

Adding a Member Type to a Distribution List

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Quick Steps: Members > Member Type > View Member Type > Distribution List > Select List > "Subscribe" or "Unsubscribe" > Select Status Filter > Process

Distribution Lists can be used to assign members to different mailing list. You can choose to subscribe or unsubscribe all members from one Member Type to a specific Distribution List.

1. Within the Management Console, select **Members** from the top menu, then **Member Type** from the left menu.
2. Click **View** next to the Member Type that you want to add to the Distribution List

The screenshot shows the 'STG SAMPLE - Club' interface. The top navigation bar includes 'Home', 'Website', 'Members' (highlighted), 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar lists various options: 'Dashboard', 'Members Listing', 'Member Type' (highlighted), 'Member Groups', 'Member Qualifications', 'Distribution Lists', 'Send Email', 'Export', and 'Query Builder'. The main content area is titled 'Member Type' and shows a table of records. The table has columns: Title, Code, Count, Edit, View, Delete, and Members. The records are: 'Absentee members' (Code: 5133, Count: 17), 'Corporate Partners' (Code: 3487, Count: 5), and 'Cub' (Code: 6554, Count: 12). A 'View Record' tooltip is visible over the 'View' icon for 'Absentee members'.

Title	Code	Count	Edit	View	Delete	Members
Absentee members	5133	17				
Corporate Partners	3487	5				
Cub	6554	12				

3. Select **Distribution List** at the top of the page.

The screenshot shows the 'STG SAMPLE - Club' interface with the 'Member Type' section selected. The top navigation bar is the same as the previous screenshot. The left sidebar is also the same. The main content area is titled 'Member Type' and shows a form for editing a member type. The form has fields for 'Code', 'Title', 'Detail', 'Automatic Membership Numbers', and 'Apply Approval Process'. The 'Code' field is set to '5133', 'Title' is 'Absentee members', 'Detail' is 'Absentee members', 'Automatic Membership Numbers' is 'No', and 'Apply Approval Process' is 'No'. At the top of the form, there are buttons for 'Listing', 'Add', 'Edit', 'Delete', 'Member Group', and 'Distribution List'. The 'Distribution List' button is highlighted with a mouse cursor.

Code:	5133
Title:	Absentee members
Detail:	Absentee members
Automatic Membership Numbers:	No
Apply Approval Process:	No

4. Choose the Distribution List that you want to subscribe or unsubscribe the members or records to, and then filter based upon Status if required.

5. Click **Process** to add or remove the members from the Member Type to the Distribution List.

Note: This will add or remove all members from the Member Type to the Distribution List. If you only want to add some members from the Member Type to the list, use the Attach function in Distribution Lists

Related Articles

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