

## How to Import a Member Database

1. Download a file with membership information that will be uploaded to the Drawings Manager system. The file should be saved as a “comma separated values” or “.csv” file and contain at a minimum the fields: Member ID, Last Name, First Name, Dues Expiration Date” as in the example below (Note: the field names are configurable in the Settings page of the Drawings Manager program):

```
Member ID,Last Name,First Name,Dues Expiration Date
911131,Smith,Ben,12/31/2999
965227,Jones,Keith B,12/31/2999
965333,Thomas,John D,3/31/2023
965443,Abrams,Kenneth E,3/31/2026
965445,Blackstone,Terry,3/31/2023
965459,Smith,David,3/31/2023
```

Lodges that also use “Drawing Groups” (i.e. men, woman, veteran, etc) will also need to include the additional field(s) for “Valued Veteran”, “gender”, etc.

```
Member ID,Dues Expiration Date,First Name,Last Name,Valued Veteran
965377,12/31/2999,Keith B,Smith,TRUE
965413,12/31/2999,John D,Baker,FALSE
966225,6/31/2024,Bill R,Jones,FALSE
966228,6/31/2024,Larry D,Davis,TRUE
966499,12/31/2024,Joe E,West,TRUE
1132906,6/30/2031,Jay E,Thomas,FALSE
1132927,6/30/2027,Gary,Yoder,TRUE
```

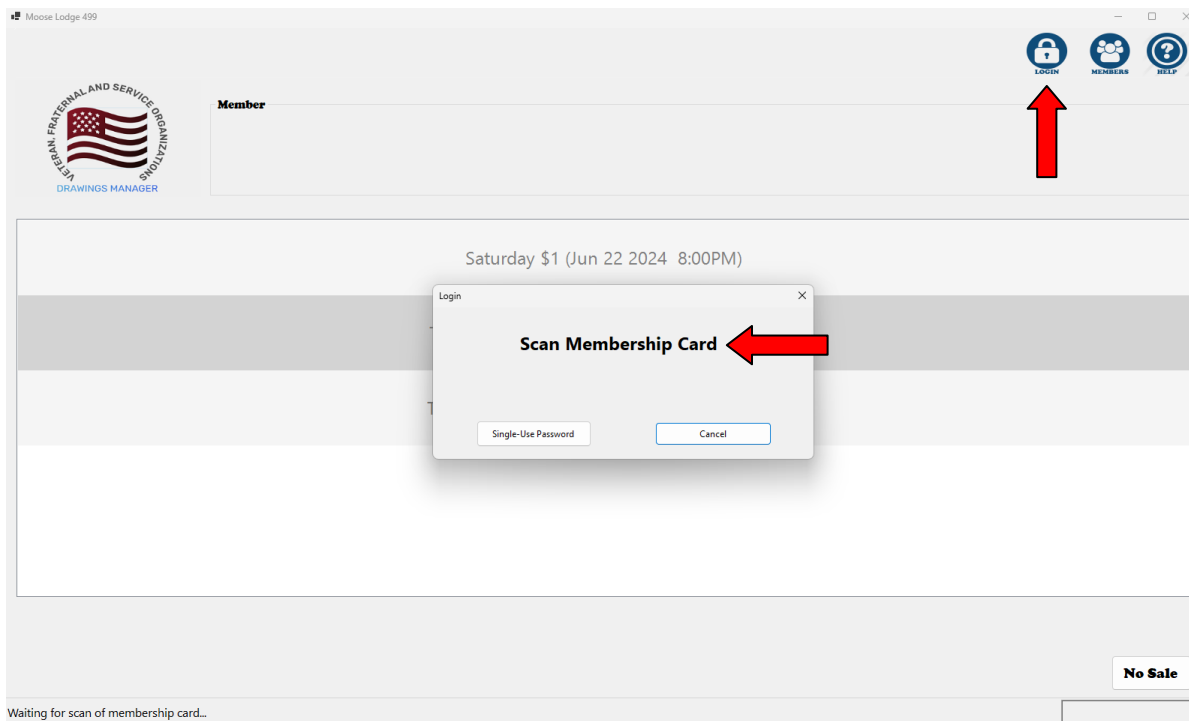
**Note:** Please check with your organizations administrator for instructions on how to obtain membership information

2. Save the membership file created in the previous step to a USB card/stick then insert it in the USB hub (in any available port) that is connected to your Drawings Manager tablet:

