



Association of
Career **Professionals**
INTERNATIONAL

The World's Voice on Career Issues

Making the Database your Own for Chapter Administration

Log onto ACP International's site www.acpinternational.org

Choose Members World

Choose Chapter Administration

You will then be prompted for your user name and password

Your user name is your email address, in all lower case. Your password is acp.

Choose "Download Online Directory"

When you first open the page, it shows you the names of the fields that are returned to you. You will notice that the membership status (New/Renew) and the dues paid date will appear as fields when you download the database. This will allow you to only pull for new members and renewing members when you make your labels or merged letters. It also allows you to have a database that shows this important information on your members.

You can scroll down on this page and tell the computer how you would like to sort through this membership listing. This allows you to sort the list according to last name, location, or company.

When you are finished sorting through the list, hit the Search button located at the bottom of the page.

This will give you a listing of members-- which will appear to be jammed together. This is how it should appear at first, until you follow these steps.

At the top of your page, choose File and then choose Save As

If it gives you a prompt that it may not save correctly-- this is okay. It will save correctly. Choose Okay.

Save the file as a Text File when asked.

It will save the file for you.

Next, open MS Excel or any other database program you may have. This will open the text file for you. You will now have a database that you can search and use for merging documents.