

How to Pull a Membership List for Newsletter Printer

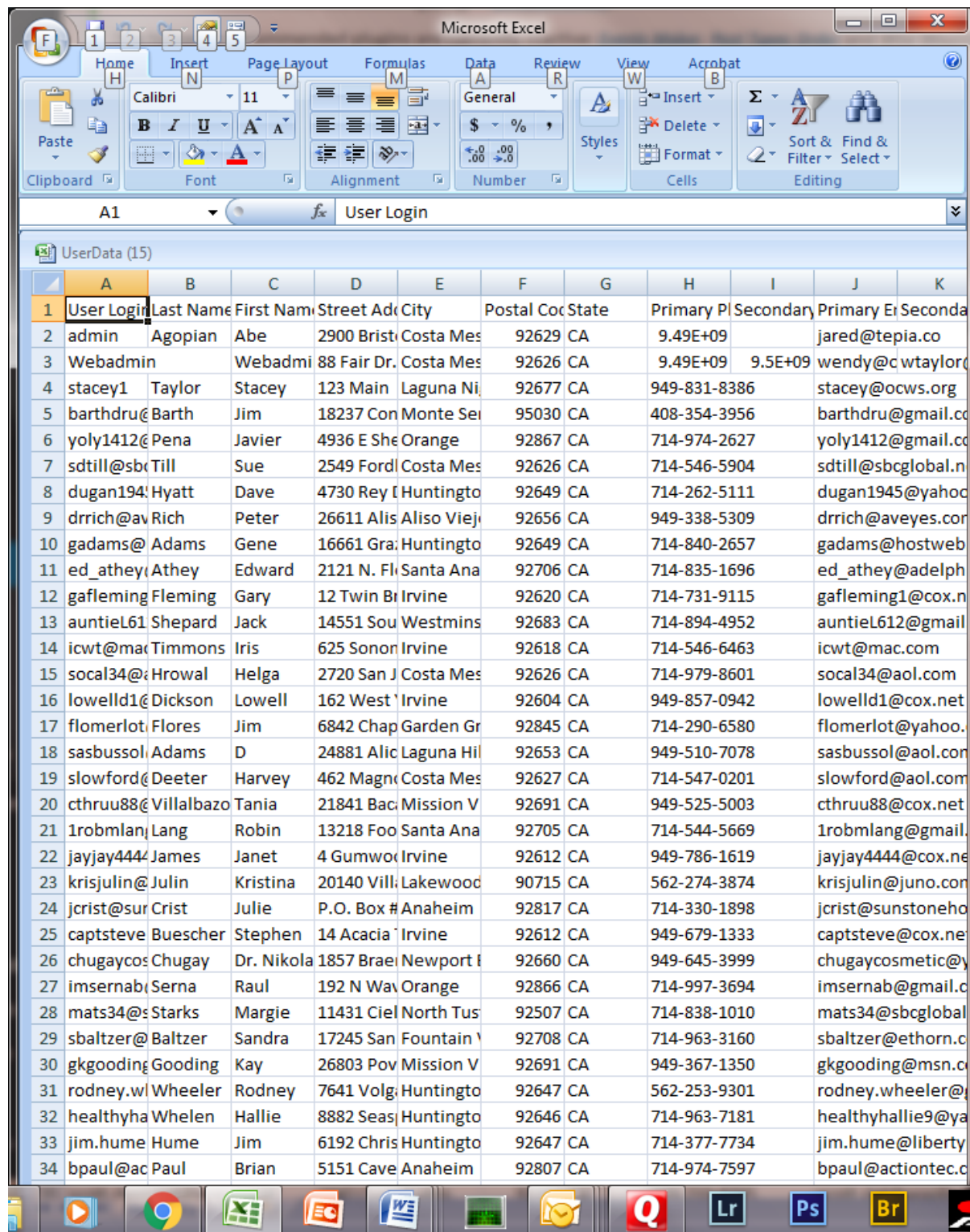
Step 1: Click on the [Export OCWS](#) option within the Dashboard's User section:

The screenshot shows the WordPress dashboard with the 'Users' section selected in the left sidebar. A green arrow points to the 'Export OCWS' option. The main content area displays a list of users with columns for Username, Name, Email, Role, Active Memberships, and Posts. The list includes users like Aar She, Bob Dole, Aaron S, Abraham Agopian, Brian McDonald, and David Smith.

