

MEMBERSHIP REPORTS MANUAL

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GSRW Membership Committee

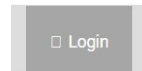
Website Login Instructions

If you have already set up an account on the new GSRW website, login with your username/email and password. If you are unsuccessful follow the instructions below.

If you have never set up an account on the GSRW website, please follow these instructions.

LOGIN AND PASSWORD INSTRUCTIONS

1. Be sure you use the same email you registered with at GSRW.
2. Click on **Login** at the top right corner of any page of the GSRW.org website.



3. A pop-up box will appear.
4. Click **Forgot your password?** in the lower part of the pop-up box.

5. This will take you to another pop-up that will ask you for your email.
6. Fill in your **email** and click to **Reset Password**.

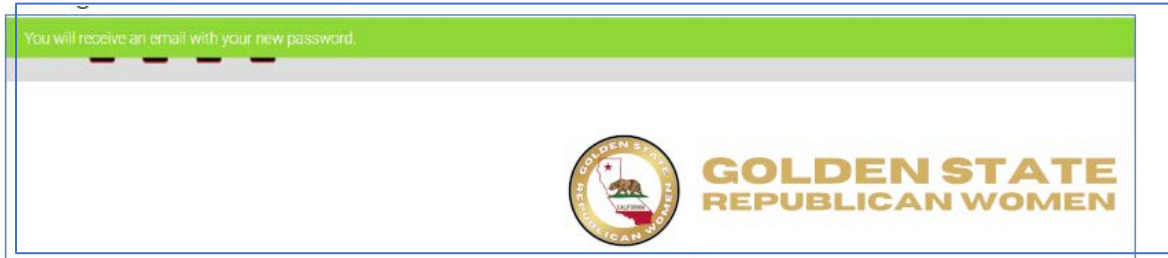
7. Go to your email. You should receive a first email with a message that says, **To reset your password, visit the following address: Click on the link that follows.**

8. *Note: If you do not receive the email, check your SPAM folder for an email from WordPress with the subject "Password reset request." It may be necessary to clear your cache in your internet browser program before requesting a new password.*

Sample email Text

Someone requested that the password be reset for the following account:
<https://www.gsrw.org>
Username: nbotten@verizon.net
If this was a mistake, just ignore this email and nothing will happen.
To reset your password, visit the following address:
https://gsrw.org/?action=reset_pwd&key=MVUK1LY6eRyJlA5FxtUd&login=nbotten%40verizon.net
You will receive another email with your new password.

- After clicking the link, you will be returned to the website. There you will see a green highlighted message to check for another email.

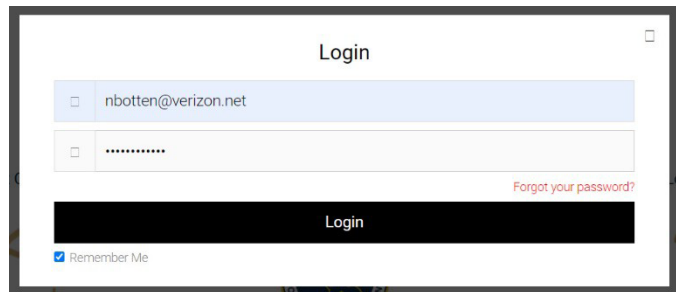


- Check your email again. It may take a few moments to receive a second email from WordPress with the subject line **Your New Password**.
- Copy the password into your desktop by right clicking your cursor to the left of the password, then dragging your mouse to the right, highlighting the password. When the password is highlighted, press the Control key (CTRL) on your keyboard and at the same time press "C." This will copy. You may also write down the password you received in your

Your new password for the account at:
<https://gsw.org>
 Username: nbotten@verizon.net
 Password: #YqCHz!#Mrw\$

- Go back to GSRW.org and find the login link again in the upper right corner and click to open the login box.

