



Chapter Presidents, Treasurers, and Membership Chairs:

I hope you're all well and enjoying these first days of Spring. I'm writing today with a few updates about EGA Membership.

Chapter Member Renewals

In late January I shared with you all the plan for communicating with members regarding their renewals. To recap, we're sending each member a renewal reminder and link to renew at the beginning of the month in which their renewal falls, a mid-month reminder, and a final reminder at the end of the month. This has been working well and we plan to continue with this same cadence going forward. We are also following up periodically with those who did not renew to provide instructions for re-joining if and when they would like to.

Life Members

Life Members' primary chapter memberships will be renewed through Headquarters beginning this year. Each of these members will receive instructions for renewing in the coming weeks and I'll keep you updated on the process as well.

Online Chapter Directories

As we have shared at various points over the last year, we have been working with our web developers to make it possible for you as a chapter leader to view, sort, and download a roster of all of your chapter's current members from the EGA website whenever you need it. This work is now complete and we are pleased to invite you to start using this function. Below you will find full instructions as well as a video walkthrough in case that is helpful. Please take a few minutes to review your list soon and let me know if you see any errors.

A few things to keep in mind:

- This tool will replace the need for sending periodic full chapter rosters from Headquarters.
- I will continue sending you notice of your new chapter members by email as they come in. New members will appear on your chapter's list within two to three days of dues payment.
- I will continue sending a list of new or renewing members each month that corresponds with your chapter's ACH payment.
- This new functionality does not work for region membership yet. Regions will continue to get updated lists by email until further notice

Please reach out if you have any questions or difficulty accessing your list. My email is typarks@egausa.org. You can also call EGA Headquarters at 502.589.6956 and any staff member will be able to help.

Tonya Parks

Membership Manager and Financial Coordinator

Instructions to access your Chapter Directory List

In order to see a chapter directory online you need to be an officer of that chapter.

This access is given automatically based on who EGA HQ has as officers for a chapter. If you need to submit changes to your chapter officers, please use this form: <https://egausa.org/chapter-officers-update-form/>

Accessing the Chapter Directory

You will need to be logged into egausa.org in order to access your chapter directory.

Once you log in, you will see the link to view your Chapter Directory in your profile. If you are logged in, you can also access this link from the Chapter Map under that chapter.

If you don't see the link or you should be seeing a different chapter, please contact rduren@egausa.org so we can correct this.



Lucy Stitcher, webreply@egausa.org

Member Number: 66778899

Member Level: CHP - Chapter Member

Primary Chapter: LOU-LOUISVILLE CHAPTER

Region: TVR-TENNESSEE VALLEY REGION

[View Chapter Member Directory](#) ←

Using the Chapter Directory

The Chapter Directory list will show you a list of all your current members.

You have the options to sort your list by Membership Start Date(Newest member renewing), Renewal Date, First Name or Last Name. Once you select an option from the dropdown, press **Submit** to sort the list.

Order By

Membership Start Date (Newest-Oldest)
Select
Membership Start Date (Newest-Oldest)
Renewal Date (Closest-Furthest)
First Name (A-Z)
Last Name (A-Z)
First Name (Z-A)
Last Name (Z-A)

For your convenience, you may use the list directly on the website, but we have included two ways to export the list so you can use it in a different format, or while you are offline.

EXPORT AS CSV

PRINT

If you would like a spreadsheet with all the members, click **Export As CSV** and a .CSV spreadsheet will download to your computer.

You may also print the list by selecting the **Print** button, this will open a screen with information on printing the list. On the printing dialog screen, most browsers offer the option to print or save as a PDF.

If you are logged in you will also see a link to your chapter directory list on the Chapter Map under your chapter's information.

A video with these instructions is available below.

