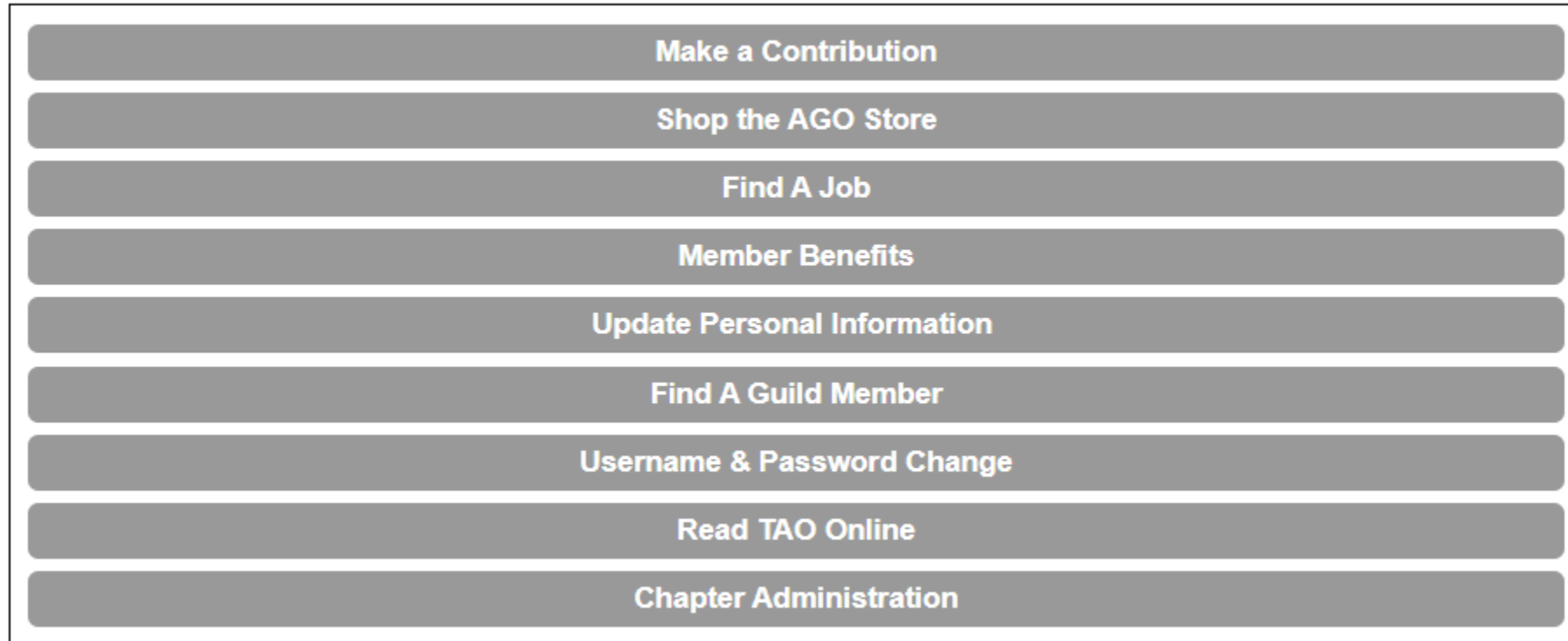




# How to Export Member Data in ONCARD

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# Step 1: Click on the Chapter Administration Button



# Step 2: Click on Export Member Data

## Chapter Set-Up

Chapter Information

Officer Roster

## Chapter Management

Member Roster

Export Member Data



Print Chapter Data Collection Form

Member Change Logs

# Step 3: Click on the “Export Results” Button

Your AGO membership is valid until 7/1/2025.

[Logout](#)

Enter a member's last name to export data for an individual member. Leaving the Search Criteria field blank will result in creating a export file for the entire chapter.

Update: As of September 16, 2014, contributions to chapter funds have been broken out into separate fields starting in column AV. This includes a Fund Name and Amount field for up to five funds. This will allow you to sum the Amount column and quickly see total contributions by chapter and fund.

As of July 23, 2015, a Contribution Date column has been added to the export file, providing a date for each contribution to your chapter funds.

