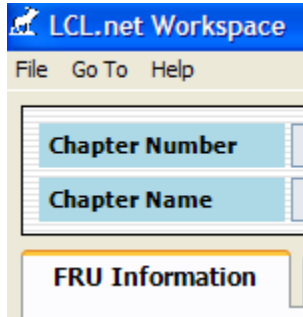


HOW TO IDENTIFY MEMBERS FOR THE NEWSLETTER

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.

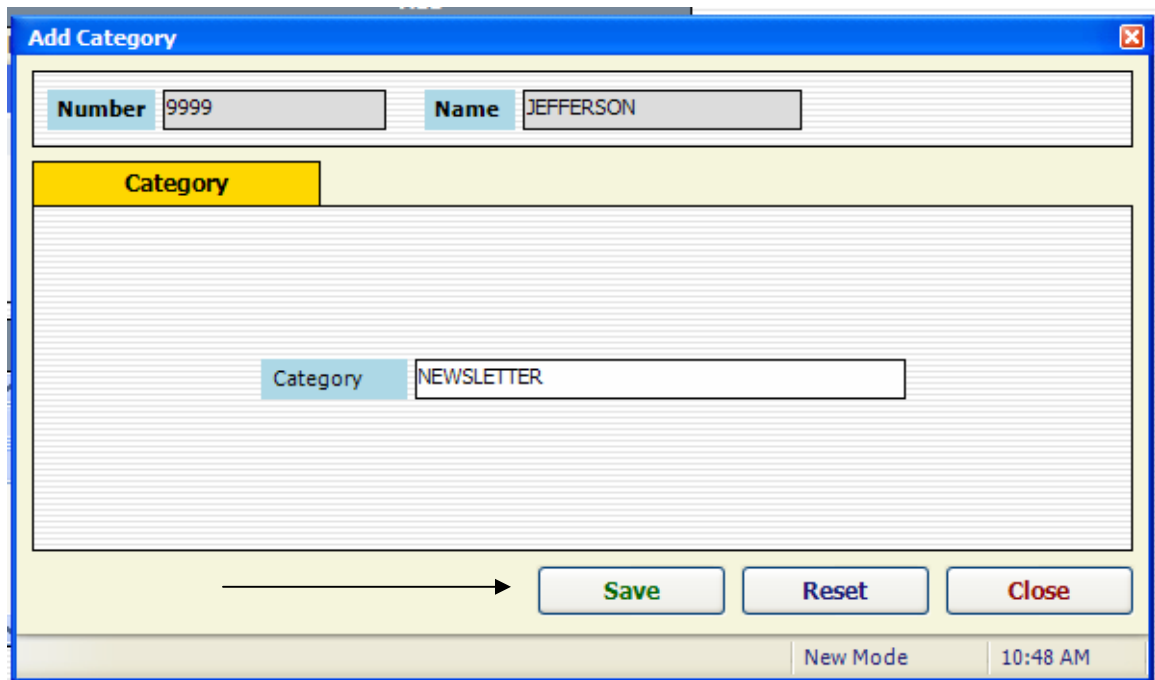
In LCL go to the “**FRU Information**” tab on the LCL.net screen



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



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

The screenshot shows a window titled "Add Activity". At the top, there are two input fields: "Number" with the value "9999" and "Name" with the value "JEFFERSON". Below these is a large yellow box labeled "Activity". Inside this box, there are two more input fields: "Category" with the value "NEWSLETTER" and "Activity" with the value "NEWSLETTER". At the bottom of the window, there are three buttons: "Save" (highlighted with a mouse cursor), "Reset", and "Close". The status bar at the very bottom shows "New Mode" and "10:51 AM".

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.

The screenshot shows a "Chapter Member" window. At the top, there are fields for "FRU Number" (1464), "FRU Name" (Oxnard), "Chapter Night", "Member ID", and "Member Name" (Mickey Allen). Below these are tabs for "Member Info", "Payments", "Family", and "Activities" (which is selected). The "Activities" tab shows a "Categories" list on the left with "NEWSLETTER" selected, and an "Activities" list on the right with "NEWSLETTER" added. At the bottom, there are two tables: "Family Member Selection" and "Selected Activities for Family Member".

