

**Membership Data Update Process**

| **NEWSLETTER ISSUE** | **DATE MEMBER DATA UPDATES ARE NEEDED** |
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| January Newsletter | December 1st |
| April Newsletter | March 1st |
| July Newsletter | June 1st |
| October Newsletter | September 1st |

1. **Member Update Procedure:**

* Update the expiration date for renewed members…always 12/31 of the current year
* Make any other changes to the data (address, email, phone, etc.) highlight row in yellow
* **See and use “Member Update Template”**
* Name file with your state name included. Example: DDMMYYYY BCHState Washington Updates

1. **New Member Procedure—Use the New Member Template**

Download the **revised** New Member Template.

The first line is an example of what I want. Please do NOT alter the template or reorganize the columns.

When done name the file NEW MEMBER DDMMYYYY YOUR STATE

**Explanation of the Revised New Member Template and what should be in the fields:**

* **Mbr#** Member Number that I will assign to New Members
* **Primary/Secondary** (Primary Member and Secondary Family member who holds a position in the State or BCHA)
* **StateMem** State in which they are a Member
* **MailState** State in which they get their mail delivered
* **MbrType** Single, Family, Youth
* **#FamMbrs** Number of members in a Family when a Family Membership is paid for (including Secondary Member)-Enter only for Primary Member
* **JoinDate** The Date that they joined BCH. Use Jan. 1 and the year if specific date is unknown.
* **The remaining fields are self-explanatory.**

1. **Submit your files to the BCHA Membership Data Coordinator at**

**memberdata@bcha.org**

Revised June 22, 2020