Example Excel output

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	User Login	Last Name	First Name	Street Address	City	Primary Phone	Secondary Phone	Primary Email	Secondary Email	Occupation	Birthdate	Is a Home	Name on Membership	Preferred Contact	Partner Last Name
2	admin	Agopian	Abe	123 Villa	Dana Point	949-949-9499		abraham@tepia.co				No	Abe	Both Paper and E-mail	She
3	winedev	S. Renew	Aaron	123 new	a. dana point	949-949-9499		aaronsss@gmail.com			4/6/1989	Yes	Aaron S.	Both Paper and E-mail	She
4	jared	Cauffield	Jared	123 Main	Costa Mesa			jared@tepia.co				No		Both Paper and E-mail	
5	aaron	Dole	Bob	12 Apricot	Dana Point	949-228-6906		aaron@tepia.co			#####	No	Bobby D.	Both Paper and E-mail	Dole
6	davidlove	Smith	David	1234 Main	Costa Mesa			david@ocws.org				No	Jeff	Both Paper and E-mail	Wino
7	testaccou	Z	Aaron	12 Apricot	Dana Point			aaronzzz@tepia.co				No	Winston	Both Paper and E-mail	Wino
8	wendy1	Taylor	Wendy	24032 Iron	Laguna Niguel			wtaylor@pacificsoftware.com				No	Ms. Wendy	Both Paper and E-mail	Taylor
9	wendy3	wendy3	wendy3	123 Main	Laguna Niguel		9.5E+09	wendy@staylor@WineTastin				Yes	Wendy3	Paper	Taylor
10	stacey1	Taylor	Stacey	123 Main	Laguna Niguel			stacey@ocws.org				No	Stacey	Both Paper and E-mail	Taylor
11	wendy2	Taylor	Wendy2	24032 Iron	Laguna Niguel			staylor@pacificsoftware.com				Yes	Wendy2	Both Paper and E-mail	Taylor
12	Debbie	Renne	Debbie	238458	Laguna Hills			wendywaterimages@gmail.com							
13	brian9	McDonald	Brian	123 Main	Laguna Niguel			staylor@winetastingguide.com				No	Brian	Both Paper and E-mail	sdf
14	brian1	McDonald	Brian	123 main	Laguna Niguel			staylor1@winetastingguide.co				No	Brian	Both Paper and E-mail	Taylor
15	brian	mcDonald	brian	15902 mill	westminster			brian.mcdonald.esq@gmail.com				No	Brian	Both Paper and E-mail	McDonald
16	jim2	BEARD	Jim	24032 Iron	laguna			bob@aol.com				No	jim	Both Paper and E-mail	McDonald
17	jimbobe	beard	jim	6 columbi	irvine			jimbobeard@gmail.com				No	jim beard	Both Paper and E-mail	McDonald
18		5 Dole	Bob	12 Apricot	Dana Point	949-228-6906		aaron@tepia.co			#####	No	Bobby D.	Both Paper and E-mail	Dole

Step 2: Cleanup the database. Administrator Users need to be deleted, admin, Webadmin & stacey1 from the top.