Type	Name
Member	Mickey Allen

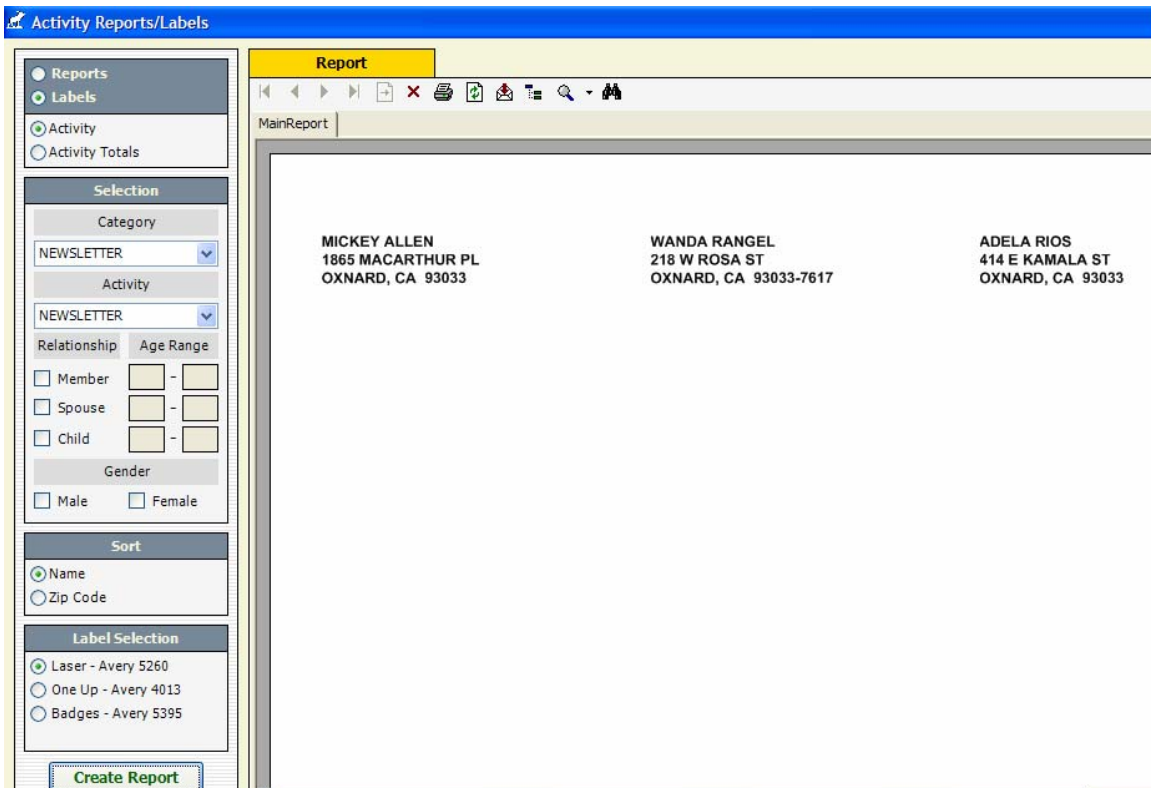
Category	Activity
NEWSLETTER	NEWSLETTER

Click the “Close” button  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.

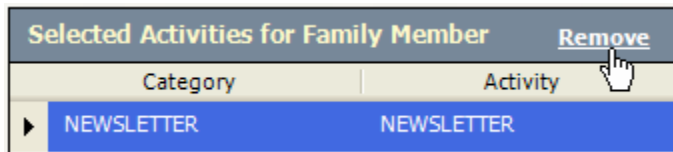
To create the labels or a report for the identified NEWSLETTER recipients select **Go To** from the LCL screen and slide down to **Reports & Labels**, and slide over to **Activities**.

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.

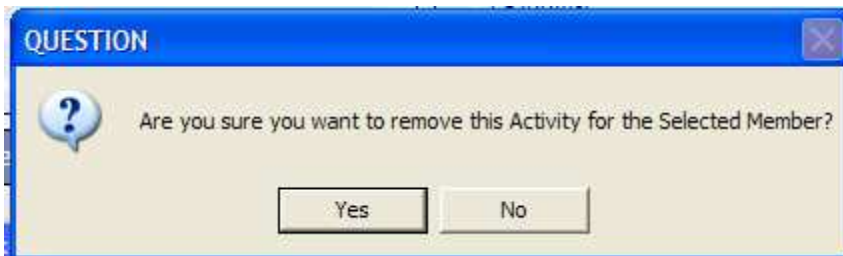


This will retrieve all the members that you have identified as NEWSLETTER recipients.

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.