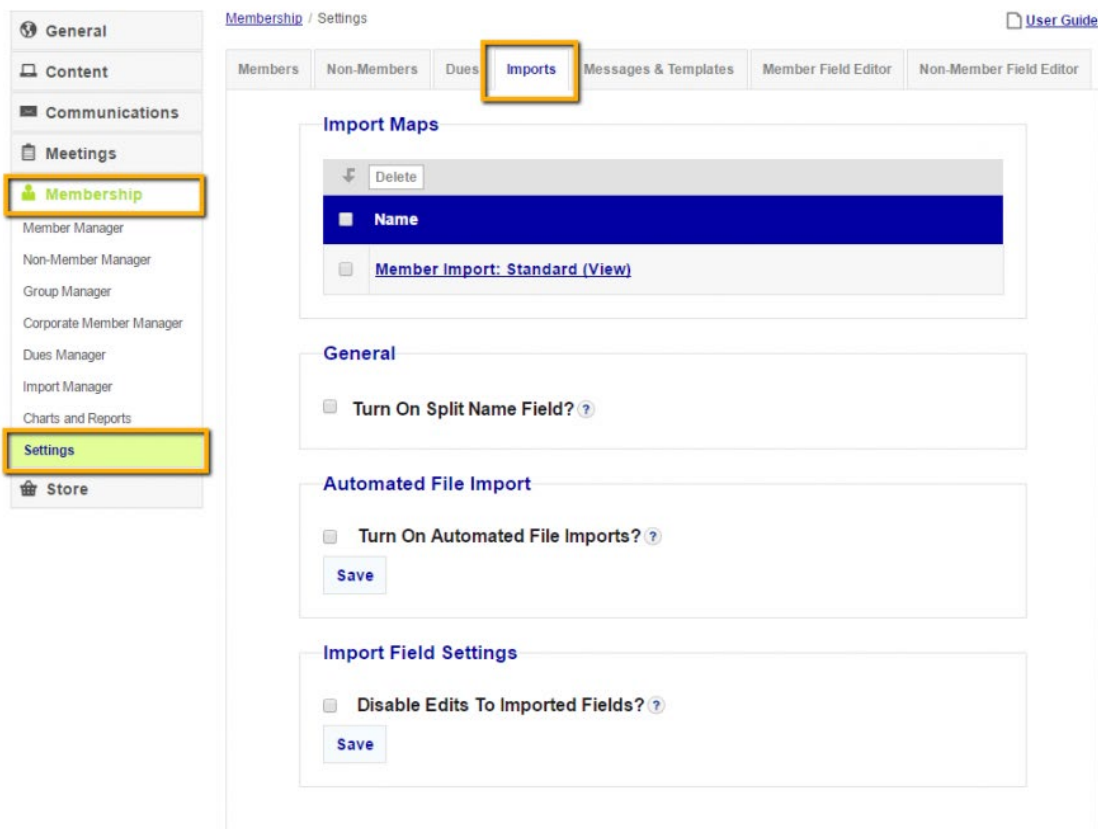


StarChapter's Membership Data Sync with CMSA National Now Available



Want to ensure your chapter has accurate member records and save time doing it? Enable StarChapter's Membership Data Sync with CMSA National by following steps below and start sharing data with CMSA National today. See instructions and screenshots below:

- In the admin area of StarChapter, go to Membership > Settings > Imports.



- Scroll to the box labeled "Automated File Import."
- Check the box labeled "Turn On Automated File Imports?"

- Choose "CMSA" in the drop-down.

Automated File Import

Turn On Automated File Imports? ?

Import Type: **Chapter Code:**
*Automated File Imports will automatically occur overnight. If you would like to run your import now, click the **Import Now** link below.*

[Import Now](#)

- Your chapter code appears automatically.

Automated File Import

Turn On Automated File Imports? ?

Import Type: **Chapter Code:**
*Automated File Imports will automatically occur overnight. If you would like to run your import now, click the **Import Now** link below.*

[Import Now](#)

- Click Save
- Disabling edits to imported fields is also important. Since new data will come from CMSA nightly, member edits to certain fields could be overwritten. This option is located just beneath the auto-import option. Check the box, then choose CMSA National Import.

Import Field Settings

Disable Edits To Imported Fields? ?

Import Map:

CMSA National Import ▼

Select the appropriate import map. Fields marked to be replaced on the import are visible, but not editable, to members through their member profile screen under the Member Area.

Save

- Want to keep CMSA abreast of other changes in your members' profiles? Go to Communications > Settings > Contact Addresses and enter your national contact address here. This address is cmsa@cmsa.org.

The screenshot shows the 'Contact Addresses' settings page. On the left is a navigation menu with categories: General, Content, Communications (with sub-items: Email Manager, Email Verification, Survey Manager, Charts and Reports), Settings (highlighted), Meetings, and Membership. The main content area has tabs for General, Forwarders, Contact Addresses (selected), Templates, Saved Lists, and Survey Questions. The 'Contact Addresses' section contains a table with the following data:

Field	Value	Action
Default Contact:	example@starchapter.com	Edit
Membership Contact:	example@starchapter.com	Edit
Treasurer Contact:	example@starchapter.com	Edit
National Contact: ?	cmsa@cmsa.org	Edit

- Enable this weekly update under Communications > Settings > Templates, at the very bottom.

Special Templates

Member Change Email To National ?

Member Change Report Outer

Edit

Member Change Report Inner

Edit

Activate member change report email?

Yes ▼
Yes
No

The automated import runs nightly. To run the import on demand, go to Membership > Settings > Imports and click the Import Now link. The import adds new members, moves dropped members to the non-member list, and updates the profiles of members whose information has changed. In Membership > Import Manager, click on the View Report button to view details on these changes.

For technical questions, please submit a support ticket in the Admin Area of your StarChapter software. For other questions about the nature of the data itself, please contact CMSA at cmsa@cmsa.org.

About StarChapter

StarChapter is a member-friendly association software company serving local chapters of professional and trade associations in the United States and Canada. StarChapter's mission is to help local leaders grow their chapter's attendance, membership, and revenue. The software combines event registration, membership management, email communication, responsive website layouts, web services, and eCommerce tools. New and transitioning board members have access to dedicated StarChapter specialists, 24/7 online support, phone support, and ongoing board training webinars.