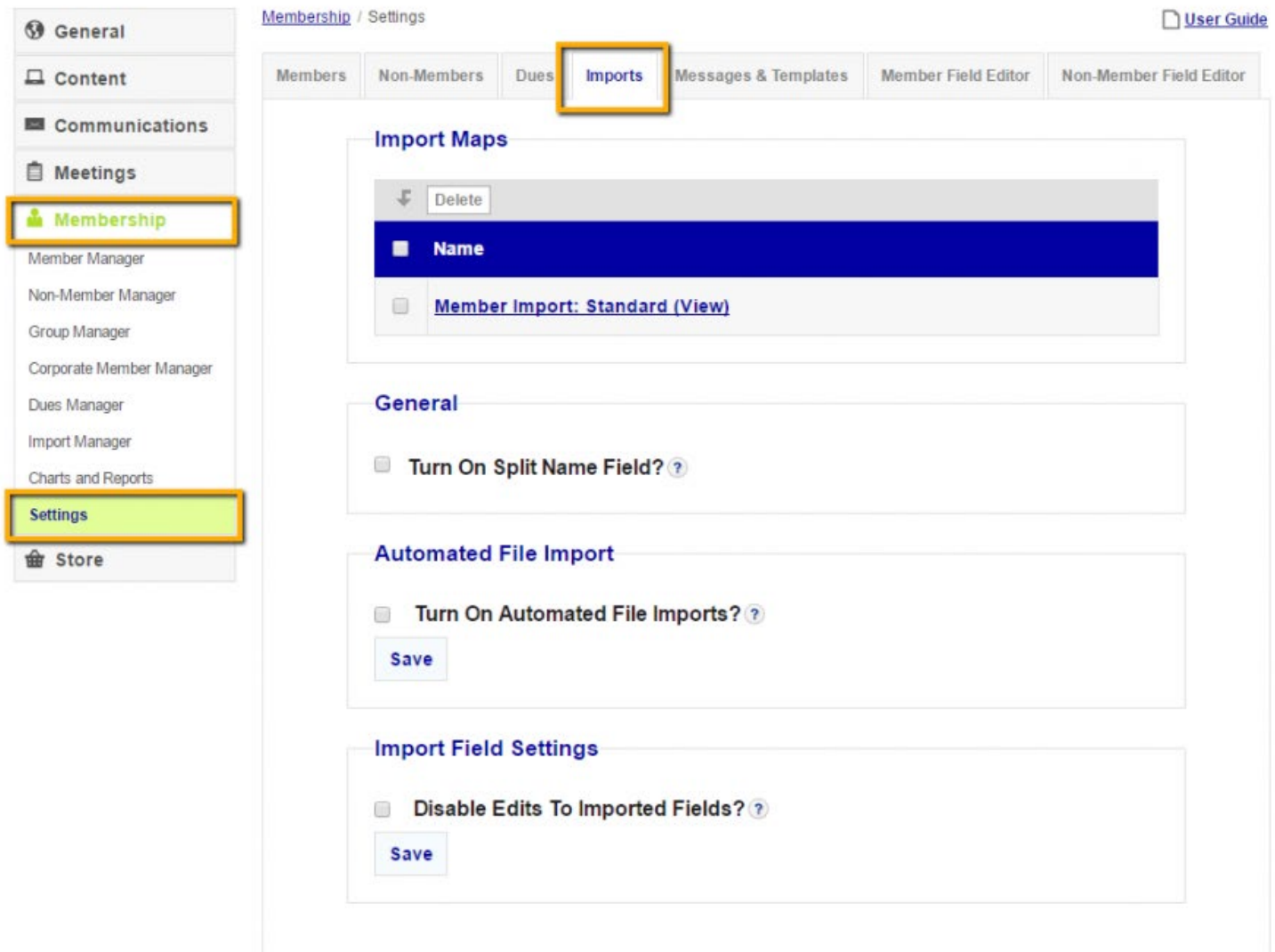


StarChapter's Membership Data Sync with PRSA National Now Available

Want to ensure your chapter has accurate member records and save time doing it? Enable StarChapter's Membership Data Sync with PRSA National by following the steps below.

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



The screenshot shows the StarChapter admin interface. On the left is a navigation menu with categories: General, Content, Communications, Meetings, Membership, and Settings. The 'Membership' and 'Settings' items are highlighted with orange boxes. The main content area is titled 'Membership / Settings' and has a breadcrumb trail: Members, Non-Members, Dues, Imports, Messages & Templates, Member Field Editor, Non-Member Field Editor. The 'Imports' tab is highlighted with an orange box. Below the tabs, there is a section for 'Import Maps' with a 'Delete' button and a table containing one entry: 'Member Import: Standard (View)'. Below this are three settings sections: 'General' with a checkbox for 'Turn On Split Name Field?', 'Automated File Import' with a checkbox for 'Turn On Automated File Imports?' and a 'Save' button, and 'Import Field Settings' with a checkbox for 'Disable Edits To Imported Fields?' and a 'Save' button.

Scroll to the box labeled "Automated File Import."

Check the box labeled "Turn On Automated File Imports?"



Choose "PRSA" in the drop-down.

Automated File Import

Turn On Automated File Imports? [?](#)

Import Type: PRSA ▼
Chapter Code: ABC
Automated File Imports will automatically occur overnight.

Your chapter code appears automatically.

Automated File Import

Turn On Automated File Imports? [?](#)

Import Type: PRSA ▼
Chapter Code: CH01
Automated File Imports will automatically occur overnight.

Click Save

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



Import Field Settings

Disable Edits To Imported Fields? 

Import Map:

PRSA 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

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 PRSA at helpdesk@prsa.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.

