


## Printing Membership Card(s)

Tasks	Detailed Steps														
<p>1. Go to the WPA web site.</p>	<p>1. <a href="http://wpaflys.org">http://wpaflys.org</a></p>														
<p>2. Access the Membership Management System</p>	 <p>1. Click on the WPA Logo at the top of the home page;                  2. Click on the box labeled "Join or Renew On Line Today"                  3. Click on the box labeled "Update Member Information"</p>														
<p>3. Once you are logged into the system, choose the Accounting Menu option. Press <b>GO</b> to continue.</p>	<p>Unlimited Plus: <input type="checkbox"/>                  Unlimited: <input type="checkbox"/>                  Director: <input checked="" type="checkbox"/>                  Chapter: <input type="checkbox"/>                  Member: <input type="checkbox"/></p> <p><b>USER:</b> Flue, Les (FLULES001)  <b>Authorization:</b> Director (All Chapters)</p> <hr/> <p style="text-align: center;"><b>ADMINISTRATION</b></p> <table border="0"> <thead> <tr> <th style="text-align: left;">USER Authorization</th> <th style="text-align: left;">DEFINITION</th> </tr> </thead> <tbody> <tr> <td style="color: red;">View Only</td> <td>May only view information specific to their Chapter. May look up an address or pull limited reports.</td> </tr> <tr> <td style="color: red;">Chapter</td> <td>May enter payment information, edit select member information and may pull Chapter Reports.</td> </tr> <tr> <td style="color: red;">Director</td> <td>May view/edit member and transaction information for all Chapters.</td> </tr> <tr> <td style="color: red;">Unlimited</td> <td>May enter/edit payment/member information and pull reports for all Chapters</td> </tr> <tr> <td style="color: red;">Unlimited Plus</td> <td>Same as Unlimited, plus the ability to modify User Access and view Log Files</td> </tr> <tr> <td style="color: red;">Member</td> <td>Limited access by member to their personal information!</td> </tr> </tbody> </table> <p style="text-align: center;">Accounting <input type="button" value="Go"/></p>	USER Authorization	DEFINITION	View Only	May only view information specific to their Chapter. May look up an address or pull limited reports.	Chapter	May enter payment information, edit select member information and may pull Chapter Reports.	Director	May view/edit member and transaction information for all Chapters.	Unlimited	May enter/edit payment/member information and pull reports for all Chapters	Unlimited Plus	Same as Unlimited, plus the ability to modify User Access and view Log Files	Member	Limited access by member to their personal information!
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<p>4. Next, choose from the Accounting menu options, "Membership Cards".</p>	<p style="text-align: center;"><b>ACCOUNTING</b></p> <ul style="list-style-type: none"><li>• <a href="#">Payment History by Member</a></li><li>• <a href="#">Membership Cards</a></li><li>• Batch Files</li><li>• Financial Statements</li></ul>
<p>5. If you are a Chapter Officer, or a Board Member, you will may print a batch of labels for a specific Chapter. Note: This option uses Avery Badge Form 5390. You should make sure you have sufficient stock on hand. Choose the Chapter from the menu.</p>	<p style="text-align: center;"><b>Membership Cards:</b></p> <p>The links below are PDF files generated from the database for each chapter. They are designed to fit <a href="#">Avery 5390</a> name badge forms.</p> <p>These file(s) were last updated on: <b>5/9/2008 2:02:26 PM</b></p> <ul style="list-style-type: none"><li>• <a href="#">Anacortes</a></li><li>• <a href="#">Bremerton</a></li><li>• <a href="#">Clallam County</a></li><li>• <a href="#">Colville Valley</a></li><li>• <a href="#">Deer Park</a></li><li>• <a href="#">Greater Seattle</a></li><li>• <a href="#">Green River</a></li><li>• <a href="#">Harvey Field</a></li><li>• <a href="#">Member At Large</a></li><li>• <a href="#">North Sound</a></li><li>• <a href="#">Okanogan Ferry Co</a></li><li>• <a href="#">Olympia</a></li><li>• <a href="#">Paine Field</a></li><li>• <a href="#">Shelton</a></li><li>• <a href="#">Southwest</a></li><li>• <a href="#">Spokane</a></li><li>• <a href="#">Tri-Cities</a></li><li>• <a href="#">Twin Harbors</a></li><li>• <a href="#">Wenatchee</a></li><li>• <a href="#">Yakima Valley</a></li></ul>
<p>6. The Management System will create a PDF file of Membership Cards that you then can use to print for your chapter.</p>	

<p>7. If you are a member and wish to print your own Membership card, Enter your Membership ID in the area provided at the bottom of the page.</p>	<p><b>Creating a single Member Card:</b></p> <p>To generate a single membership card for a specific member, enter the Member ID below:</p> <p><b>Member ID:</b> <input type="text"/></p> <p><input type="button" value="Create Card"/></p>
<p>8. A PDF file containing your Membership Card is created that you can now print out to create your membership card.</p>	