	A	B	C	D	E	F	G	H	I	J	K
1	User Login	Last Name	First Name	Street Address	City	Postal Code	State	Primary Phone	Secondary Phone	Primary Email	Secondary Email
2	admin	Agopian	Abe	2900 Bristol	Costa Mesa	92629	CA	949E+09		jared@tepia.co	
3	Webadmin		Webadmin	88 Fair Dr.	Costa Mesa	92626	CA	949E+09	9.5E+09	wendy@cw.taylor	
4	stacey1	Taylor	Stacey	123 Main	Laguna Hills	92677	CA	949-831-8386		stacey@ocws.org	
5	barthdru@Barth	Barth	Jim	18237 Con	Monte Sereno	95030	CA	408-354-3956		barthdru@gmail.co	
6	yoly1412@Pena	Pena	Javier	4936 E She	Orange	92867	CA	714-974-2627		yoly1412@gmail.co	
7	sdtill@sbc	Till	Sue	2549 Ford	Costa Mesa	92626	CA	714-546-5904		sdtill@sbcglobal.n	
8	dugan194@Hyatt	Hyatt	Dave	4730 Rey	Huntington	92649	CA	714-262-5111		dugan1945@yahoo	
9	drich@av	Rich	Peter	26611 Alis	Aliso Viejo	92656	CA	949-338-5309		drich@aveyes.cor	
10	gadams@Adams	Adams	Gene	16661 Gra	Huntington	92649	CA	714-840-2657		gadams@hostweb	
11	ed_athey@Athey	Athey	Edward	2121 N. Fl	Santa Ana	92706	CA	714-835-1696		ed_athey@adelph	
12	gaffleming	Fleming	Gary	12 Twin Bl	Irvine	92620	CA	714-731-9115		gaffleming1@cox.n	
13	auntiel61	Shepard	Jack	14551 Sou	Westmins	92683	CA	714-894-4952		auntiel612@gmail	
14	icwt@mac	Timmons	Iris	625 Sonoma	Irvine	92618	CA	714-546-6463		icwt@mac.com	
15	socal34@Hrowal	Helga		2720 San J	Costa Mesa	92626	CA	714-979-8601		socal34@aol.com	
16	lowelld1@Dickson	Lowell		162 West	Irvine	92604	CA	949-857-0942		lowelld1@cox.net	
17	flomerlot	Flores	Jim	6842 Chap	Garden Gr	92845	CA	714-290-6580		flomerlot@yahoo.	
18	sasbussol	Adams	D	24881 Alic	Laguna Hil	92653	CA	949-510-7078		sasbussol@aol.com	
19	slowford@Deeter	Harvey		462 Magna	Costa Mesa	92627	CA	714-547-0201		slowford@aol.com	
20	cthruu88@Villalbazo	Tania		21841 Bac	Mission V	92691	CA	949-525-5003		cthruu88@cox.net	
21	1robmlan	Lang	Robin	13218 Foo	Santa Ana	92705	CA	714-544-5669		1robmlang@gmail.	
22	jayjay444	James	Janet	4 Gumwood	Irvine	92612	CA	949-786-1619		jayjay4444@cox.ne	
23	krisjulin@Julin	Kristina		20140 Vill	Lakewood	90715	CA	562-274-3874		krisjulin@juno.com	
24	jcrist@sur	Crist	Julie	P.O. Box #	Anaheim	92817	CA	714-330-1898		jcrist@sunstoneho	
25	captsteve	Buescher	Stephen	14 Acacia	Irvine	92612	CA	949-679-1333		captsteve@cox.ne	
26	chugaycos	Chugay	Dr. Nikola	1857 Brae	Newport I	92660	CA	949-645-3999		chugaycosmetic@y	
27	imsernab	Serna	Raul	192 N Wav	Orange	92866	CA	714-997-3694		imsernab@gmail.c	
28	mats34@s	Starks	Margie	11431 Ciel	North Tus	92507	CA	714-838-1010		mats34@sbcglobal	
29	sbaltzer@	Baltzer	Sandra	17245 San	Fountain V	92708	CA	714-963-3160		sbaltzer@ethorn.c	
30	gkgooding	Gooding	Kay	26803 Pov	Mission V	92691	CA	949-367-1350		gkgooding@msn.c	
31	rodney.w	Wheeler	Rodney	7641 Volg	Huntingto	92647	CA	562-253-9301		rodney.wheeler@	
32	healthyha	Whelen	Hallie	8882 Seas	Huntingto	92646	CA	714-963-7181		healthyhallie9@ya	
33	jim.hume	Hume	Jim	6192 Chris	Huntingto	92647	CA	714-377-7734		jim.hume@liberty	
34	bpaul@ac	Paul	Brian	5151 Cave	Anaheim	92807	CA	714-974-7597		bpaul@actiontec.c	

Step 3: Cleanup the database. Remove all Memberships that have expired or are not members. Select AK "Membership Expiration Date" column and sort A-Z "Oldest to the Newest" with the "Expand the Selection" radio button selected (Use this same sort method with all other procedures described in this document.). Delete the top members that have expired. Their date will be prior to the current month and date. Also delete all members with "Not a Member" in this column.

