

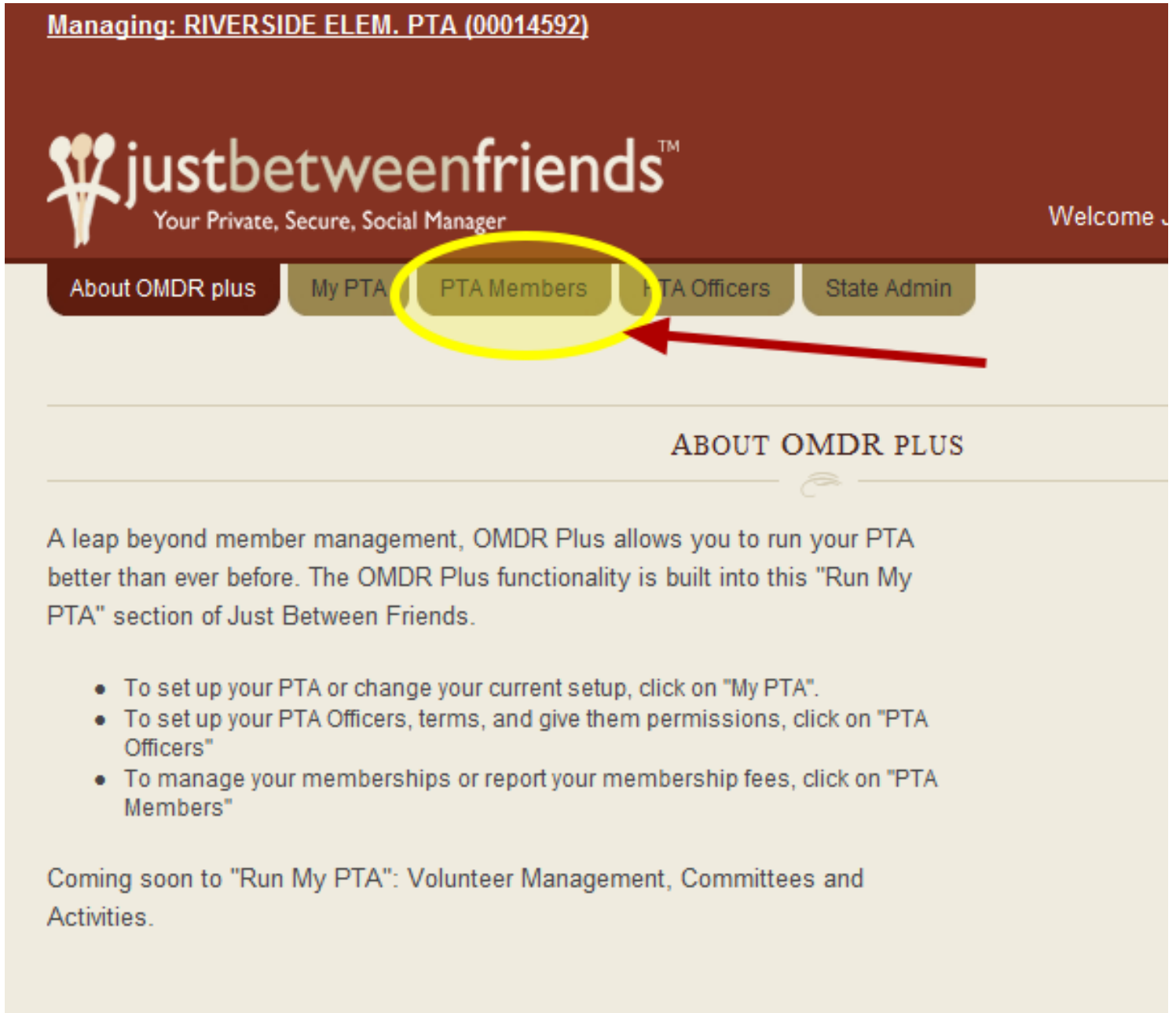
## Printing PTA Cards

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This lesson will show you how to print membership cards from the system. PLEASE print a sample page on plain paper and hold it up to the light with your card stock before inserting cardstock to print.

