

## **How to Complete the Online Membership Excel Form**

All Chapters must file an online Excel Membership Form. **THIS FORM MUST BE COMPLETED ELECTRONICALLY AND EMAILED, NOT SENT THROUGH REGULAR MAIL OR FAXED.**

To complete your Excel Membership Form FOLLOW THESE STEPS.

- **GO** to the National Philoptochos website [www.philoptochos.org](http://www.philoptochos.org) .
- **LOCATE** the Resources Tab and
- **SCROLL** down and click on Membership & Elections.
- **CLICK ON** 2017 Chapter Membership List to download the form.
- **OPEN** the form you just downloaded on your own computer.
- **TYPE** directly onto the interactive EXCEL formatted spreadsheet using your computer keyboard. Be sure to include your **CHAPTER NUMBER** on each line.
- **INCLUDE** all email addresses so that **ALL** members have the ability to read communications from the National Philoptochos sent through its list server.
- **SAVE** the EXCEL spreadsheet as it is (NOT in a PDF) on your computer.
- **EMAIL** the completed EXCEL spreadsheet as an ATTACHMENT to [Membership@philoptochos.org](mailto:Membership@philoptochos.org) and also send a copy to your **Metropolis President**.

Please **DO NOT** do the following:

- **DO NOT** make a hard copy of the form and type or handwrite the information onto the blank form.
- **DO NOT** print the form after you fill in the information and send it through regular mail or fax to the National Office. (Forms must be emailed in the interactive format of EXCEL).
- **DO NOT** convert the EXCEL spreadsheet to a PDF, which is a “fixed” document that cannot be used to cut and paste information into other documents or added to in the future.

If you or your Membership Chairman do not have the technology to complete the form, ask a Chapter or Church member to assist you **OR CONTACT YOUR METROPOLIS PRESIDENT FOR ASSISTANCE.**

For additional support on working with this Excel spreadsheet you may contact Rania Richardson, Communications Manager at the National Office at [rrichardson@philoptochos.org](mailto:rrichardson@philoptochos.org) or your Metropolis President.