Step 4: Cleanup the database. Eliminate all members that do not want the newsletter. This has to be coordinated between the Primary Member and the Secondary Member. If one of these members want a newsletter, they need to remain on the list. To determine this process, a double sort must be done on the "Prefer Communication" and the "Partner's Prefer Communication" columns. To make this process easier, move the "Partner's Prefer Communication" column (AE) next to the "Prefer Communication" column (P). Use a "Cut" from AE and "Insert Cut Cells" to column (Q). Note if the database changes these column heading identifiers may be different.

	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
1	Partner's	Partner's	Partner's	Partner's	Partner's	Partner's	Partner's	Partner's	Partner's	Partner's	Members	Membership	Membership	Membership	Membership	Membership	Membership	Membership Status
2									Linda B.	Paper	Vine S	1-Nov-04	30-Nov-16	Active				
3									Paul M.	Paper	Vine S	1-Nov-06	30-Nov-16	Active				
4									Judy H.	Paper	Vine S	1-Nov-07	30-Nov-16	Active				
5	CA							No	Nathan Y.	Paper	Vine S	1-Nov-12	30-Nov-16	Active				
6									Linda M.	Paper	Vine S	1-Nov-13	30-Nov-16	Active				
7									Teri D.	Paper	Vine S	1-Nov-15	30-Nov-16	Active				
8									Joy F.	Email	Vine S	1-Nov-15	30-Nov-16	Active				
9											Vine S	1-Jan-70	31-Dec-16	Active				
10	CA	714-342-61	714-974-71	lizmcobett@gmail.com	Retired	#####	Yes		Elizabeth	E-mail	Vine S	1-Jan-70	31-Dec-16	Active				
11											Vine S	1-Jan-70	31-Dec-16	Active				
12	CA							No	Carol E.	Paper	Vine S	1-Jan-70	31-Dec-16	Active				
13									Luis R.	Email	FALSE	1-Jan-70	OC Wine S	1-Jan-70	31-Dec-16	Active		
14									Arnold G.	Paper	FALSE	1-Jan-70	OC Wine S	1-Jan-70	31-Dec-16	Active		
15									Jerry H.	Paper	FALSE	1-Jan-70	OC Wine S	1-Jan-70	31-Dec-16	Active		
16											FALSE	1-Jan-70	OC Wine S	1-Jan-70	31-Dec-16	Active		
17	CA							No	Maryeller	Paper	FALSE	1-Jan-70	OC Wine S	31-Dec-82	31-Dec-16	Active		
18	CA							No		Paper	FALSE	1-Jan-70	OC Wine S	1-Jan-70	31-Dec-16	Active		
19											FALSE	1-Jan-70	OC Wine S	1-Jan-70	31-Dec-16	Active		
20									JoAnne P.	Paper	FALSE	1-Jan-70	OC Wine S	1-Jan-70	31-Dec-16	Active		
21									Carol F.	Paper	FALSE	1-Jan-70	OC Wine S	1-Jan-70	31-Dec-16	Active		
22	CA			1sq@usa.com	1sq@usa.com	Realtor		No	Steve Que	E-mail	FALSE	1-Jan-70	OC Wine S	1-Jan-70	31-Dec-16	Active		
23											John Daur	FALSE	1-Dec-76	OC Wine S	1-Dec-76	31-Dec-16	Active	
24									Vivien O.	Paper	FALSE	1-Jan-79	OC Wine S	1-Jan-79	31-Dec-16	Active		
25									Peggy M.	Email	FALSE	1-Jun-80	OC Wine S	1-Jun-80	31-Dec-16	Active		
26	CA							No	Gale M.	Paper	FALSE	1-Jul-81	OC Wine S	1-Jul-81	31-Dec-16	Active		
27									Dan T.	Paper	FALSE	1-Dec-81	OC Wine S	1-Dec-81	31-Dec-16	Active		
28									Janet M.	Paper	FALSE	1-Jan-85	OC Wine S	1-Jan-85	31-Dec-16	Active		
29									Mark S.	Paper	FALSE	1-Jan-86	OC Wine S	1-Jan-86	31-Dec-16	Active		
30									Judy F.	Paper	Moved ba	FALSE	1-Jul-87	OC Wine S	1-Jul-87	31-Dec-16	Active	
31	CA	949-201-9881		ningham289@yahoo.com	Retired Office Mana	No			Nancy	Paper	FALSE	1-Dec-88	OC Wine S	1-Dec-88	31-Dec-16	Active		
32											Meredith	FALSE	1-Dec-05	OC Wine S	1-Dec-05	31-Dec-16	Active	
33											Brian Skel	FALSE	1-Dec-13	OC Wine S	1-Dec-13	31-Dec-16	Active	
34									Carolyn W	Paper	FALSE	1-Dec-13	OC Wine S	1-Dec-13	31-Dec-16	Active		
35									Karla R	Paper	Brian McD	FALSE	1-Dec-14	OC Wine S	1-Dec-14	31-Dec-16	Active	

