

## Downloading Local Unit Membership List

1. Go to <https://www.pta.org/omdr>.
2. Enter username and password.
3. Click option "View & Download Member/Officer List" under Reports.
4. Choose what list you would like to download.
  - a. In "Label Group" you can choose "Members" or "Officers."
  - b. In "Term" you can choose "Current" or "Future."
  - c. In "Output" you can choose to download the file into an Excel spreadsheet or into a text spreadsheet. (If you have Excel on your computer, it is highly recommended that you download directly into Excel).
5. Click "Submit."
6. Click "Download Excel File."
7. The file will download automatically into Excel or the text format.

You now have an Excel file you can use that shows each member's ID and contact information. You can use this file to mail merge for mailing label generations, keep a hard copy for your membership files, and more!