

Chapter List Instructions

Sign In

- STEP ONE: To generate a membership list, please sign into your member profile on the national website, www.doknational.org
- STEP TWO: Go to **Resources** and then choose **Officer's Corner**
- STEP THREE: Click the **Sign In** button found in the middle of the page
- STEP FOUR: Use the same username and password that you use to sign into your member profile and click **Login**
- STEP FIVE: Your membership list will load to the screen

Downloading the List

- STEP ONE: Once your membership list has loaded to the screen you will be able to select a format to download
- STEP TWO: Two blue buttons are available for selection above the title of your membership list
- OPTION ONE: Download (CSV - spreadsheet)
- OPTION TWO: Download (PDF)
- STEP THREE: You will see a pop-up message "You are downloading confidential information for officer use only. Do not distribute." You must select **OK** to continue.

If you do not see your report, you may need to turn off the pop-up blocker.

What do I do with my list?

Verify that all information is accurate and that each Daughter is current in her dues. Please check all information, but pay close attention to the highlighted cells. The chart below identifies what each highlight means:

Is not current in dues
Bad address
Invalid Email

1. Confirm that all members have paid or are paying their annual dues

- Using the **Membership** column on the chapter list, identify the last fiscal year in which a member has paid her dues.
- Encourage members who owe dues to pay using one of following options:
 - The primary method of paying dues is online through the member's profile.
 - Pay annual dues with a check mailed in to the National Office noting the invoice number or member number on the check's memo line or with the **Individual Dues Payment Form**.
 - A chapter officer can submit the chapter's dues together in one check sent to the National Office with the **Chapter Dues Payment Form**.

2. Confirm that the information on the Chapter List is accurate

- Check that each member's address, phone numbers, and email address is correct. Members can update their contact information in their profile on the national website.

OPTION ONE: Members can update their contact information in their profile on the national website

OPTION TWO: Update the chapter list:

- PDF chapter list – mark through the incorrect information and write the correct information
- CSV (spreadsheet) – correct and highlight (so the office is aware of the change) the updated information

OPTION THREE: Complete a **Transition Form** and submit to the National Office.

- Confirm that all members in your chapter are present on the list. Complete a **Transition Form** to transfer members into the chapter or complete an **Application for Reinstatement**. You may need to contact the National Office to inquire why a member is not listed.
- Identify any member who should not be on the list. Complete a **Transition Form** to report deaths and resignation.
- Ensure that the officers for the chapter are correctly identified. Complete the Chapter Officers Form to update officers.

Once the chapter list has been reviewed as described above, mail or email the list to the National Office along with the appropriate forms. All forms are available on the national website, www.doknational.org, menu under **Resources**. Please note that some forms can be completed online, while others must be downloaded, printed, and filled out by hand.