Step 5: Cleanup the database. Sort A-Z the "Prefer Communication" column. Now immediately repeat the sort on the "Partner's Prefer Communication" column. Expand these columns if you need to read them more clearly. First the listing will show "Both Paper and E-mail". If either of the members in a shared membership want a paper newsletter they stay in the database. If both indicate E-mail then delete these rows. See second screen shot below. Scroll through the database to determine which rows to delete. Select full screen to use the scroll bar to scroll through the database more easily.

Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Q1 Partner's Prefer Communication

UserData (15)

	N	O	P	Q	R	S	T	U	V
1	Is a Home	Name on	Prefer Co	Partner's	Partner La	Partner Fi	Partner Ac	Partner's C	Partner's I Pa
2	Yes	Michael D	Both Pape	Both Pape	Del Medic	Bonnie			Ca
3	No	Aaron S.	Both Pape	Both Paper and E-mail					Ca
4	No	Donna Hal	Both Pape	Both Paper and E-mail					Ca
5	No	Ken Karns	Both Pape	Both Paper and E-mail					Ca
6	No	Nancy Gol	Both Pape	Both Paper and E-mail					Ca
7	No	Mike McC	Both Pape	Both Pape	Palacios	Philip			Ca
8	No	Paul D.	Both Pape	Both Pape	Durning	Lois			Ca
9	No	Rich	Both Pape	Both Pape	Puccini	Elaine	24821 Sau	Mission V	92692 Ca
10	Yes	Raul Serna	Both Pape	Both Pape	Serna	Irene	192 N Wav	Orange	92866 Ca
11	No	Rosemary	Both Pape	Both Pape	Zaidenber	Jay	1111Pacifi	Huntingto	92648 Ca
12	Yes	Ken Bosh	Both Pape	Both Pape	Boshart	Lynn	5529 Larch	Rialto	92377 Ca
13	Yes	Michael S.	Both Pape	Both Paper and E-mail					Ca
14	No	Linda Rov	Both Pape	Both Paper and E-mail					Ca
15	Yes	Earl Ziem	Both Pape	Both Pape	Ziemann	Christina	606 Califo	Huntingto	92648 Ca
16	No	Steve Cap	Both Pape	Both Paper and E-mail					Ca
17	No	Roxanne L	Both Pape	Both Paper and E-mail					Ca
18	Yes	Kate Sirbu	Both Pape	Both Paper and E-mail					Ca
19	Yes	Sam Didd	Both Pape	Both Pape	Diddee	Shen			Ca
20	No	Bill W.	Both Pape	Both Pape	West	Cyndy			Ca
21	No	Diana Kre	Both Pape	Both Paper and E-mail					Ca
22	No	Connie Tu	Both Pape	Both Paper and E-mail					Ca

Ready Count: 477 100%

Step 6: Cleanup the database. Notice both members want email so delete these rows from the database.

