

Down Loading Files From OMDR

Go to: www.pta.org/OMDR
 Sign on: Enter Username & Password
 Click on "Download Member List"
 Click on "Download Data File"
 Save the document to desktop as a text file (.txt)
 Be sure to name the file (Ex. XYZ PTA Membership)
 Open Excel
 Click on "Open"
 Enter the File Name you assigned
 Under File: Type Select All Files (*.*)
 Click on "Open"
 Text Import Window will open.
 Check "Delimited"
 Start import at Row 1
 File origin is "Windows (ANSI)"
 Click on "Next"
 Wizard will prompt for delimiters.
 Unclick "Tab"
 Click on "Other"
 In the box, type in the pipe character "|"
 (This is a shifted backslash (\))
 "Txt qualifier" should be a single quote figure (')
 Click on "Next"
 Column format is General
 Click on "Finish"
 Data will appear as a spread sheet / headers are in row 1.



OMDR WEBINAR SCHEDULE

The link to register for the webinars is: <http://registration.intercall.com/go/nationalpta>

The September dates are:

- Wednesday, September 5, 2007 at 9am
- Friday, September 7, 2007 at 1pm
- Monday, September 10, 2007 at 4pm
- Thursday, September 13, 2007 at 8am
- Tuesday, September 18, 2007 at 2 pm
- Thursday, September 20, 2007 at 9am
- Monday, September 24, 2007 at 6 pm
- Wednesday, September 26, 2007 at 11 am

Up Loading Files To OMDR

Enter data on the Excel Uploading Template provided by National or create a spreadsheet from Microsoft Excel which must have 22 fields. 10 fields must have an entry. Use no commas.

- 8-Digit Local Unit ID No. – required (0034567)
- Name Prefix
- First Name – required (max of 40 characters)
- Middle Name
- Last Name – required (max of 40 characters)
- Name Suffix
- Address_1 – required (max of 40 characters)
- Address_2
- Address_3
- City – required (max of 25 characters)
- State – required (CA)
- Zip Code – required (5 or 9 digit – no hyphen)
- Home Telephone Area Code
- Home Telephone (xxxxxxx)
- Work Telephone Area Code
- Work Telephone (xxxxxxx)
- Fax Telephone Area Code
- Fax Number (xxxxxxx)
- E-Mail – recommended
- Position with the Local Unit – required (MBR)
- Begin Date – required (MM/DD/YYYY)
- End Date – required (MM/DD/YYYY)

Delete the header row of the Excel file.
 Click on "file"
 Choose "save as"
 Enter appropriate "File name" for the upload file
 Save as type: "CSV (comma delimited)"
 Close file.
 Go To: Windows Explorer or "My Computer"
 Locate: newly created file – right click on file
 Rename: change end of the file from "csv" to "txt"
 Go to: www.pta.org/OMDR
 Sign on: Enter Username & Password
 Click on "Add Local Members (Batch Upload)"
 Click on "Browse" to find saved file
 Locate saved file
 Click on "Open" – file path will appear in "file" box
 Click on "Upload" – approx 15 minutes
 Click on "Review File Upload Log for Errors" on main option screen. Make necessary adjustments to unsuccessfully uploaded records and repeat process.