# Prospective Member Database (PMD)

## Fact Sheet

The Prospective Member Database is a dazzling tool that helps the Membership Team organize information throughout the prospective member recruitment process. This information can be accessed and used by all Membership Team members and can enrich the experience for the prospective member and facilitate meaningful connections and engagement.

The PMD may be accessed through https://emembership.dar.org by officers and members with e-Membership access. Access may also be given to other members of the Membership Team by logging into http://members.dar.org/chapterpmd. To access the PMD from this portal, the Chapter Pin will be needed.

Visit Membership Resources for instructions and additional ideas to assist with using the PMD

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PMD best practices for those working with prospective members at the state and chapter level:

- Contact the prospective member promptly. The goal is to make a connection within 48 hours.
- The prospective member may indicate her preferred method of contact. Make note of it and try to honor that request.
- Make notes in the PMD about the prospective member such as her career, hobbies, military, spouse, family, etc. This will help the Membership Team mentor her.
- Track the progression of the application process from making the first connection to the awarding of her national number. Keep her status up to date.
- Keep very specific notes about the proposed lineage. Note if there is a relative who is or has been a member, as well as any potential patriots. Also indicate what documents are needed, what is being worked on or what has been located. These entries tell the story of the application process.
- When the application is pending and appears in the Pending Member Report on e-Membership, link the Pending Application to the prospective member's record in the PMD.