

Access the NC PTA Database Now!

Name of PTA:

Username:

Password: ncpta

NCPTA Database Link: www.ncpta.org/db

The NCPTA Database is used by local units for the following purposes:

- Enter the name, address, and email address of PTA officers
- Enter the name and email address of members
- Send email directly to members of your PTA
- Check the status of your PTA's bylaws and dues remitted
- Electronically complete your PTA's annual Financial Review Report
- Print membership cards

Officer and member information will be used only by National and State PTA and not shared with outside sources. **Entering members and submitting an annual Financial Review are requirements for your PTA unit being in good standing.**

Location, Username and Password

To access the database, type in <https://www.ncpta.org/db> in a web browser. At the Login Screen type in your username, which is your **PTA National Unit ID Number_2012** (for example, 00012121_2012 - the ending 4 digits will change annually to correspond with the ending of the new membership year). There is only one "username" per school.

Then type in the password, 'ncpta' (defaults annually) and click 'Login'. The first time you login, you are required to change your password.

How to Enter Your Members and Officers

From the menu on the left side of the screen, select either members or officers. You may then begin entering the information for your officers and local members. You may also upload your members from an Excel File. (Instructions for uploading are attached.)

If "PTA President" is listed as the current president for your PTA/PTSA, this means you have not updated your officer information. Please update the "PTA President" screen with the name, address, telephone, and e-mail of your current president. The system will only allow entry of one name per officer position.

If you have any questions or need assistance please email the state office at office@ncpta.org.

Thank You



Instructions for Uploading Members using Excel File

1. Go to <https://www.ncpta.org/db>
2. Enter username and password
3. From the menu on the left side of the screen, select “Members” then “Upload”
4. Click the “Browse” button to find your saved Excel file (see **Creating Excel File for Upload below for instructions on creating the file**)
5. Click “Upload”
6. Wait a few minutes until you see the message “Upload Complete!”
7. Click “Check Upload Status” and select the upload file name and time of your recent upload. Any members that were not successfully uploaded will be displayed on the screen. Make any adjustments to these records and repeat the upload process for those that failed (or add these members one at a time).

Creating Excel File for Upload

Please read carefully as the format of the Excel file is very important and your members will not be uploaded unless the upload file is in the required format.

- The spreadsheet must contain 4 columns of data, in the exact column order listed below. There may not be any extra columns of data.
- The first row of the spreadsheet must contain column descriptions. Your member data begins on the second row. Do not skip any rows.
- If a column is not required and you do not have any data for the column, leave the cell blank.
- The tab at the bottom of the spreadsheet must be named “Sheet1”

If possible, use the Excel template provided to ensure spreadsheet is in the correct format. You may copy and paste your data into the template.

Column Order:

- Column A: First Name (*required)
- Column B: Last Name (*required)
- Column C: Email Address (*strongly recommended)
- Column D: Member Type (1 digit code, see below)

Member Type Code Descriptions (if left blank, then default is “P” for Parent/Guardian):

Member Type Code	Description
P	Parent/Guardian
S	Student
F	Faculty
C	Community Member
O	Other

Updating Members

You may upload the same member information multiple times without creating duplicates in the database. If the member’s First Name/Last Name combination is already in the database, then the remaining member information will be updated; a new record will not be created. For example, if you upload a member and then later receive their email address, you can add the email address to your upload file and upload the member again.

Example Upload Excel Spreadsheet:

Sample.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

H7

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Email	Member Type					
2	Sue	Smith	sue@yahoo.com	P					
3	Jeffrey	Johnson	jeff@nc.rr.com	F					
4	Mark	Jones	mark@hotmail.com	S					
5									
6									
7									

Sheet1

Ready 100%

Tab Named "Sheet1". To rename, double-click on tab and type Sheet1.

First row contains header row. Member data begins on row 2.

Member Type 1-digit code:
P = Parent/Guardian (default)
S = Student
F = Faculty
C = Community Member
O = Other