- Type your email address on the top line. Click to put your cursor on the password line. Press Control (Ctrl) button on your keyboard and at the same time press "V." This will paste your password onto the line. You may also type the password you copied in #10. Be sure to type it exactly, paying attention to Upper-case and Lower-case letters.



- Click to enter your login and this will get you logged in to the website.
- Once you are logged in, you can go to My Account. Scroll down to the bottom of the page on the left and click Change Password. Follow the steps to enter a new password and submit. It is a good idea to create a password you do not use elsewhere. Security is important.
- Your computer or cell phone browser may offer to save the password for your or you can copy it from your email and record it for future reference.
- If you ever lose or forget your password you can go back and click Login. Click **Forgot My Password** and repeat the above instructions to get a new password and get logged in.

[My Account](#) [Logout](#)

[Save Profile](#)

[Change Password](#)

11/22/2021

GSRW PCC Web Login Inst illus 2021-12-22-.docx

nwb

COMPUTER BASICS

CREATING A FOLDER IN WINDOWS

- Open the File Explorer
- Click the New Folder icon at the top of the window, or right-click and select New/Folder from the menu that appears
- Type the desired name of the folder
- If you miss naming the folder, you can right-click on the folder and click Rename from the menu.

CREATING A COPY OF A FILE

- Click File
- From the File menu, select **Save As**
- Navigate to the folder where you want to save the file and Rename the file as desired. **When naming the file you will send to GSRW, please include the name of your club and region number. We recommend a file name that also includes the report number and date. EXAMPLE: Redlands-R7 PCR-01 2022-01.**

INTRODUCTION TO EXCEL

GSRW Club Membership Reports are created using the Microsoft Excel program. Versions of Excel are available for PC and Apple systems. At first glance, the program can seem a little intimidating, but after going through GSRW training and with a little practice, you should be able to master the process.

EXCEL is a spreadsheet program that allows you to organize data (information) using numbers and text. Your job is to enter the information on a spreadsheet that has already been created for you and to submit that spreadsheet to the GSRW Data Center. To help you do this, we will begin by defining some terms used in the EXCEL program.

TERMS:

- **WORKBOOK:** You are probably familiar with programs that do word processing. These programs create documents. When you use EXCEL, you create a Workbook. A Workbook is like a notebook. It can be made up of multiple spreadsheets referred to as worksheets.
- **WORKSHEETS:** A Workbook can have many worksheets. Each worksheet has a grid made up of Columns and Rows. The columns are identified by letter and the rows are identified by numbers.
- **CELLS:** Each box on the grid is called a CELL. Each cell has a name that includes the Column Letter and Row Number. The active cell is the one in which you are entering data. The active cell shows a dark border. The active cell reference (i.e., A1, B3) displays in the Name box above Column A and the content appears in the Formula Bar, which is located just above the Column letters.

MOVING AROUND THE WORKSHEET:

To move from cell to cell, you can click on the cell you want to edit, press tab to move to the right, or use the arrow keys to move left, right, up or down. Of course, you can also move by clicking your mouse into a specific cell.

COPY AND PASTE FROM ONE EXCEL FILE TO ANOTHER

To copy and paste from one file to another you must open both files. Follow the instructions below for selecting and copying the information from File 1 and pasting it into File 2.

1. How to Select, Copy, and Paste One Row at a time.

- Click on the row number to highlight the row.
- Hold down the Control Key (CTRL) and press C to copy all of the information in the row. *Note: You can also right-click on the row number, then click Copy on the menu that appears.*
- Go to File 2.
- Locate the row where you will paste the information.
- Select the row by clicking on the row number.
- Hold down the Control Key (CTRL) and press V. *Note: You can also right-click on the row number, then click Paste on the menu that appears.*
- The information from the row in File 1 will appear in the Row in File 2.