### Log Into Your Run My PTA Side of Your Just Between Friends Account

Managing: RIVERSIDE ELEM. PTA (00014592)



justbetweenfriends™  
Your Private, Secure, Social Manager

Welcome J

About OMDR plus My PTA **PTA Members** PTA Officers State Admin

### ABOUT OMDR PLUS

A leap beyond member management, OMDR Plus allows you to run your PTA better than ever before. The OMDR Plus functionality is built into this "Run My PTA" section of Just Between Friends.

- To set up your PTA or change your current setup, click on "My PTA".
- To set up your PTA Officers, terms, and give them permissions, click on "PTA Officers"
- To manage your memberships or report your membership fees, click on "PTA Members"

Coming soon to "Run My PTA": Volunteer Management, Committees and Activities.

After click on the Run My PTA Tab you should see this screen.

## PTA Members Tab

Managing: RIVERSIDE ELEM. PTA (00014552)



Welcome Julia Sheffler

About OMDR plus

My PTA

PTA Members

PTA Officers

State Admin

Switch

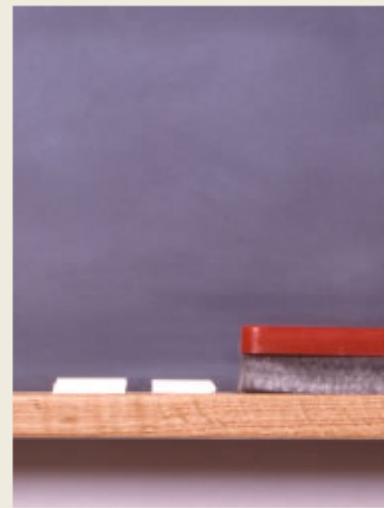
### PTA MEMBERS

Membership Stats \*coming soon\*

Master PTA Roster

Import from OMDR (BETA)

Import from Spreadsheet (using OMDR BETA)



The returned page will look like the above (you may or may not have the Import Options)

1. Click on **Master PTA Roster** in red.

## Print Cards Button

MASTER PTA ROSTER

Show All in Community       Show None  
 Show PTA Members Current Year       Show PAID Current Year  
 Show PTA Members Last Year       Show PAID Next Year  
 Show PTA Members Next Year       Show PAID Last Year  
 Show EX-PTA Members       Show NON-PTA Members

Current PTA Member ID: (00050035)

**Print Cards**      Print 2009 - 2010 Members

Join/Renew member      Mark Paid      Page Size 100 ▾

Remove Member      Mark Unpaid      Mark as Printed

**Member Status**    **Pmt Status**    **Card Status**    **Snapshot 2008-2009**    **Snapshot 2009-2010**    **Snapshot 2010-2011**

1 - 3 of 3 Results

<input type="checkbox"/>	TYPE	LAST NAME	FIRST NAME	PTA MEMBER ID	MEMBER 2008 - 2009	MEMBER 2009 - 2010	MEMBER 2010 - 2011
<input type="checkbox"/>	Adult	██████	Doris		X	X	
<input type="checkbox"/>	Adult	██████	April		X	X	
<input type="checkbox"/>	Adult	I ██████	Donna		X	X	

1. Click on the Print Cards button.

## Print Card Dialog Box Part One

CLICK HERE AND DRAG **1**

Need Help With Printing **2**

Type:

- Member-specific PTA Cards **3**
- Blank Cards with PTA Unit Info Only

Current PTA Membership Period : 07/01/2009 to 06/30/2010 **4**

Show Term Dates On Blank Cards **5**

Use this period instead

Use Term Period Defined Below **6**

Term Start (month/day/year) Term End(month/day/year) **7**

Vertical Offset : **8**

0.45 inches

Lower numbers will print the card closer to top of page

1. Moving the dialog box - Click and hold your mouse button down in the middle of the words CLICK HERE AND DRAG; move the box to where you would like.

2. Need Help With Printing Click on these red words and get the following help words.

### Tips for Printing Your PTA Membership Cards

Always test your alignment by printing on plain paper before printing on your PTA card-stock.

Make sure your Page Scale is set to NONE (in your Adobe Reader print dialog box).

Make sure that your Adobe Reader printer settings are set to print at 100% reduce/enlarge and to print on a 8.5 x 11 inch paper (portrait orientation).

If your cards dont align properly (with Page Scaling set to none), change the Vertical Offset in the Just Between Friends Print Cards dialog box.

