# National Federation of the BlindConnections Member Import Template

## What is Connections?

Connections, the one database to rule them all, is the result of a several-years-long project to unify all the various databases used by the National Federation of the Blind for tracking contact information for members, subscribers to publications, donors, event participants, and others whom the Federation encounters or does business with. Connections allows users to go beyond simply accessing a phone number or email address. The database permits the National Federation of the Blind to send targeted mailings to specific subsets of contacts such as all households with children between the ages of seven and ten, all individuals who have donated more than $2,000 in the previous year, or previous scholarship winners. It also lets us view engagements with members, enabling us to better understand how members interact with the Federation and how we should engage with them further. In short, Connections aims to be the one place to look to find information on members and other contacts so we can continue to build the National Federation of the Blind.

Affiliates and divisions can help us strengthen Connections by submitting information on chapter and division memberships and meetings. The following sections describe the template we ask you to use when submitting information for inclusion in Connections.

## The Connections Member Import Template

The provided spreadsheet can be used to submit information on affiliate, chapter, and division memberships to Connections. Please also use this template to submit subscriber information for affiliate or division newsletters.

## Organization Information

Use cells B3 through B7 to provide information on the affiliate, division, or chapter for which you are submitting membership information.

* Affiliate/Division: Enter the state abbreviation for an affiliate; the division's constitutional full name for a division
* Chapter: If submitting membership information for a chapter, enter the full constitutional name of the chapter. If submitting a periodical subscription list, enter the name of the publication
* Membership Year Start: Indicate the month in which memberships typically begin. For example, for memberships that follow the calendar year enter January
* Rollover Month: Indicate, if any, a month in which, if a member joins, they will receive membership for the completion of the current year, as well as the next full year
* Annual Dues: Provide the cost of annual membership in the affiliate/division/chapter

Enter information in cells E3 through E7 that will be used to display the chapter in the NFB Connect app:

* President: The chapter/division president's name (contact information will be pulled from the listing later in the spreadsheet)
* Meeting Day/Time: Provide information on when regular meetings of the chapter/division occur. For example, "2nd Saturday of the month at 10:00 a.m."
* Meeting Location: Please provide information about the location of meetings such that a new member could find the location. Location name, street address, city, state, and ZIP. If the meeting is not held at a regular location, please indicate whom should be contacted for details
* Notes: Provide notes about the information provided in this spreadsheet that may not be covered elsewhere

## Member Contact Information

Starting in cell A10, enter as much contact information for a member as is available. Please try to provide sufficient information to enable us to uniquely identify a person in Connections. Preferably at least first name, last name, and either an email address or street address. The more information you have, the better, but it's not necessary to go out of your way to find it. Please be aware that providing only a first and last name will make it difficult for us to correctly build a record. Most fields are self-explanatory, but the following instructions may be helpful:

* Member Since: The first date, if known, the member joined the organization for which this spreadsheet is being submitted. If a member joined your chapter January 10, 2017, but has been a Federation member since 1971, please use 01/10/2017 in this field
* Member role: If the member holds an elected office in this organization enter it here
* Current Membership Start: The start of the current membership period in the format MM/DD/YYYY for example, 01/01/2018
* Membership Expiration: The last date the member has paid dues through. For example, a member who joined 01/01/2018 and paid for two years would have an expiration date of 12/31/2019. For lifetime memberships, please use 9999
* Preferred Format: Indicate whether the member prefers print, Braille, or electronic materials (primarily used if this spreadsheet is being used to submit affiliate/division periodical subscribers)
* Is Blind/Uses a Cane/Uses a Guide Dog: Enter Yes/No if known, otherwise, leave blank. It is not necessary to answer cane/guide dog questions if the member is not blind
* Relationships: Indicate the relationship type and name of other members this member relates to. For example, spouse, partner, parent, child
* Notes: Anything else notable about this member

## If You Need Help

Please send an email to connectionshelp@nfb.org or call Rachel Olivero at (410) 659-9314, extension 2331.