2. How to Select, Copy, and Paste Multiple Consecutive Rows

- Go to File 1
- Click the row number for the first row you want to copy.
- Hold down the Shift Key and press the number of the last row that you want to copy.
- This will highlight every row you selected.
- Hold down the Control Key (CTRL) and press C to copy these rows. *Note: You can also right-click on the row number, then click Copy on the menu that appears.*
- Go to File 2.
- Click on the first cell of the first row where you want your information to be copied.
- Hold down the Control Key (CTRL) and press V to paste the information into File 2. *Note: You can also right-click on the row number, then click Paste on the menu that appears.*
- All of the rows that you selected in File 1 will appear in File 2 .

3. How to Select, Copy, and Paste Multiple Non-Consecutive Rows

- Go to File 1
- Click on the number of the first row you would like to select
- Hold the Control Key (CTRL) down and click on the number of each row you want to select.
- Once you have selected each row, hold down the Control Key (CTRL) and press C to copy the information. *Note: You can also right-click on the row number, then click Copy on the menu that appears.*
- Each of the rows you selected should appear highlighted.
- Go to File 2
- Click on the first cell of the first row where you want to paste the information.
- Hold down the Control Key (CTRL) and press V to paste the information into File 2. *Note: You can also right-click on the row number, then click Paste on the menu that appears.*
- Each of the rows you selected from File 1 should now appear together in File 2.

COMPLETING MEMBERSHIP REPORTS

Preparation:

Note: If you are not familiar with how to create a folder, rename a file, create a copy of a file, or copy and paste information in Excel, be sure to read the instructions for Computer Basics and Computer Basics and Using Excel located in the Membership Reporting Center on the GSRW website.

1. Obtain a copy of your membership list from the previous year.

- Your 2021 list will be emailed to you by the GSRW Data Center Manager during the first week of December. If you do not receive the list, or if it is “misplaced” or deleted, you can request a copy by completing the request form in the Membership Reporting Center on the GSRW website.
- Save a copy of the Membership List File in a folder marked Membership 2021. This will preserve the information for future reference.
- The original file will be used as you complete your Membership Report for Renewals.

2. Download the most recent GSRW Membership Excel Spreadsheet Template

- If you have not already done so, download the latest version of the GSRW Excel Spreadsheet Template from the Membership Reporting Center.
- ***In case of future changes, we recommend you download a fresh copy of the Template each month.***
- Create a copy of the Membership Report Template. **When naming the file you will send to GSRW, please include the name of your club and region number. We recommend a file name that also includes the report number and date. EXAMPLE: Redlands-R7 MR-01 2024-01.**
- Creating a copy will preserve your blank template.

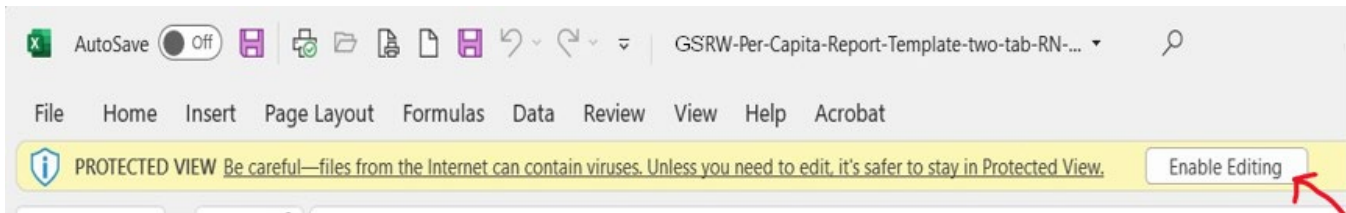
3. Get Organized

- We recommend that you create a Membership Report folder on your computer.
- Create Sub-Folders for MR 2023, MR 2024, etc.
- Store your Excel Spreadsheet Template in the MR 2023 folder. You can create a copy of the Template each time you create a report or download another fresh copy.
- Please remember that no matter how your club keeps track of your total membership, you must use a clean copy of the Excel Spreadsheet Template. If you delete or add any rows or columns it may interfere with the ability to process the information at GSRW.