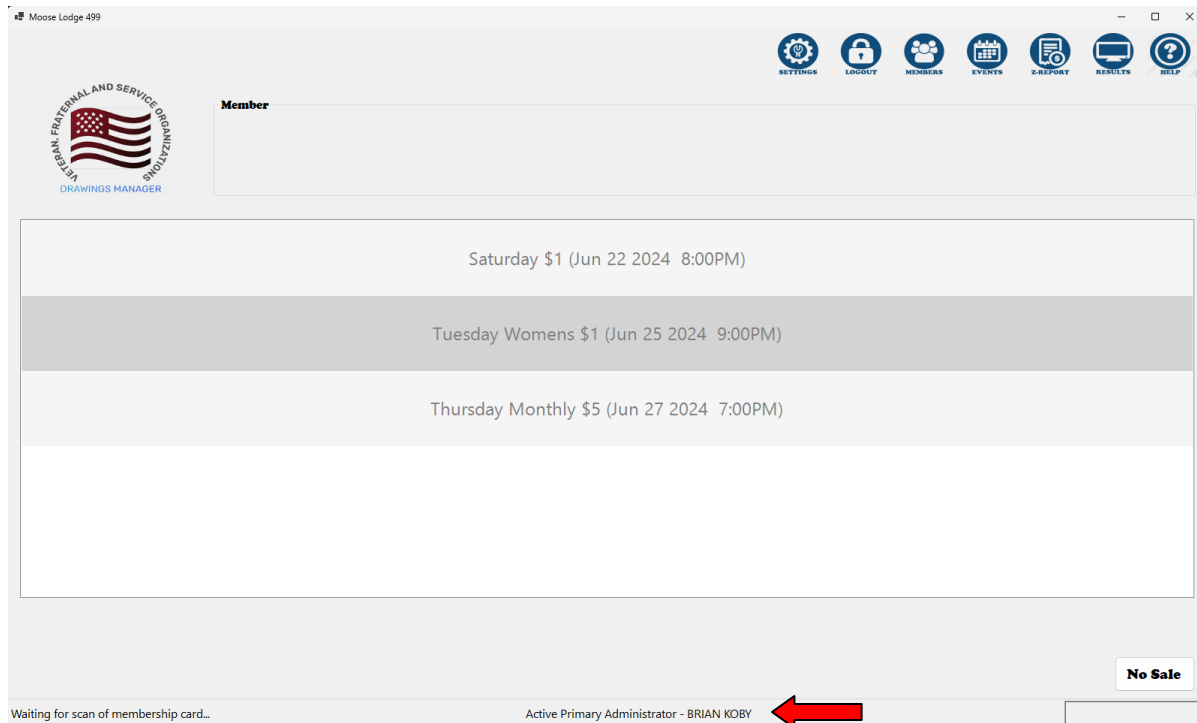


3. Only if administrative permissions are enabled on the tablet then you will need to login first; click on the LOGIN icon then you will be prompted to scan your card (or swipe):

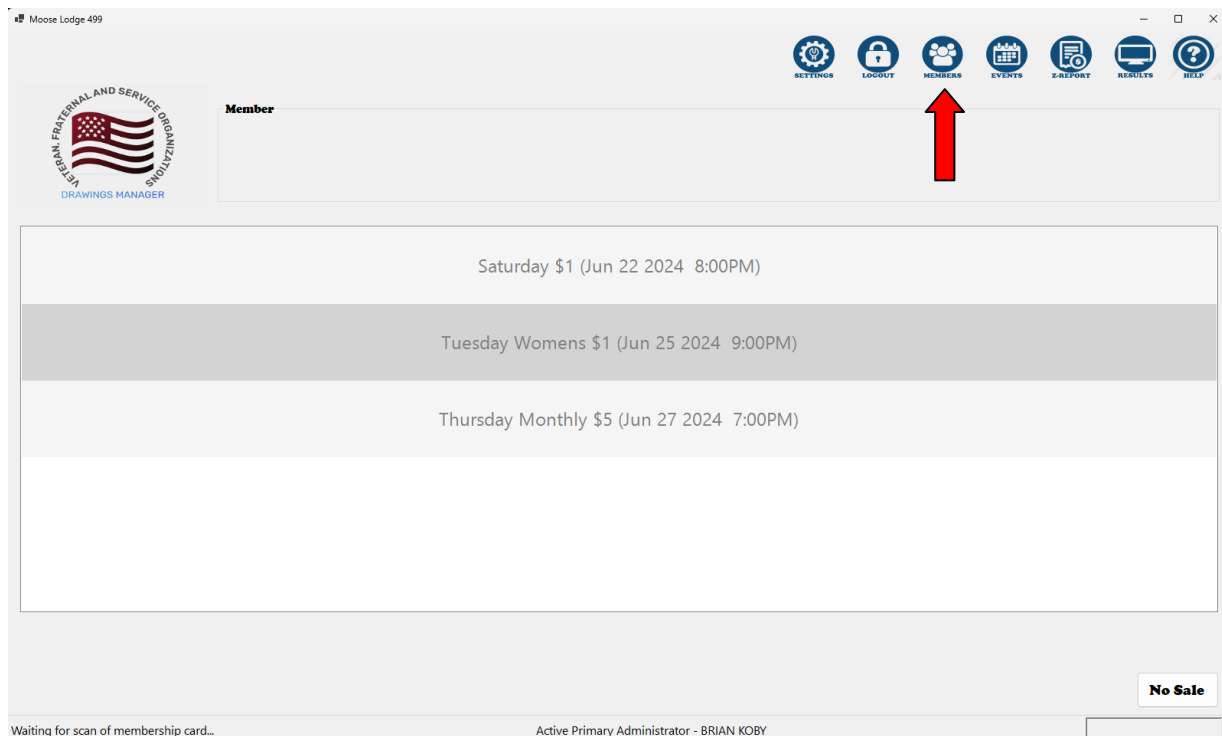
**Note:** you must scan or swipe a membership card that has administrative privileges.



