

Go To: [www.pta.org/OMDR](http://www.pta.org/OMDR)

Go To: First Visit  
Complete All Sections of Screen  
Member ID#: MA PTA will give to unit  
Local Unit ID #: MA PTA will give to unit  
Enter User Name – Click Submit  
Enter Password – Click Submit

#### **To Enter Unit Information**

Go To: Home Page  
Go To: Local Leader  
Enter User Name & Password  
Click: Log In  
Under Maintenance  
Click Officer Information – Enter Information for all Officers  
Click School Information - Enter Information

#### **To Enter Member Information**

Go To: Home Page  
Go To: Local Leader  
Enter User Name & Password  
Click: Log In  
Under Maintenance Go To: Member Entry  
Complete screens with information collected from Membership Form

#### **To Upload Files into OMDR**

Refer to pages 22 through 29 in the Local Unit Leader's Manual for set up and instructions.

#### **Down Loading Files from OMDR**

Go To: [www.pta.org/OMDR](http://www.pta.org/OMDR)  
Go To: Local Leader  
Enter: User Name & Password  
Click: Download Member List

Click: Download Data File  
Save the document to desktop as a text file (.txt)  
Be sure to name file (Ex. XYZ PTA Membership)

Open Excel  
Click: Open  
Enter the File Name you assigned  
Under File Type Select All Files (\*.\*)  
Click: Open

Text Import Window will open.  
Check: "Delimited"  
Start import at Row 1  
File origin is "Windows (ANSI)"  
Click: Next

Wizard will prompt for delimiters.  
Unclick: Tab  
Click: Other  
In the box, type in the pipe character "|"  
(This is a shifted back slash (\))  
"Txt qualifier" should be a single quote figure (')  
Click: Next

Column format is General  
Click: Finish

Data will appear as a spread sheet/ headers are in row 1