Important Note: Please DO NOT, under any circumstances close, hide, unhide, add or delete columns or rows in the Excel Membership Report Form. If changes are made to the basic structure of the form, it will disable the transfer of information. Using the template downloaded from the Membership Reporting Center and copying and pasting information from a copy of the template will make this transfer possible.

Membership Report of RENEWALS:

Open the Excel Spreadsheet Template that you downloaded from the website. If necessary, click on **Enable Editing**. (see image)



The Membership Excel file template contains 2 worksheets. To begin using the worksheet for reporting renewing members, click the tab at the bottom of the workbook that reads **RENEWALS 2024**.

Club Information for Renewal Worksheet –At the top of your worksheet there is a header box to be completed for each report.

Report #	Date:	Club Name:	Club #	Region #
Total Renewal Members this Report:		Online Payment:	Check #	Amount Due for this Report: \$
[Use this line for an approved Adjustment Credit from a previous report overpayment \$ (credit amount) Total of current check with credit applied : \$]				

- Enter the **number** of the report you are submitting.
- Enter the **date** of your report
- Enter the **name of your club** spelling out the city or location of your club followed by RW. Please do not use initials only. Many clubs have the same initials. For instance, Conejo Valley Republican Women GSRW and Capistrano Valley Republican Women GSRW both have the initials CVRW. Entering the Conejo Valley RW avoids confusion.
- Enter your GSRW **Club number**.
- Enter your GSRW **Region number**.
- Enter the **total number of Renewing Members** being reported.
- Place a **check by Online Payment** if you will be using a Debit Card.

- If you plan to pay by check, please **enter the number of the check** that you will be issuing. *Note: If you are submitting Renewals and New Members, **write the same check number at the top of both worksheets.** This will help the Treasurer and Data Center Manager connect your report to your payment when received.*
- Enter the **total amount being paid for Renewing Members only.** (2022 = # of Renewals x \$27)
- The last line will only be used if you have an **approved Adjustment Credit and are paying by check.** On this line enter the **amount of the Credit and the total of the check with the credit applied.** **Adjustment Credits cannot be made when paying online with Debit/Credit card.**

Entering Renewing member data – *Remember: If you are not familiar with Copying and Pasting from file to file, see the Excel Instructions available under **Instructions** in the Membership Reporting Center on the GSRW Website.*

- Use the Copy of the file as a working copy for submitting Renewals. Save it in a different folder for the new reporting year.
- Open the working file and copy the information for each renewing member.
- In the file you are using for your report Click the RENEWALS 2022 tab to open the worksheet.
- Paste the information for each renewing member into the worksheet, beginning at Row 2

Double check all the information you have entered onto this worksheet.

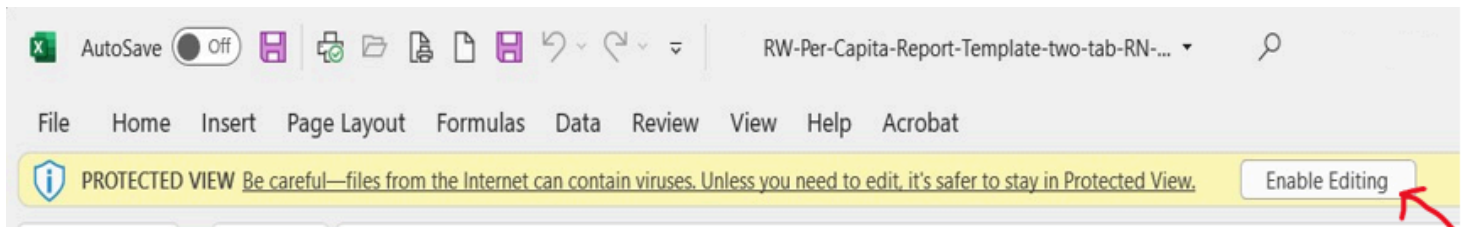
Place a C in column one for any member whose information has changed since reported for last year.

Compare the number of members you copied with the number you entered at the top of the page.

