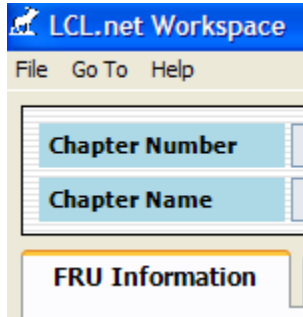# HOW TO IDENTIFY MEMBERS FOR THE NEWSLETTER

The first step is to identify each member that should receive a newsletter.   You are going to need to update each individual member so that LCL knows that you only want those selected individuals to have a label created.
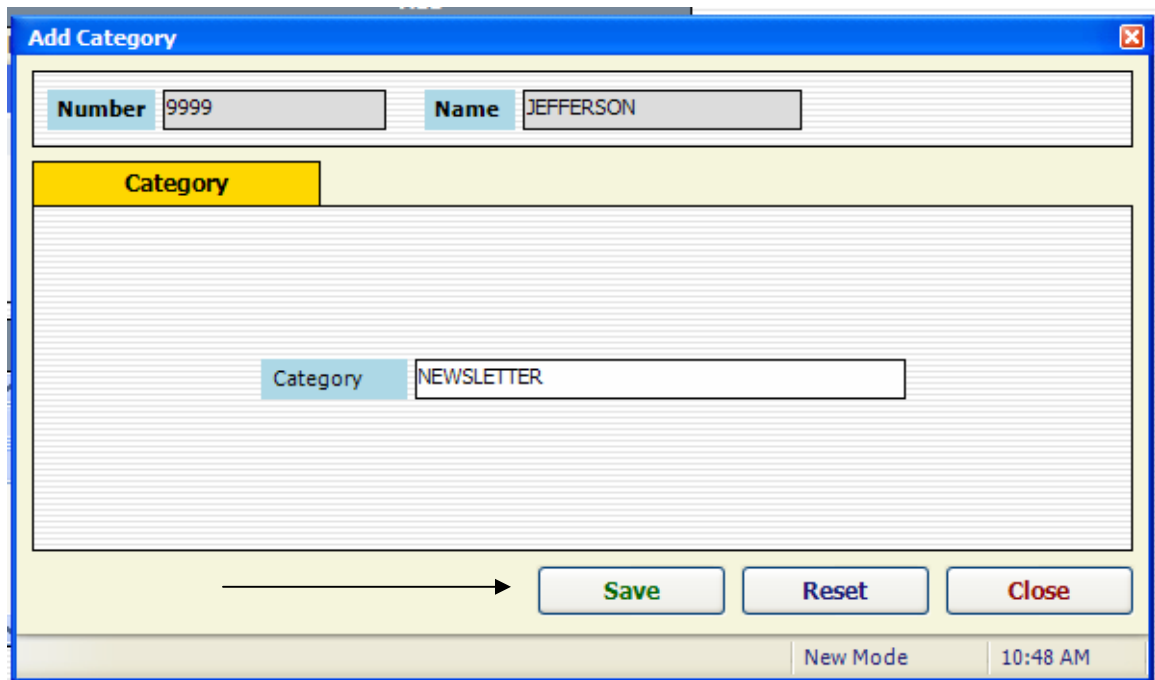
In LCL go to the "**FRU Information**" tab on the LCL.net screen

Next scroll down to the bottom where the "**Categories**" area is and click on "**Add**"

Enter a new category entitled NEWSLETTER by entering it in the "**Category**" field and clicking "**Save**".

Next enter the new activity entitled "NEWSLETTER" by selecting "**Add**" in the Activities section

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Enter 'NEWSLETTER" in the "**Activity**" field and click "**Save**".

The next step is to update each individual member that has been identified to receive a newsletter. We must assign them to the new activity in order for LCL.net to create a label for them.

The first step is to locate the member record by going to the "**Members**" tab and locating the member record that we want to update and double clicking on the record to open it so we can update it.

Next we click the "**Activities**" tab, select the Category "NEWSLETTER" by clicking on it and then click the "**Add Activity**" to add it to the member record.

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Click the "**Close**" button [Close] to close the record.

Continue to select each individual member record that you identify as a "NEWSLETTER" recipient and update their record with the "NEWSLETTER" activity.

To create the labels or a report for the identified NEWSLETTER recipients select **Go To** from the LCL screen and slide down to **Reports & Labels**, and slide over to **Activities**.