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
147	No	Cheryl T.	Paper	Both Pape	Tarkanian	Mike	15452	Not	Westmins	92683	CA	7.15E+09		beehappy beehappybu
148	No	John Robe	Paper	Both Paper	and E-mail					CA				
149	No	Walter R.	Paper	Both Paper	and E-mail					CA				
150	No	Janice Ber	Paper	Both Paper	and E-mail					CA				
151	No	Laurie P.	Paper	Both Paper	and E-mail					CA				
152	No	John E.	Paper	Both Pape	Edwards	Zina				CA	714-315-3394		zeenichkaedwards	St
153		Nicholas	Email	Email	Faurer	Joy								
154		Larry G.	Email	Email	Reyes	Luis								
155		Linden K.	Email	Email	Martin	Peggy								
156		Robert R.	Email	Email	Romano	Germaine								
157	avid)/Hair	David M.	Email	Email	McCann	Joan								
158	cord.	Lisa B.	Email	Email	Bowyer	Quinn								
159	r	Michael F.	Email	Email	Farnham	Ana								
160		Steven C.	Email	Email	Colgrove	Suzanne								
161		Greg R.	Email	Email	Risling	Cathy								
162		Lynea L.	Email	Email	Landeis	Ron								
163		Robert Z.	Email	Email	Clauss	Christina								
164		Paul H.	Email	Email	Hausssler	Elise								
165		Bob C.	Email	Email	Carey	Katy								
166		James C.	Email	Email	Clauss	Pamela								
167		Gary F.	Email	Email	Fleming	Janice								
168		Helga H.	Email	Email	Pehrson	Maia								
169		Roger M.	Email	Email	Mattar	Janice								
170		Vernon S.	Email	Email	Steger	Verna								
171		Steffan A.	Email	Email	Attardo	Margaret								
172		Jim L.	Email	Email	Lytthans	Lynette								
173		Kathy K.	Email	Email	Kramer	Jim								
174		Robert L.	Email	Email	Schneider	Jane								
175	s	Vito C.	Email	Email	Castellanc	Gini								
176		John M.	Email	Email		Courtney								
177		Russ T.	Email	Email	Dyer	Linda								
178	Yes	Lloyd Corb	Both Pape	E-mail	Corbett	Elizabeth	2716 N. Lo Orange		92867	CA	714-342-61	714-974-71	lizmcorbett@gmail.c	Re
179	No	Linda Wilc	Both Pape	E-mail	Wilde	Bob	25471 Cha Laguna Hil		92653	CA	949-322-8664		hdwild@cox.net	Ma
180	No	Carolyn Rt	Both Pape	E-mail	Redding	William	28 CALLE / SAN CLEM		92673	CA	9.49E+09		wmredding@cox.ne	Re

Step 7: Cleanup the database. Single memberships will only have their selection in one column. Delete all with Email listed.

The screenshot shows a Microsoft Excel spreadsheet titled 'UserData (15)'. The active sheet is 'N413'. The data is organized in columns N through AA. The rows shown are 411 through 444. The data in column N is being filtered, showing only rows where the value is 'Email'.

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
411	No	Arthur M.	Both Paper and E-mail											
412	Yes	Chuck S.	Both Paper and E-mail											
413		Leah B.	Email											
414		Ruth D.	Email											
415		Vicki V.	Email											
416		Steve S.	Email											
417		Karen R.	Email											
418	ie Real Est.	Victoria R.	Email											
419		Kristin S.	Email											
420		Barry T.	Email											
421	gr	D A.	Email											
422	otor corp	Flavia D.	Email											
423	ec.	Jacqueline	Email											
424		Kay G.	Email											
425		Kevin S.	Email											
426		Patricia W	Email											
427		Jan B.	Email											
428		Linda B.	Email											
429		Less S.	Email											
430	/ice	Greg C.	Email											
431		Tom N.	Email											
432		Anthony I	Email											
433		Ron N.	Email											
434	No	Nancy Bar	E-mail											
435	No	Janet R.	E-mail											
436	No	Judy D.	E-mail											
437	No	Lora C.	E-mail											
438	Yes	Megan M.	E-mail											
439	No	Julianne D.	E-mail											
440	No	Kathy Krie	E-mail											
441	Yes	Don Marst	E-mail											
442	No	Sha R.	E-mail											
443	No	Mo Narag	E-mail											
444	No	Lorraine H	E-mail											