[Return to Chapter Menu](#)

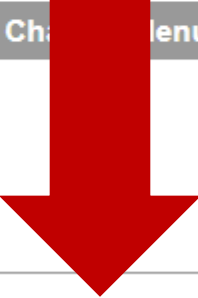
Please Enter Search Criteria:

Last Name:

[Search Members](#)

---

[Export Results](#)



Step 4: Your file has been created. Click on **HERE** to download.

A file called Chapter\_Info\_9-3-2024\_9.44.11.xls has been created. Download this file by clicking **HERE**



# Step 5: Go to your Downloads folder and open the file

**Example of File Name**  Chapter\_Info\_9-3-2024\_9.44.11

## Step 6: Click on Yes to open.

Microsoft Excel



The file format and extension of 'Chapter\_Info\_9-3-2024\_10.34.34.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Yes

No

Help

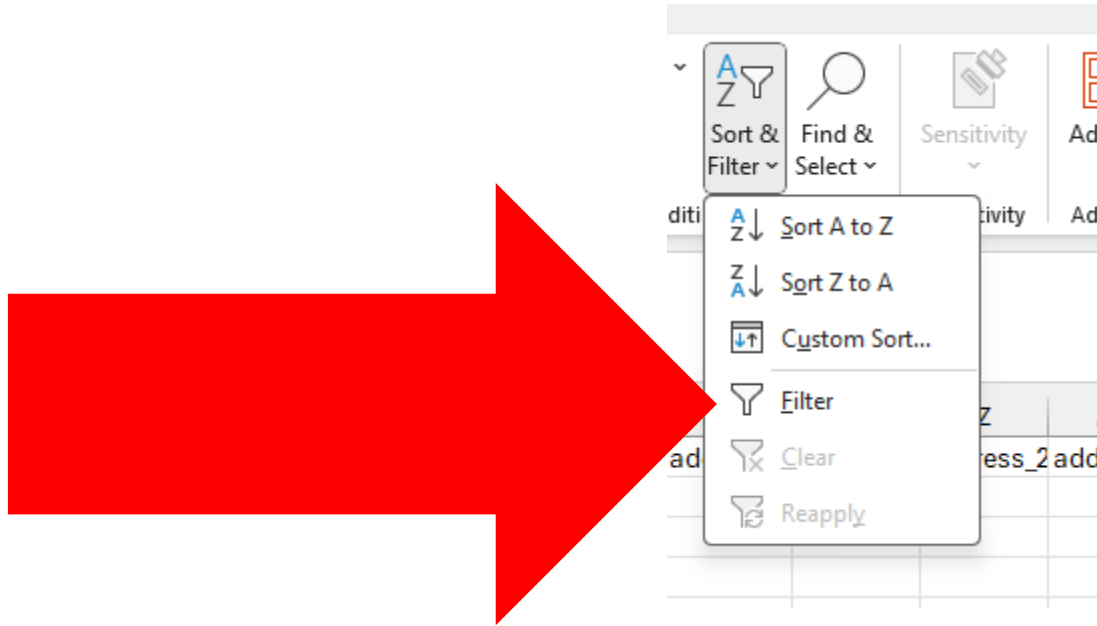
# Step 7: Select Sort & Filter



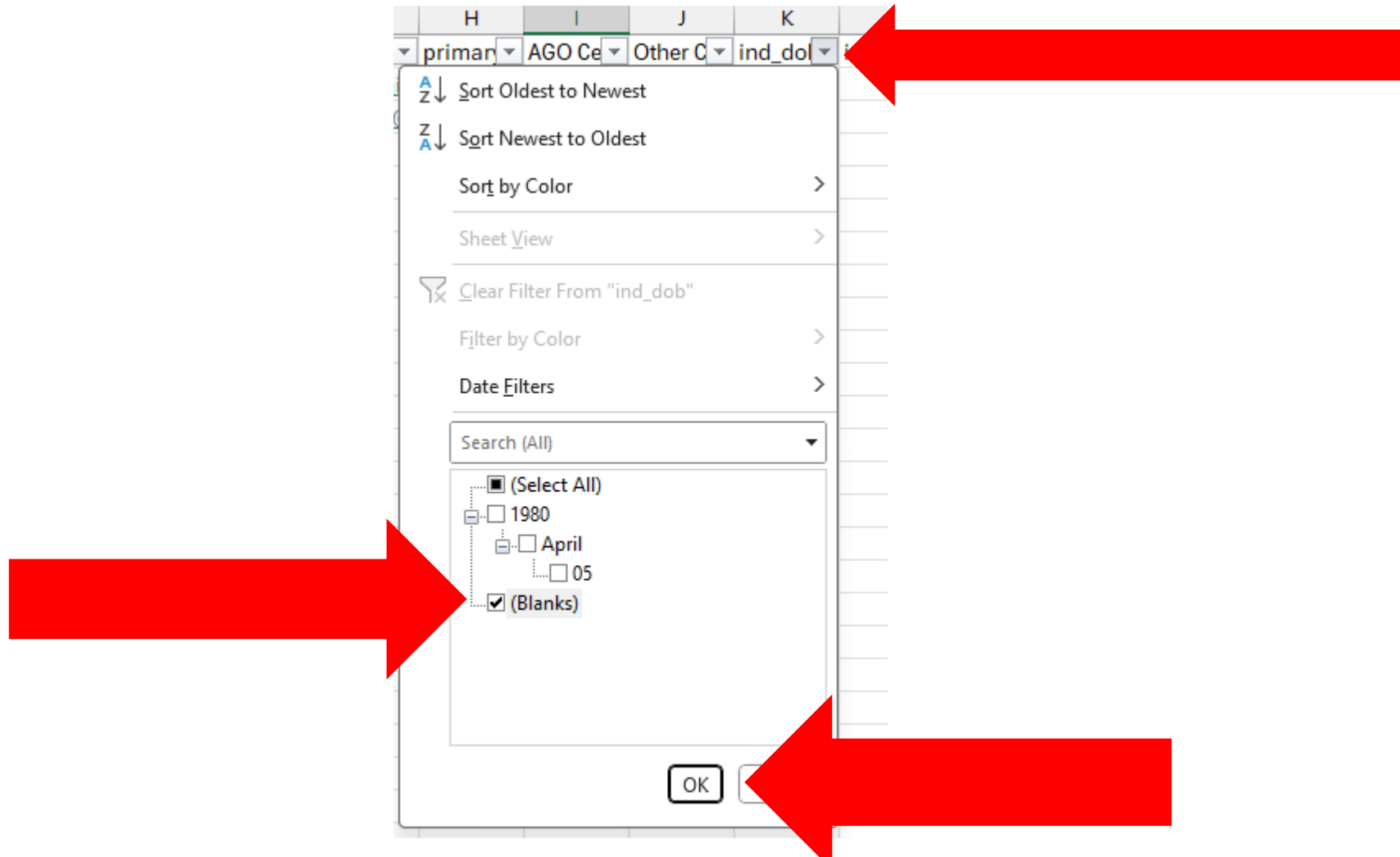
The screenshot displays the Microsoft Excel ribbon interface. The 'Home' tab is active, and the 'Sort & Filter' button is highlighted with a red circle. A large red arrow points from the title 'Step 7: Select Sort & Filter' to this button. The ribbon includes sections for Clipboard, Font, Alignment, Number, Styles, Cells, Editing, and Add-ins. The 'Sort & Filter' button is located in the Editing section. The status bar at the bottom shows the active cell as A1 with the formula bar containing 'ind\_id'.



# Step 10: Select Filter



Step 11: Click the little arrow on column K uncheck all boxes except “(Blanks)”, hit “OK”



Step 12: Click the little arrow on column BK uncheck all with past expiration dates. Hit “OK”

The image shows a spreadsheet interface with a filter menu open for column BK. The menu options include sorting, sheet view, clearing filters, and filtering by color or date. The 'Date Filters' section is expanded, showing a search dropdown set to '(All)'. Underneath, there are checkboxes for '(Select All)', '2025', 'October', '2024', and 'September', all of which are currently checked. Three red arrows are overlaid on the image: one points to the column header 'BK', another points to the filter menu, and a third points to the 'OK' button at the bottom of the menu.

BG	BH	BI	BJ	BK
n Av	Days Ar	Denom	status	expirati

- Sort Oldest to Newest
- Sort Newest to Oldest
- Sort by Color
- Sheet View
- Clear Filter From "expiration\_date"
- Filter by Color
- Date Filters

Search (All)

- (Select All)
- 2025
  - October
- 2024
  - September

OK

You now have a list of all current members  
without birthdates.