When you are finished with Renewals, be sure to **save your work.** **REMEMBER: SAVE SAVE SAVE**

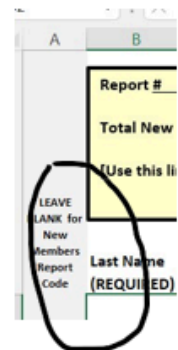
Membership Report of NEW MEMBERS:

If necessary, open the Excel Spreadsheet Template. If necessary, click on **Enable Editing.** *(see image)*



The Membership Excel file template contains 2 worksheets. To begin using the worksheet for reporting new members, click the tab at the bottom of the workbook that reads **NEW MEMBERS.**

Please notice that Column A is colored grey and reads **Leave blank for new members report code.** This column should be left blank for use by the GSRW Database Manager.



Club Information for New Member Worksheet – Updated At the top of your worksheet there is a header box to be completed for each report. Enter the number of the report you are submitting.

Report # _____	Date: _____	Club Name: _____	Club #: _____	Region # _____
Total New Members this Report: _____		Online Payment: _____	Check # _____	Amount Due for this Report: \$ _____
[Use this line for an <u>approved</u> Adjustment Credit from a previous report overpayment \$ _____ (credit amount)				Total of current check with credit applied : \$ _____]

- Enter the **date** of your report
- Enter the **name of your club** spelling out the city or location of your club followed by RW. Please do not use initials only. Many clubs have the same initials. For instance, Conejo Valley Republican Women GSRW and Capistrano Valley Republican Women GSRW both have the initials CVRW. Entering the Conejo Valley RW avoids confusion.
- Enter your GSRW **Club number**.
- Enter your GSRW Region number.
- Enter the **total number of New Members** being reported.
- Place a **check by Online Payment** if you will be using a Debit Card.
- If you plan to pay by check, please enter the **number of the check** that you will be issuing. *Note: If you are submitting Renewals and New Members, write the same check number at the top of both worksheets. This will help the Treasurer and Data Center Manager connect your report to your payment when received.*
- Enter the total amount being paid for New Members only. (# of New Members x \$15)
- The last line will only be used if you have an **approved Adjustment Credit and are paying by check**. On this line enter the **amount of the Credit and the total of the check with the credit applied**. **Adjustment Credits can not be taken when paying by Debit/Credit card.**

New member data - Fill in the information for each of your new members beginning on Row 2.

Notice that some fields are required and should not be left blank.

- Enter the new member's last name in column B
- Enter the new member's first name in column C
- Enter the new member's middle name if available in column D
- Enter the new member's street address or PO Box number in column G
- Enter the new member's city in column I
- Enter the new member's state in column in column J.
- Enter the new member's zip code in column K
- Enter the new member's primary phone number in column L
- Enter whether this is a home (H) or cellphone (C) in column M
- Enter the new member's email address in column N

Note: You could start this template during the reporting period and record new members ahead of time.

Double check all the information you have entered onto this worksheet.

Compare the number of New Members reported with the number you entered at the top of the page.

When you are finished with Renewals, be sure to **save your work**. **REMEMBER: SAVE SAVE SAVE**

SUBMITTING MEMBERSHIP REPORTS AND PAYMENTS

Reports and payments are due on the 1st of the month. Corresponding checks must be received by the 5th of the month. Late reports will be counted for the following month. Please allow time for checks to reach the GSRW Treasurer. Your report cannot be processed until check is received.