4. Once you are logged in as an administrator you will see the a message at the bottom of the window showing you are logged in as an administrator:



5. Click on the MEMBERS icon:



## 6. The Master Member List will be displayed as a new window:

**Note:** the actual window displayed may look slightly different then the example below, depending on what features are enabled.

Current database contains 12 members (2 Expired)

Member ID	Last Name	First Name	Membership Expiration
000000965377	ALEXANDER	KEITH B	12/31/2999
000000965413	BAKER	JOHN D	03/31/2025
000000965433	BEICHLER	KENNETH E	03/31/2026
000000965455	BLACKSTONE	TERRY	03/31/2027
000000965469	BONHAM	DAVID	03/31/2026
000000965476	BOWERS	DONALD L	06/30/2025
000000965478	BOWERS	LOWELL W	09/30/2022
000000965546	CHIDESTER	ARTHUR J	09/30/2024
000000965564	COLE	JEFF	06/30/2024
000000965651	DUGAN	GARY	03/31/1599
000019746911	KOBY	BRIAN	11/30/2025
000000011731	RAYBLURN	BEN	12/31/2000

Group Memberships

☒ AttendedOrientation

☐ Female

☐ Ineligible

☐ Male

☐ Veteran

## 7. On the Master Member List window select the IMPORT icon:

Current database contains 12 members (2 Expired)

Member ID	Last Name	First Name	Membership Expiration
000000965377	ALEXANDER	KEITH B	12/31/2999
000000965413	BAKER	JOHN D	03/31/2025
000000965433	BEICHLER	KENNETH E	03/31/2026
000000965455	BLACKSTONE	TERRY	03/31/2027
000000965469	BONHAM	DAVID	03/31/2026
000000965476	BOWERS	DONALD L	06/30/2025
000000965478	BOWERS	LOWELL W	09/30/2022
000000965546	CHIDESTER	ARTHUR J	09/30/2024
000000965564	COLE	JEFF	06/30/2024
000000965651	DUGAN	GARY	03/31/1599
000019746911	KOBY	BRIAN	11/30/2025
000000011731	RAYBLURN	BEN	12/31/2000