Numbers larger than .45 will push the text toward the bottom of the page

Numbers smaller than .45 will push the text closer to the top of the page

If you push the text too low for the bottom card, it will print on the next page instead of printing the bottom two cards of the page. To fix this, reduce the number you have selected as the Vertical Offset. For most printers, using a value higher than .60 will push your bottom two cards to the next page.

The Print Cards module will align properly for most (but not all) printers. If you still have problems getting alignment after using the tips shown above, try printing on a different printer.

3. Select type of Card **Member Specific PTA Cards** Do you want to print a card with the name of your member? Click on this radio button (make the circle blue). **HINT** - Make sure you have selected the members by a check mark on the roster page here, to tell the system which member(s) you wish to print.

Select type of Card **Blank Cards With PTA Unit Info Only** Do you want to print a card with without the name of your member? But rather just the name of your school, unit number and membership date. Click on this radio button (make the circle blue)

4. Current PTA Membership Period If this is the dates you are looking for great. If your membership period is different (for either type of card above) click on the box to the left of **number 6**, placing a checkmark in the box, and then the dates in **number 7**.

5. Show Term Dates on Blank Cards For your blanks cards, do you want the date to print? If so click on the check box to the right of: Use Term Period Defined Below. Then on **number 7** put in the date in the format shown.

6. Use Term Period Defined Below If you check this box you will be require to put something in the date boxes below.

7. Term Start (month/day/year) Term End(month/day/year) If you checkmark use term date below and do not enter in a correct date or no date you will get this error: **You must specify print start and end term if you have selected to change print period.**

8. Vertical Offset: This may be thought of as adjusting the current margins. You will be able to determine if you need to adjust this after printing out your initial test page. Also, see the **Tips for Printing Your PTA Membership Cards** above.

