

Member Planet:

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**Challenges, Fixes &  
Benefits**

# Challenges & Fixes

Learning curve

## Getting Started

1. [Getting Started Intro](#)
2. [Customize Group Logo and Information](#)
3. [Personalize Your Database and Add Members](#)
4. [Choose the Right Subscription Plan for the Best Value](#)
5. [How Do I Set Up My Group to Process Payments?](#)
6. [Get the Most Out of Your memberplanet Experience](#)
7. [Glossary - Getting Started](#)

# Challenges & Fixes

Getting all PTA member information on Memberplanet.

## Add new members

You have agreed to terms and conditions [Click here](#)



IMPORT FROM



FROM A FILE

Import an Excel worksheet



MANUALLY

Add names and email addresses manually

## Upload members from an Excel spreadsheet

Choose a file

Browse

Upload

Ignore the first row of my file (choose this option if the first row is just labels)

Note: Make sure your file includes at least a first & last name OR an email address for every person you are uploading

[Click here for more upload tips](#)

## More options

Add to a list  
(optional)

Distribution lists save you time (e.g. sending an email campaign, creating a guest list for an event, etc.)

# Challenges & Fixes

## Getting all PTA members information on Memberplanet & encouraging membership.

### 2 Ways to Join the PTA & Order Your Child's Field Trip T-Shirt

#### #1. Join Online

Rectangular Snip

You can join the PTA by visiting [memberplanet.com/eastnorthstreetacademypta](http://memberplanet.com/eastnorthstreetacademypta) and clicking the "Join Group" button. When you join the PTA online, **please order an ENSA T-shirt for your student to wear on field trips.** You may also order additional T-shirts for family and friends. ENSA magnets are also available for \$3 each.

#### #2. Join on Paper

You can also join by **filling out a membership form** and paying your \$5 dues by cash or check. You can send the membership form, along with your payment, to school with your student; or you can return it to the school office or to a member of the PTA board. If you are joining the PTA by filling out the paper form, please order your student's field trip T-shirt below.

Please ✓ the size needed	✓	Price per Item	Write the quantity needed	Total
Youth Small		\$10		
Youth Large		\$10		
Adult Small		\$10		
Adult Medium		\$10		
Adult Large		\$10		

When someone asks if they can fax me something.



## Challenges & Fixes

People without email addresses

# Challenges & Fixes

Offline  
Payment\$



## Benefits

All information  
in one database.

Easy reporting.

Seamless  
broadcasts.



A PLACE FOR  
EVERYTHING  
—> and <—  
EVERYTHING  
IN ITS  
PLACE

## Broadcast Tracking

Multicultural Festival Call for Volunteers!

172

Sent

57

Opened

11

Clicked

162

Texts sent

162

Texts delivered



Email tracking



Mobile tracking

Search by name or email



First Name

Last Name

Email

Delivered

Bounced



Opened

Clicked

Unsubscribed

Unsubscribed reason

# Benefits

# Tracking broadcasts



## Benefits

Reputable website for online purchases

Encourage last year's members to renew online

Easy first time set up (Support helps save some time.)

## Customize your email

Personalize your subject

- To :
- Anyone who hasn't been invited yet
  - Anyone who's been invited but hasn't accepted yet
  - Anyone who has been marked as lapsed

From : East North Street Academy PTA [ensa\_pta.yahoo.com@memberplanet.net]

[\(Why isn't this my email address?\)](#)

Subject: You've been invited to join East North Street Academy PTA memberplanet group



**East North Street Academy PTA**

## New Email Campaign

Save & Close

Save

1

Basic Information

2

Recipients

3

Template

4

Content

5

Review

## Templates

FILTERS

- Alumni
- Announcements
- Basic Templates
- Booster Clubs
- Business
- Cards and Notes
- Church

Newsletter 1



Newsletter 2



Newsletter 3



# Benefits

# Newsletter Template

# Events Page

# Mobile App

QUESTIONS?