Group Memberships

☒ AttendedOrientation

☐ Female

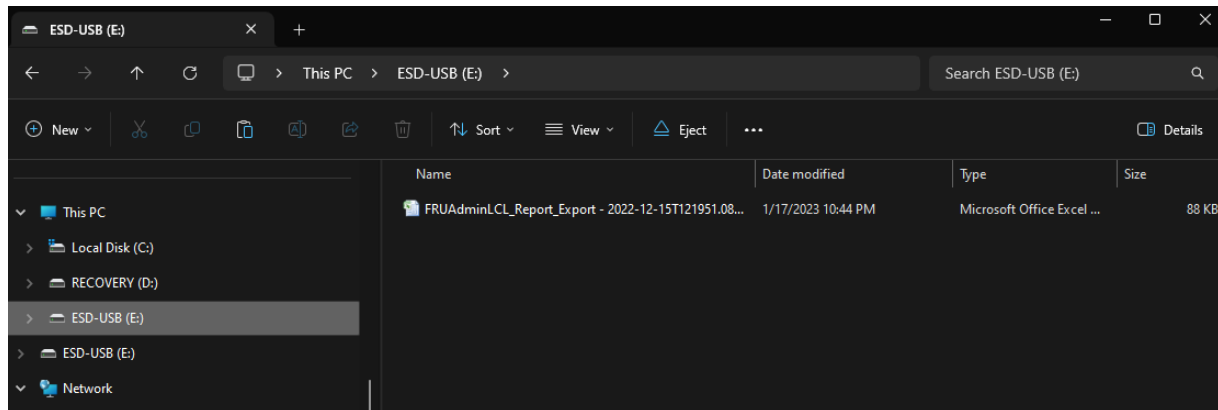
☐ Ineligible

☐ Male

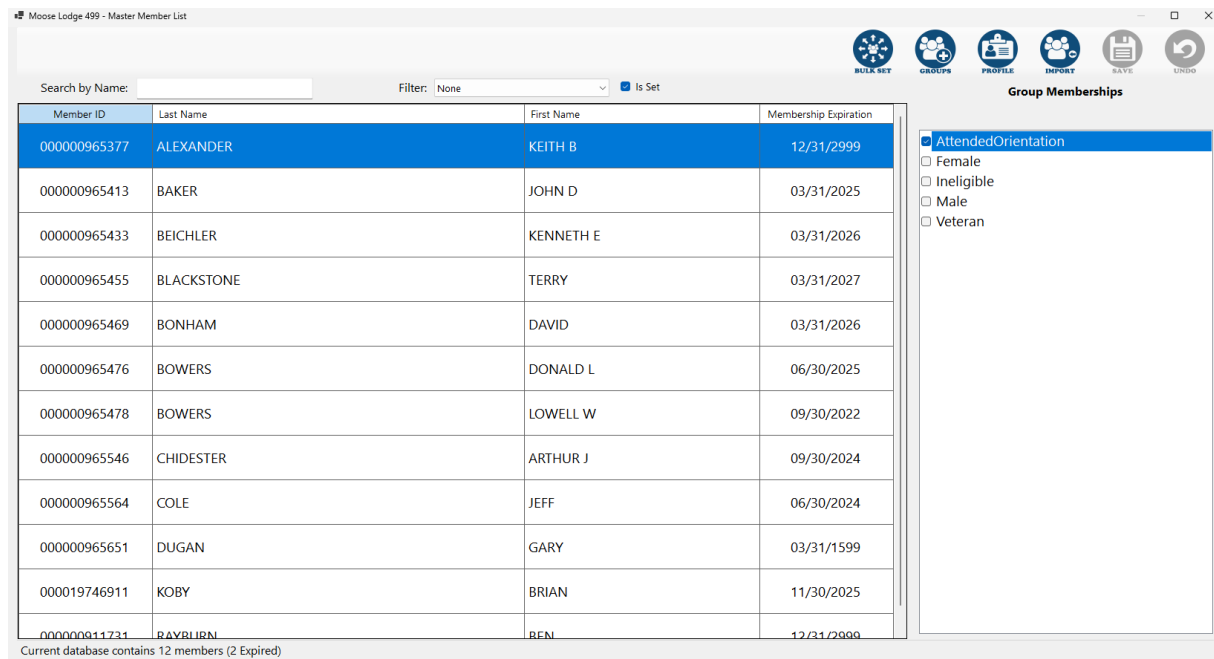
☐ Veteran

8. A new window will appear prompting for the location of the membership file. Scroll down on left side of the window and under “This PC” select the USB drive letter of your USB card/stick then double click on your membership file (or highlight it and select “Open”):