## Print Card Dialog Box Part Two

1 Print Members In This Year Only

2008 - 2009

2009 - 2010

2010 - 2011

Print for

Selected Members

All Members

Cards will print only for members in the specified year

OK Cancel Close

2

1. If you have selected the blank membership cards then you will not be able (or need to ) select anything else.

## Print Card Dialog Box Part Two Cont.

1 Print Members In This Year Only

2008 - 2009

2009 - 2010

2010 - 2011

Print for

Selected Members

All Members

2

Cards will print only for members in the specified year

OK Cancel Close

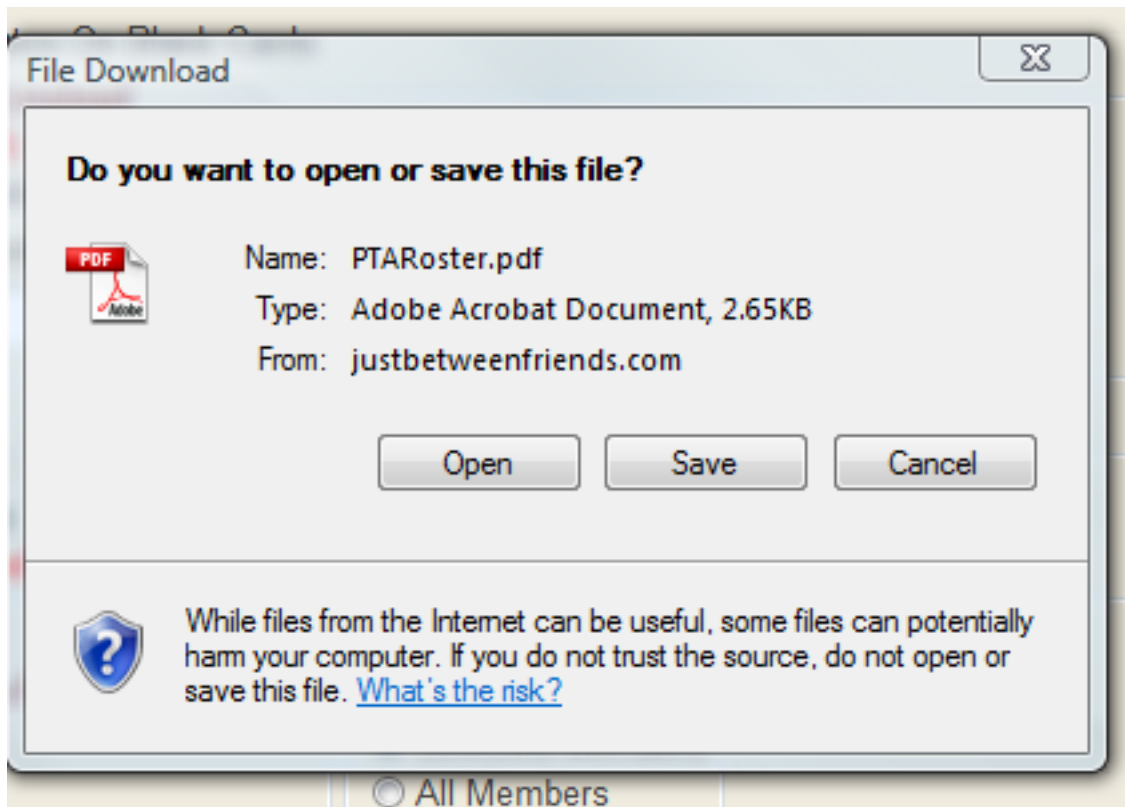
3

1. Print Members In This Year Only - If you have selected member specific you will need to specify the membership year. **IMPORTANT:** If the person is not a member for the year you selected or you have not checked their name before clicking on the print card button (when Print for is Selected Members) you will not get a card a printed for them.

2. Print for - Select the radio button for the option you would like: Selected Members or All Members.

3. Click on OK button (or cancel if you would like).

## Dialog Box for PDF Print



Click on the Open or Save Button. If you save make sure save it to the desktop to make it easy to find later.

## Example of PDF Created for Blank Cards

CLICK HERE AND DRAG

[Need Help With Printing?](#)

Type:

Member-specific PTA Cards

Blank Cards with PTA Unit Info Only

Current PTA Membership Period: 07/01/2009 to 06/30/2010

Show Term Dates On Blank Cards

Use this period instead [You must specify print start and end term if you have selected to change print period](#)

Use Term Period Defined Below

Term Start (month/day/year) Term End(month/day/year)

Vertical Offset:  inches

[Lower numbers will print the card closer to top of page](#)


Print Members In This Year Only    Print for

2008 - 2009                       Selected Members

2009 - 2010                       All Members

2010 - 2011

Cards will print only for members in the specified year



1. Using the specs above the next image shows the card result.

000[REDACTED]

NEW YORK PTA  
02/03/2008 - 02/02/2009

000[REDACTED]

NEW YORK PTA  
02/03/2008 - 02/02/2009

000[REDACTED]

NEW YORK PTA  
02/03/2008 - 02/02/2009

000[REDACTED]5

NEW YORK PTA  
02/03/2008 - 02/02/2009

00[REDACTED]

NEW YORK PTA  
02/03/2008 - 02/02/2009

000[REDACTED]

NEW YORK PTA  
02/03/2008 - 02/02/2009

000[REDACTED]

NEW YORK PTA  
02/03/2008 - 02/02/2009

000[REDACTED]

NEW YORK PTA  
02/03/2008 - 02/02/2009

## Example of PDF Created for Member Specific Cards

**CLICK HERE AND DRAG**

Need Help With Printing?

Type:

- Member-specific PTA Cards
- Blank Cards with PTA Unit Info Only

Current PTA Membership Period: 07/01/2009 to 06/30/2010

Show Term Dates On Blank Cards  
Use this period instead **You must specify print start and end term if you have selected to change print period**

Use Term Period Defined Below

Term Start (month/day/year) Term End(month/day/year)

2/3/2008 2/2/2009

Vertical Offset: 0.45 inches   
**Lower numbers will print the card closer to top of page**


Print Members In This Year Only Print for

- 2008 - 2009
- 2009 - 2010
- 2010 - 2011

- Selected Members
- All Members

Cards will print only for members in the specified year

OK Cancel Close



1. Using the specs above the next image shows the card result.

000 [REDACTED]  
Doris [REDACTED]  
NEW YORK PTA  
02/03/2008 - 02/02/2009

000 [REDACTED]  
Apr [REDACTED]  
NEW YORK PTA  
02/03/2008 - 02/02/2009

000 [REDACTED]  
Don [REDACTED]  
NEW YORK PTA  
02/03/2008 - 02/02/2009