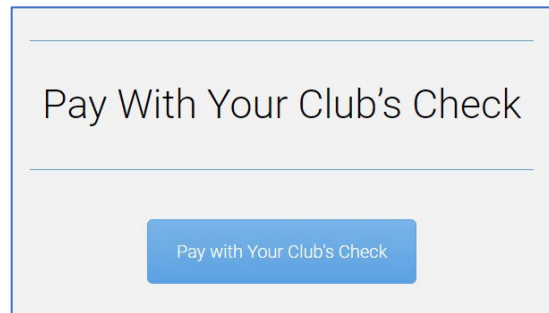
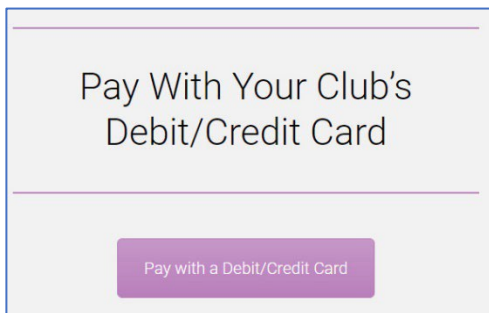
SUBMITTING FORMS AND PAYMENT

1. When you have completed the Report for Renewals and/or New Members for the reporting period, login to the GSRW.org Members Center, Membership Reporting Center

2. Click number 3. Upload Report and Pay

3. Upload Report and Pay

3. You will see two choices. Click on the button for Pay with a Debit/Card or Pay with a Check. (See further directions below for "Pay with a Debit Card" or "Pay with Your Club's Check")



PAYING WITH DEBIT CARD

For New Members or Recurring Members paying with Debit Card, complete the form as follows:

1. Select your Club Name from the dropdown menu.
2. Enter your First Name.
3. Enter your Last Name.
4. Enter the complete email address.
5. Enter the Time Period being reported using the Calendar Buttons for the Start and End Dates
6. Click the UPLOAD button. Navigate through your computer and select the completed Membership Report template file you want to upload. The filename will appear in the box.
7. Under Product Details, click the Plus Sign until the number equals the number of Renewing and New Members you are reporting.
8. Enter the Debit Card Number, Expiration Date and CVV number from the back of the card.
9. **When paying by Debit Card, a convenience fee of \$1.00/member will automatically be added to your total.**
10. The total amount due will appear in the Blue Box Below. Compare it to the amount you were expecting.
11. Click Pay (the Blue Box) to Submit. Your file will be upload and your payment will be processed.
12. After completing your payment, you will receive an email receipt/report. A report will also be sent directly to the GSRW Treasurer, Data Center Manager and Membership Chair.

PAYING WITH CHECK

1. Enter the full name of your Membership Chair/Membership Reporter
2. Enter the complete email address for your Membership Chair/Membership Reporter
3. Enter the Time Period being reported using the Calendar Buttons for the Start and End Dates

4. Enter the Total Number of **Renewals plus New Members** on the worksheets in the File you are submitting.
5. The total amount of due will appear in the Total Amount Due window. Compare it to the amount you were expecting. ***Note: If you have an Approved Credit with GSRW, the amount you owe will be different than the total shown on this form. Ignore the difference. Include a copy of the email documentation you received from GSRW when you submit your check by mail.***
6. Enter the Check Number in the box. It should match the check number you recorded at the top of your report.
7. The method of a payment will automatically appear as ***via Check***
8. Click Choose File, under Upload Excel Sheet. Navigate through your computer and select the completed template report you are uploading.
9. Click Submit
10. Your file will be uploaded, and your payment information will be submitted.
11. After completing your payment, you will receive an email receipt/report. A report will also be sent directly to the GSRW Treasurer, Data Center Manager and Membership Chair.
12. **Mail your check to:**
GSRW 4th Vice President Tammy Galt, 961 North Armstrong Avenue, Clovis, CA 93611

PREVIOUS YEAR'S EXCEL SPREADSHEET REQUEST FORM

Login to **GSRW.org** website

Click **Members Center**

Click **Membership Reporting Center**

Scroll down and Click **Previous Year's Excel Spreadsheet Request Form**

- Under **Full Name of RWF Club**, use the Drop-Down Menu to select your club's name.
- Enter the **Full Name of Membership Chair** or designated Membership Reporter.
- Enter the **Email address of Membership Chair** or designated Membership Reporter.
Check email address for accuracy.
- Enter **Phone Number of Membership Chair** or designated Membership Reporter.
- Under **Please tell us which year's Excel Spreadsheet you are requesting**. Enter the **Year** and any other information you want to convey.

