

NC State Chapter of the P.E.O. Sisterhood

Directions for Using MEMBERSHIP Reports

November 2024

- Log in to peonc.org as a member and click “Membership” in the upper banner.
- Select the Unaffiliate or Introduction and Self-Referral Quarterly Report.
- Once you click on the report, it will automatically download to your computer.
- To sort women by city of residence, click “enable editing”. Click on the cell with a “K”. It will highlight the entire column.
- Find and click “Sort and Filter”
- Click “Sort A to Z”.
- Press “Sort” in pop-up dialogue box.
- Now you can see the women who live near you.
- To delete unwanted rows, highlight the row and press delete.
- Click on “File”, click on “Save as”. Choose where you want to save and name the spread sheet.
- Reach out to the women near you and invite them to meet your chapter sisters or attend a meeting or social.
- Report any information on any sister or referral to Charlotte Craig, the State Data Coordinator at char16110@bellsouth.net Your information helps to keep the report current.