**Note:** The drive letter will vary so select the drive that contains your membership file.



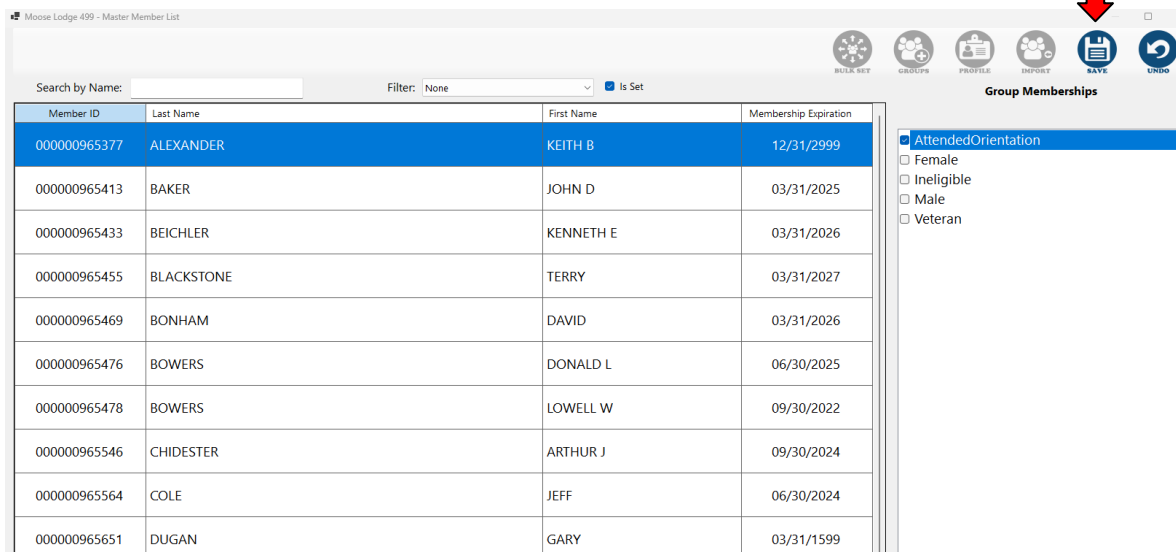
9. Your member database will automatically be updated on the Drawings Manager tablet:



**Note:** Check the “Current database contains” message at the bottom left corner of the window to get details on the members being imported.

**Note:** instructions for updating orientation status are not part of this Import Member Database document.

**10. You MUST click on the SAVE icon for the new member database to be saved:**



Moose Lodge 499 - Master Member List

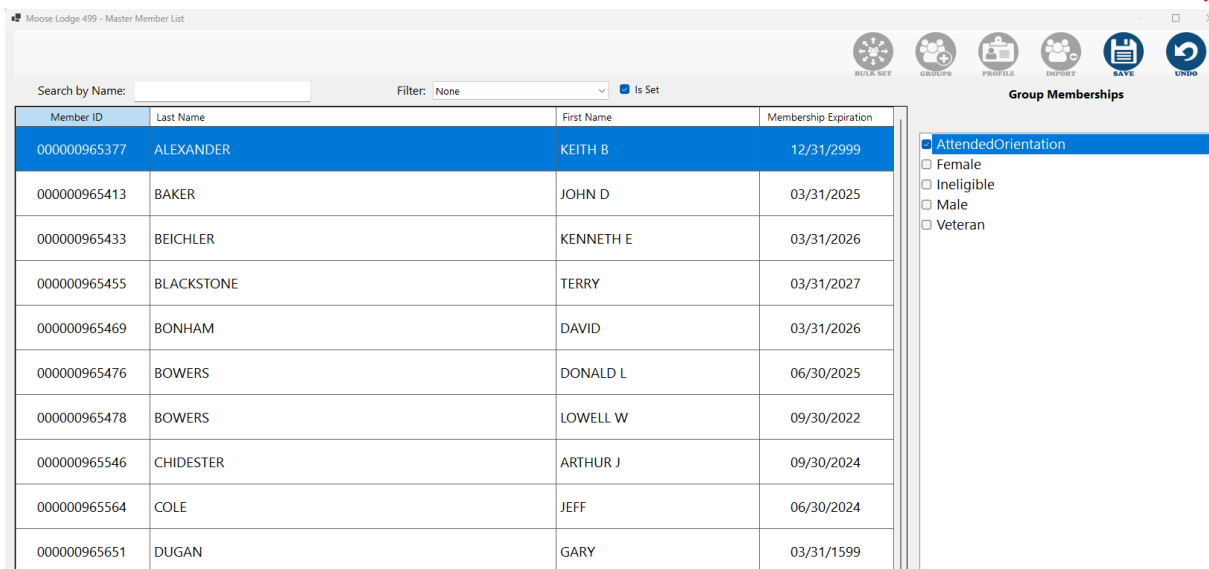
Search by Name:  Filter: None ☒ Is Set

Member ID	Last Name	First Name	Membership Expiration
000000965377	ALEXANDER	KEITH B	12/31/2999
000000965413	BAKER	JOHN D	03/31/2025
000000965433	BEICHLER	KENNETH E	03/31/2026
000000965455	BLACKSTONE	TERRY	03/31/2027
000000965469	BONHAM	DAVID	03/31/2026
000000965476	BOWERS	DONALD L	06/30/2025
000000965478	BOWERS	LOWELL W	09/30/2022
000000965546	CHIDESTER	ARTHUR J	09/30/2024
000000965564	COLE	JEFF	06/30/2024
000000965651	DUGAN	GARY	03/31/1599