Click **Submit**

A copy of the request will be sent to the club's Membership Chair/Membership Reporter and the GSRW Data Center Manager.

CLUB MEMBER INFORMATION CHANGES (CHANGE FORM)

Use this form to change/update the personal information for a member previously reported on a Renewal or New Member Membership Form for the current year.

Login to **GSRW.org** website.

Click **Members Center**

Click **Membership Reporting Center**

Scroll down and Click **Adjustment Notification Form**

- Under **Full Name of RWF Club**, use the Drop-Down Menu to select your club name.
- Enter the **Full name of Membership Chair** or designated Membership Reporter.
- Enter the **Email address of Membership Chair** or designated Membership Reporter.
Check email address for accuracy.
- Enter **Phone Number of Membership Chair** or designated Membership Reporter.
- Enter **First and Last Name of Member**.
- Check the appropriate box or boxes indicating the changes you are making.
 - **Name (Spelling or Change)**
 - **Change of Address**
 - **Phone number**
 - **Email Address**
 - **Status: Deceased**
 - **Other**
- Enter the changes you are making in the box.

Click **Submit**

You will receive an email confirming your Change Form submission. The changes will also be sent to the Data Center Manager.

ADJUSTMENT NOTIFICATION FORM

Login to **GSRW.org** website.

Click **Members Center**

Click **Membership Reporting Center**

Scroll down and Click **Adjustment Notification Form**

- Under **Full Name of RWF Club**, use the Drop-Down Menu to select your club name.
- Enter the **Full name of Membership Chair** or designated Membership Reporter.
- Enter the **Email address of Membership Chair** or designated Membership Reporter.
Check email address for accuracy.
- Enter **Phone Number of Membership Chair** or designated Membership Reporter.
- Select **Credit Request** if you are **reporting an Overpayment**.
- Select **Amount Due** if you are reporting an Underpayment.
- **Enter the Amount** of Over Payment or Under Payment
- **Enter the Number of the Related Report and an Explanation.**
- **Example #1:** "On our Report #2 we reported 21 members but paid for 22. We have a credit with GSRW of \$15."
Example #2: "On our Report #1 we reported 21 members but paid for 20. We owe \$15 to GSRW."

Click **Submit**

You will receive an emailed copy of your Adjustment Notification information.

The Adjustment information will also be emailed to the GSRW Data Center Manager, Treasurer and Membership Chairman.

You will receive an invoice for an **underpayment**, to be paid by check.

If you have an **overpayment**, *you will receive an approval from GSRW. Your credit can be applied when you file your next Membership Report. Follow the directions on pages 6 thru 10 regarding completing the header and paying by check.*

FAQs

Q. How do I get the list of members from the previous year?

A. The GSRW Datacenter Manager will send out the membership list from the previous year during the first week of December. The report will be sent to the Club President and the designated Membership Reporter. If the report is not received, you may request a copy from the Datacenter Manager using the **Previous Year's Excel Spreadsheet Request Form** on the Membership Reporting Center webpage

Q. How can I create a copy of my membership list in order preserve the old one?

A. See the instructions for **Computer Basics and Using Excel: Creating a Copy of a File** found on the Membership Reporting Center webpage

Q. Where do I get the new Excel Membership Report Template?

A. The new template can be downloaded by clicking the **Excel Spreadsheet Template** link on the Membership Reporting Center webpage. The template will automatically download to your computer and should be found in your Downloads folder. You can create a copy of the file for use when you make your next report, or you can download a fresh copy each time you make a report. Always use a fresh copy of the template when creating a new report.

Q. How do I save a copy of the Membership Report for future reference?

A. See the instructions for **Computer Basics and Using Excel: Creating a Copy of a File** found on the Membership Reporting Center webpage.

