

# EAA Chapter 55 Membership Roster Instructions

## First Time Log-In:

From your WEB Browser go to: [www.eaachapters.org](http://www.eaachapters.org)

**Caution:** Do not fill out the “Chapter Roster Management Sign Up” form as we have already done that.

Click the “Forgot Your Password?” link at the bottom of the “Welcome Please Sign On:” box in the upper right hand corner.

Enter your User Name then click submit, a temporary password will be sent to your email address on record.

Your user name is: Your First Name+Last Name+EAA55

Example: JohnDoeEAA55

Log in using the “Welcome! Please Sign On:” box in the upper right hand corner using your user name and the temporary password that was sent to your email.

The site will prompt you to change your password and you should do that by clicking the “Change Password” box.

Click the “Member Search” box.

Type your last name into the “Last Name:” field and click “Search”.

Click on your name from the results that are displayed and check the accuracy of your data in the “EAA Member Information” panel that pops up.

Send an email to [vickie7463@gmail.com](mailto:vickie7463@gmail.com) with a picture of yourself (preferably a close up head shot) that will be displayed with your roster entry and list any needed changes or additions to your information.

## **Additional User Instructions:**

To display all Members, click the "reset" button, leave the search parameter boxes blank and then click the search button. You can then click on a member's name to display all of their information.

You can sort the list by clicking on any of the column headings. For instance click the EAA# column heading to see who has the lowest EAA Number.

The advanced search link allows you to search all of the fields. For instance, you can search for who has a Carbon Cub project, or who owns a Cessna.

You can also click the "Results in Photo View" box to see the membership list with photos

## **Problems?**

If you can't log in, click the "Forgot Your Password?" link at the bottom of the "Sign On" box and enter your User Name. When you click submit, a temporary password will be sent to your email address on record.

If you still have problems logging in or using the membership roster, contact me at:

[EAA55.Webmaster@gmail.com](mailto:EAA55.Webmaster@gmail.com)