Group Memberships

- ☒ AttendedOrientation
- ☐ Female
- ☐ Ineligible
- ☐ Male
- ☐ Veteran

**11. Click on the X to exit the window**



Moose Lodge 499 - Master Member List

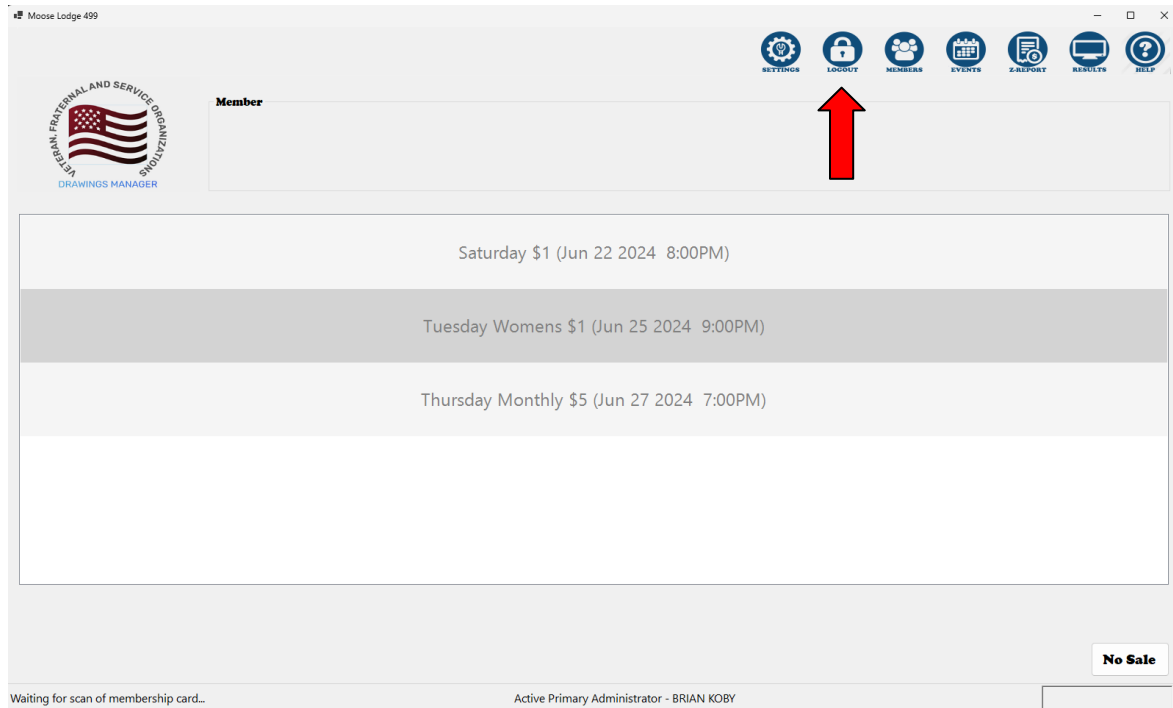
Search by Name:  Filter: None ☒ Is Set

Member ID	Last Name	First Name	Membership Expiration
000000965377	ALEXANDER	KEITH B	12/31/2999
000000965413	BAKER	JOHN D	03/31/2025
000000965433	BEICHLER	KENNETH E	03/31/2026
000000965455	BLACKSTONE	TERRY	03/31/2027
000000965469	BONHAM	DAVID	03/31/2026
000000965476	BOWERS	DONALD L	06/30/2025
000000965478	BOWERS	LOWELL W	09/30/2022
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000000965564	COLE	JEFF	06/30/2024
000000965651	DUGAN	GARY	03/31/1599

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- ☒ AttendedOrientation
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- ☐ Veteran

## 12. LOGOUT AS ADMINISTRATOR (if applicable); click on the LOGOUT icon



## 13. Verify the “Active Administrator - <NAME>” message at the bottom of the window is no longer present.