Step 8: Cleanup the database. Once all the rows are deleted that want E-mail. Cleanup the columns. All columns are deleted except those needed for mailing by the Printer. Last Name, First Name, Street Address, City, Postal Code, State Partner's Last Name and Partner's First Name will remain in the cleaned database. At the writing of this document 500 members remained in the database, 501 rows.

Microsoft Excel									
Home Insert Page Layout Formulas Data Review View Acrobat									
Clipboard Font Alignment Number Styles Cells Editing									
I1									
UserData (15)									
	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Street Address	City	Postal Code	State	Partner Last Name	Partner First Name	
2	Del Medico	Michael	16581 Warner	Huntington	92649	CA	Del Medico	Bonnie	
3	Shemanski	Aaron	14 monarch	dana point	92629	CA			
4	Harvey	Donna	127 Apollonia	Balboa Island	92662	CA			
5	Karns	Ken	88 Fair Drive	Costa Mesa	92626	CA			
6	Goldman	Nancy	24061 Nutwood	Laguna Hills	92677	CA			
7	McCormick	Mike	3602 S. Palmdale	San Pedro	90731	CA	Palacios	Philip	
8	Durning	Paul	2919 Cimarron	Fullerton	92835	CA	Durning	Lois	
9	Puccini	Richard	24821 Saunder	Mission Viejo	92692	CA	Puccini	Elaine	
10	Serna	Raul	192 N Warner	Orange	92866	CA	Serna	Irene	
11	Zaidenberg	Rosemary	1111 Pacific	Huntington	92648	CA	Zaidenberg	Jay	
12	Boshart	Kenneth	5529 Larchmont	Rialto	92377	CA	Boshart	Lynn	
13	Salas	Michael	2310 Fairview	Newport Beach	92660	CA			
14	Rovito	Linda	14 Rossini	Irvine	92620	CA			
15	Ziemann	Earl	606 California	Huntington	92648	CA	Ziemann	Christina	
16	Capps	Steve	19301 Surfside	Huntington	92648	CA			
17	Dillon	Ruxandra	21762 Evening	Lake Forest	92630	CA			
18	Sirbu	Kathleen	19006 Canterbury	Trabuco Canyon	92679	CA			
19	Diddee	Sameer	173 Guinevere	Irvine	92620	CA	Diddee	Shen	
20	West	William	630 Lakeview	Costa Mesa	92626	CA	West	Cyndy	
21	Kreinbring	Diana	1435 Dave	Pasadena	91107	CA			
22	Tupper	Connie	147 Orange	Irvine	92618	CA			
23	Ocampo	Sophie	14182 Alta Vista	Westminster	92683	CA	Ocampo	David	
24	Frey	Kathleen	6 Tivoli	Aliso Viejo	92656	CA			
25	Mattos	Shell	P O Box 23	Newport Beach	92625	CA			
26	Nieto	Michael	16691 Granada	Huntington	92649	CA	Nieto	Sylvia	
27	Alcaraz	Marianne	9136 San Luis	Riverside	92508	CA	Alcaraz	Art	
28	Luebke	Sandra	9 Hancock	Laguna Hills	92677	CA	Luebke	Randy	
29	Nass	Brenna	549 Wycliff	Irvine	92602	CA	Smedley	Randy	
30	Schneider	Gary	3010 Park	Newport Beach	92660	CA	Bredfeldt	Barbara	
31	Laguna	Rachel	2558 San Juan	Corona Del Mar	92625	CA			
32	Douglas	Pamela	136 Avenida	Laguna Woods	92637	CA			
33	Prochison	Jill	P O Box 56	La Mirada	90637	CA	Di Costanzo	Patty	
34	Davis	Ann	IP O Box 3	Mission Viejo	92690	CA	Persaud	Sarla	

Step 9: Save the database and send to the Printer.