On the Activity Reports/Labels screen select **Labels**, Category **NEWSLETTER**, Activity **NEWSLETTER**, and Sort by either name or zip code and click the "**Create Report**" button.
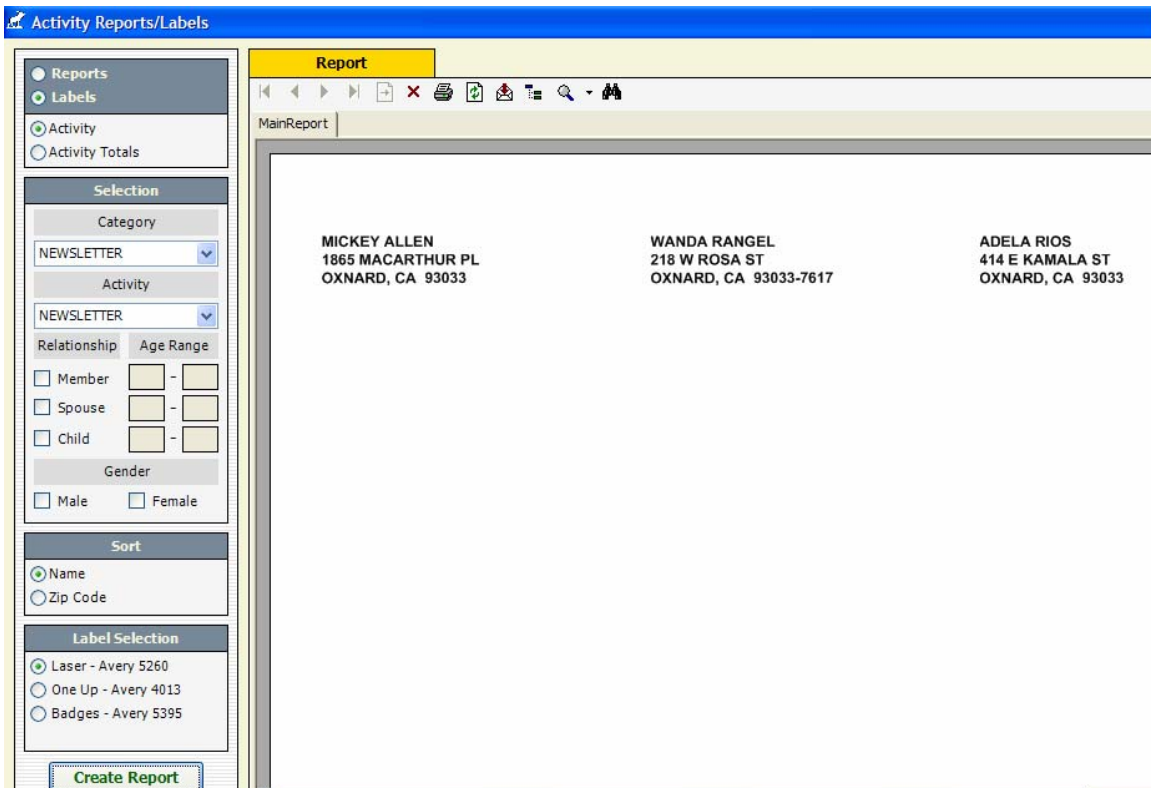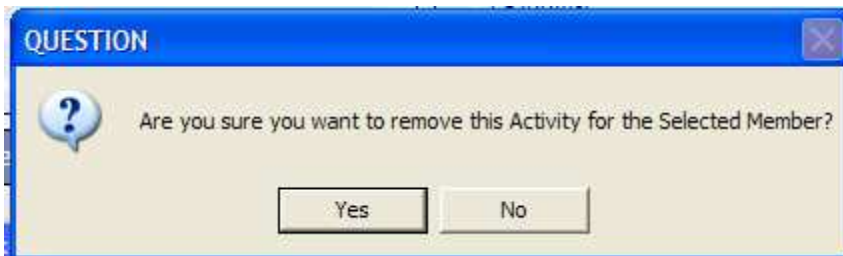

This will retrieve all the members that you have identified as NEWSLETTER recipients.

To remove someone from the list you will go to the individual record and highlight the category that you wish to remove and click the Remove button.
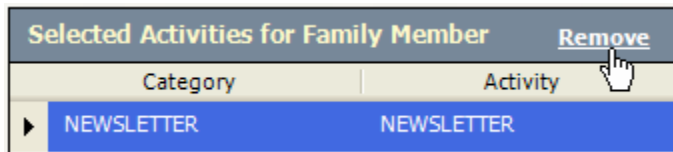
You will receive a warning message asking you to confirm that you wish to remove the selected Activity from the member.

Click "**Yes**" and the Activity will be removed and the member will no longer appear in the labels for the selected Activity.

NOTE: It is possible that a member might not appear in the labels if the "No Mail" button is clicked or if the "Active Address" field is not checked on the "Current Address" or "Alternate Address" field. Members also will not appear if their dues are Expired as the LCL program was written to only create labels for Active members.

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