

**CHAPTER PRESIDENT / DIRECTOR
QUICK START GUIDE**

PALMS ATTENDANCE REPORT

1. Login
2. Reports
3. Chapter
4. Palms Attendance Report
5. Add Start Date
6. End Date
7. Go

VISITOR REPORT

1. Login
2. Operations
3. Manage Visitors
4. Manage Visitors
5. From Start Date
6. To End Date
7. Go

**MEMBERSHIP DUES REPORT
&
CONFIRMATION ON CURRENT LEADERSHIP TEAMS**

1. Reports
2. Chapter
3. Membership Dues Report
4. Report Date
5. Go

REVIEW SPEAKER LIST

1. Operations
2. Chapter
3. Meeting Management
4. Enter Date
5. View Speakers

**CONFIRMING MEMBERS
MSP TRAINING**

1. Reports
2. Chapter
3. Member Training Report
4. Select Event Type (Members Success Program)
5. Go

CLASSIFICATION NOT IN CHAPTER

1. Report
2. Chapter
3. Classifications Not in Chapter
4. Classifications Not in Chapter – Go

CREATE CHAPTER EMAIL

1. Operations
2. Chapter
3. Create Email
4. Email My Chapter
5. List of Chapter Member Email address will appear, copy and paste to an open email box – add comments and send.



CHAPTER PRESIDENT / DIRECTOR QUICK START GUIDE

CHAPTER TRAFFIC LIGHTS REPORT

1. Reports
2. Chapter
3. Chapter Traffic Lights
4. Chapter Traffic Lights Report
5. Report Month & Year
6. Go

ABSENCE REPORT

1. Report
2. Chapter
3. Absence Report
4. Chapter ➔ Absence Report
5. Enter Dates
6. Go

CHAPTER GOALS

1. Operations
2. Chapter
3. Manage Goals
4. Enter Chapter Goals
5. Go

VIEW OF CHAPTER GOALS

1. Operations
2. Chapter
3. Manage Goals
4. View Chapter Goals
5. Start Date
6. View