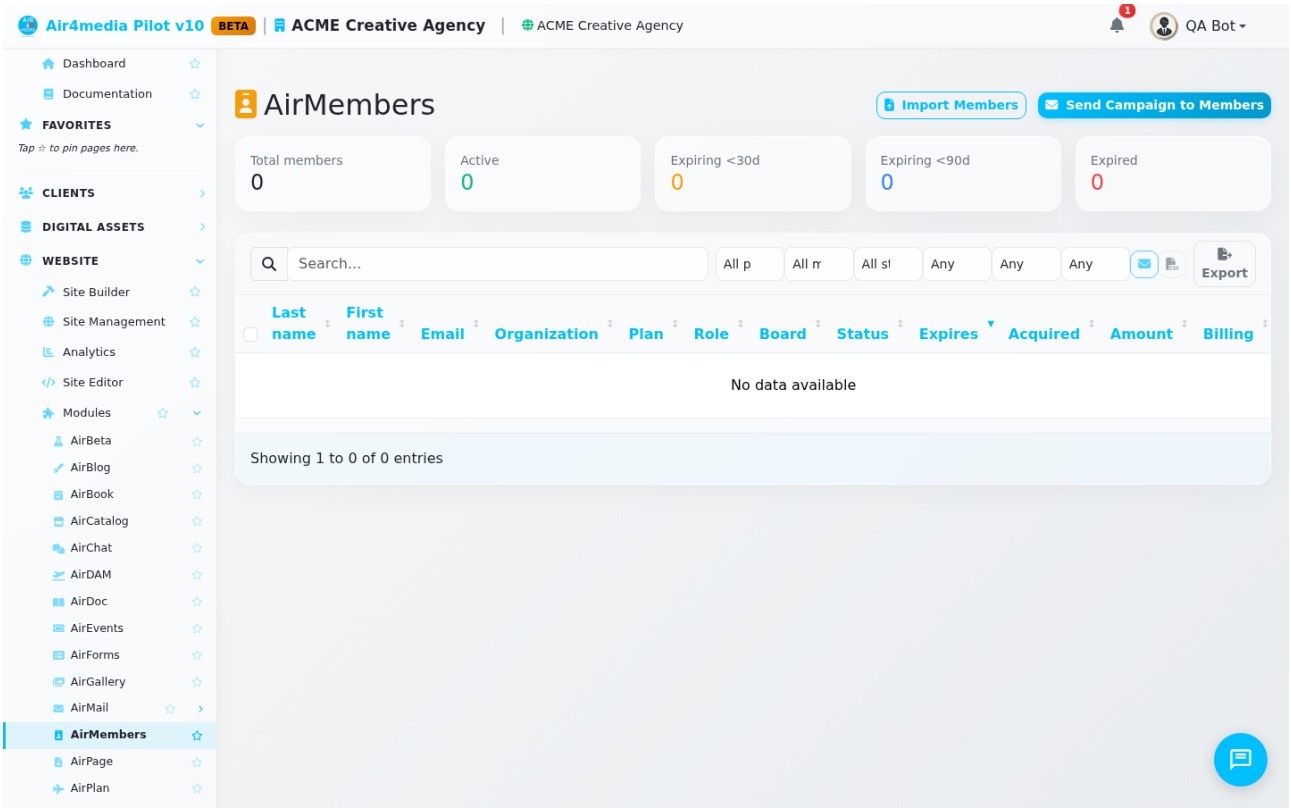


# AirMembers

AirMembers is your live membership roster — a filterable view of every member across all your plans. Monitor renewals, reach lapsing members, send campaigns, and import a historical list from a spreadsheet.

## Key Features

- **Renewal stats**: Five cards show Total, Active, expiring within 30 days, expiring within 90 days, and already Expired — your renewal snapshot the moment you open the page.
- **Sortable roster**: Each row shows name, email, organization, plan, role, board position, status, expiry date, how they joined, dues amount, and billing cadence. Click any column to re-sort.
- **Smart filters**: Narrow by plan, board vs. non-board, status (Active, Past due, Cancelled, Paused, etc.), billing period, acquisition source, or expiry window — next 30, 60, or 90 days, or already expired.
- **Per-row actions**: **Edit person** opens the contact record; **Edit membership** adjusts their plan, status, or renewal date.
- **Batch actions**: Select multiple members, then **Send message** to reach the group or **Export CSV** to download the filtered set.

- **Send Campaign to Members**: Creates a pre-addressed Airmail draft for all members — finish composing and schedule it from Airmail Campaigns.
- **CSV import**: Upload a legacy member spreadsheet, map columns, set defaults, and import. Duplicates are always skipped.

## How to Use

1. Open **AirMembers** from the sidebar. The stat cards load your renewal snapshot immediately.
2. Use the filter dropdowns — Plan, Board, Status, Billing, Source, and Expiry — to focus on a segment. For example, choose "Expiring next 30 days" to see everyone due for renewal soon.
3. Type a name, email, or organization in the search box to find a specific member.
4. Click **Edit membership** to adjust a subscription; click **Edit person** to update contact details.
5. Check boxes next to multiple members, then choose **Send message** or **Export CSV** from the batch bar.
6. Click **Send Campaign to Members** to create a draft Airmail campaign for your full membership.

## Importing Members

1. Click **Import Members** (top right) and select your CSV file — first row must be column headers.
2. Click **Upload and Preview**. The importer auto-maps recognized column names like "email," "expires," and "membership type."
3. Adjust any mappings, pick a default plan for rows without one, set the default status, and choose whether imported members get portal access.
4. Click **Run Import**. A summary shows records added, duplicates skipped, and any rows that failed.
5. Click **Done, Refresh List** to see your updated roster.

## Tips

- Running the same CSV twice is safe — existing members are detected and skipped automatically.
- Filter to "Expiring next 30 days," select all, and hit **Send message** for a fast renewal nudge.
- The Board filter lets you reach governance members separately from your general

membership.