

MASSACHUSETTS PTA  
ONLINE MEMBERSHIP DATA REPORTING (OMDR)

## TEMPLATE INSTRUCTIONS

- ☞ Do NOT move or delete any of the columns, whether you use them or not.
- ☞ Columns in **red** must be completed.
- ☞ Do not use commas in any of the data fields (addresses, names, etc.)
- ☞ No entry can take up more than one row on the spreadsheet. Make columns wider as needed.
- ☞ All data for an officer/member must be on a single row.

FIELD	MAXIMUM CHARACTERS	PARAMETERS
<b>Local Unit ID Number</b>	8	Eight digit number beginning with zero. If you don't know your number, email <a href="mailto:info@masspta.org">info@masspta.org</a> with your PTA's name and mailing address to receive
Name Prefix	15	
<b>First Name</b>	40	
Middle Name		
<b>Last Name</b>	40	
Suffix	10	
<b>Address 1</b>	40	
Address 2		Apartment or suite number
Address 3	40	
<b>City</b>	25	
<b>State</b>	2	UPPER CASE -- Standard USPS 2-character state code
<b>Zip</b>	5 or 9	Do not use hyphen
Home Phone	13	(xxx)xxx-xxxx
Work Phone	13	(xxx)xxx-xxxx
Fax Phone	13	(xxx)xxx-xxxx
Email	60	
<b>Position</b>	Specific *	See below. MUST be used.
<b>Begin Date</b>	10	MM/DD/YYYY
<b>End Date</b>	10	MM/DD/YYYY

POSITION	SPREADSHEET ENTRY
Co-Local Unit President	CO-LUP
Consultant	CONSULT
Coordinator	COORD
District Director	DD
District President	DP
Historian	HIST
Legislative Chair	LEGCH
Local Unit Member	MBR
Local Unit Membership Chair	MEMBCH
Local Unit Secretary	LUSEC
Local Unit Treasurer	LUTR
Local Unit President	LUP

POSITION	SPREADSHEET ENTRY
Local Unit Vice-President	VP
Parent Involvement Chair	PICHR
Parliamentarian	PARLIAM
President-Elect	PRESELEC
Public Relations Chair	PRCHR
Region President	REGPRES
State President	SP
Secretary	SEC
Secretary-Treasurer	SECTREAS
Treasurer	TREAS
Vice-President-Elect	VPELECT