Q. How can I keep a copy of each Membership Report for future reference?

A. See the instructions for **Computer Basics and Using Excel: Creating Folders to Organize Files** found on the Membership Reporting Center webpage.

Q. How will the Datacenter Manager know what report I am submitting?

A. At the top of each worksheet there is a place to enter your report number. It is also a good idea to include the report number in the name of your file. See the instructions for **Computer Basics and Using Excel: Naming Your Files** found on the Membership Reporting Center webpage.

Q. How do I enter the member information on the worksheets in the template?

A. See the instructions available under “#1 – Instructions” on the GSRW Membership Reporting Center webpage. There are instructions for **Copying and Pasting from One Excel File to Another** and **Completing Your Membership Report**.

Q. Can I use one file to submit Renewing Members and New Members at the same time?

A. Yes. The new Excel Spreadsheet Template has two tabs. One is for reporting Renewing Members and the other is for reporting New Members.

Q. What if I am only reporting Renewals or only reporting New Members?

A. You may submit a report containing only Renewals or only New Members. Simply leave the other worksheet in the file blank.

Q. I completed my report worksheets. How do I submit the worksheets and payment?

A. See the instructions **Submitting Membership Reports and Payments** available under “#1 – Instructions” on the GSRW Membership Reporting Center webpage.

Q. Does the new system let me pay by check?

A. Yes. You may pay by check. Make sure you put the check number in the box located at the top of both worksheets in your report. Also enter the check number in the designated box when uploading your report form on the website. There is no convenience fee when paying by check.

Q. Where do I send the check?

A. Checks should be made out to GSRW and mailed to:
GSRW 4th Vice President Tammy Galt
961 North Armstrong Avenue
Clovis, CA 93611

Q. Can I pay online with a credit card?

A. Our system accepts Credit Cards, but we prefer you use a Debit Card.

Q. Is there a fee for making an online payment?

A. Yes. There is a convenience fee of \$1.00 per member when paying online.

Q. How do I report changes to a member's information?

A. If you are reporting a change for a member who on your current Renewal report, you can change their information on the worksheet template and put a C in column one to indicate a change has been made. If a change is necessary for Renewing or New Members after their registration has been submitted, use the Change Form located on the Membership Reporting Center webpage. This may include changes in name, address, phone, email or if the member is now deceased. You can submit more than one change per form online.

Q. May I still send my report by mail?

A. While our hope is that every club will start the new year using the new online Membership Reporting system, we know that the learning curve may be steeper for some of you. Therefore, we will have a 6-month grace period. During this time, we ask that each club make a serious effort to learn and implement the new system. Don't be afraid to ask for help. There are materials on the website to help you and we are here to answer questions. All clubs will need to be using the new system. If you need help please contact us at info@gsrw.org and we'll be happy to help you.

Q. May I still use the old Membership Excel Report?

A. No. The old excel worksheets will not work when information is provided to GSRW. The new templates must be used in reporting Membership information from this point forward. You may create your clubs use in an Excel file for your own club records. However, that report cannot be used for Membership Reports. Only the new Membership Report Template may be used.

Q. I have a member who is transferring to/from another club. How should I handle it?

A. Transfer of membership during the year is not allowed. A member can become an associate member of another club. If the member is moving, report her new address and other information changes to the Datacenter Manager using the change form from the Membership Reporting Center.

Q. Who should I contact if I'm having trouble filling out this report online.

A. First, be sure to look through the instructions available on the GSRW Membership Reporting Center webpage. If you are still having trouble filling out the report, you may contact GSRW Datacenter Manager, Marianne Raia, FIYPS@hotmail.com.

Q. Where can I find tutorials for the Membership Reporting system?

A. Go to the GSRW Membership Reporting Center. Tutorial information can be found under Step #1 – Instructions. We also train our preparers on Zoom from time to time. Contact us at info@gsrw.org for information on training.

Q. How do I report Associate Members?

A. Associate Member data can be accounted for in your individual club records. Associate Member records are NOT sent to GSRW.