

To Print Membership Cards

1. Log into OMDR.
2. You have two options to print membership cards. You can print them with your PTA members' names, or you can print the cards with all of the information EXCEPT the PTA members' names.
3. To print with the names, click Membership Card PDF. To print without the names, click Membership Card PDF (Blank).
4. Follow the instructions listed on the page, a sample is below.
5. All members that are entered in OMDR and are active for the current school year will be listed in the left hand column.
6. An asterisk by their name indicates that the member has already had their card printed.

First Steps:

- Review all instructions before printing membership cards.
- You will want to test your settings on photocopies of PTA card stock to minimize waste.
- You will need the Adobe Reader in order to print membership cards. If you don't have it, follow the link to get [Adobe Reader](#) now.

NOTE: Update the Local Membership Year on the "Local Unit Update" page so accurate dates will print on the card.

A., Franklin
B., Schroeder
Boop, Betty
Brown, Charlie
Brown, Sally
Clark, Ann
Clark, Lee *
Coxhead, Steve *
Donovan, Jan
E., Marcie
James, Woodstock
Jean, Peggy
Loew y, Al
M., Pigpen
Patty, Peppermint
Paw low ski, Paula *
Sw anson, Linda
Van Pelt, Linus
Van Pelt, Lucy
Van Pelt, Rerun

INSTRUCTIONS:

1. Click on the names of members in the list box.

- To select multiple members' names, hold down the Control key (Ctrl) while clicking names.
- To select all or a range of members' names, click the first member's name; while holding down the Control and Shift keys, scroll down the list and click the last member's name you want selected. This highlights all records between the first and last selection.
- If all but a few members' names are desired, follow the above procedure. Highlight the selected range; while holding down the Control key, click on the members you wish to deselect.

2. Once names have been selected, click "Download PDF" to receive the 2007 membership card file (2007membershipcard.pdf). You may have to wait for up to 30 seconds to receive the PDF, depending on the number of members entered. Save the PDF file on your computer. [See illustration](#)

3. Open the PDF file and print a test page. You can do this by selecting "Pages 1 to 1" or "Current Page." [See illustrations](#)

4. You may need to adjust your page alignment and retest, as results vary from printer to printer. You can adjust how the information prints on the card by changing the Height Adjustment or Width Adjustment (see boxes below).

Height Adjustment
(-55 to 55)

+ moves text up on page. - moves text down on page.

Width Adjustment
(-55 to 55)

+ moves text toward the right. - moves text toward the left.

5. Once all adjustments have been made, you're ready to print. Up to ten cards per page will print. For example, if you have only six names, four cards will remain blank.

* Card has been previously printed.
