

How to create run an all-school mailing

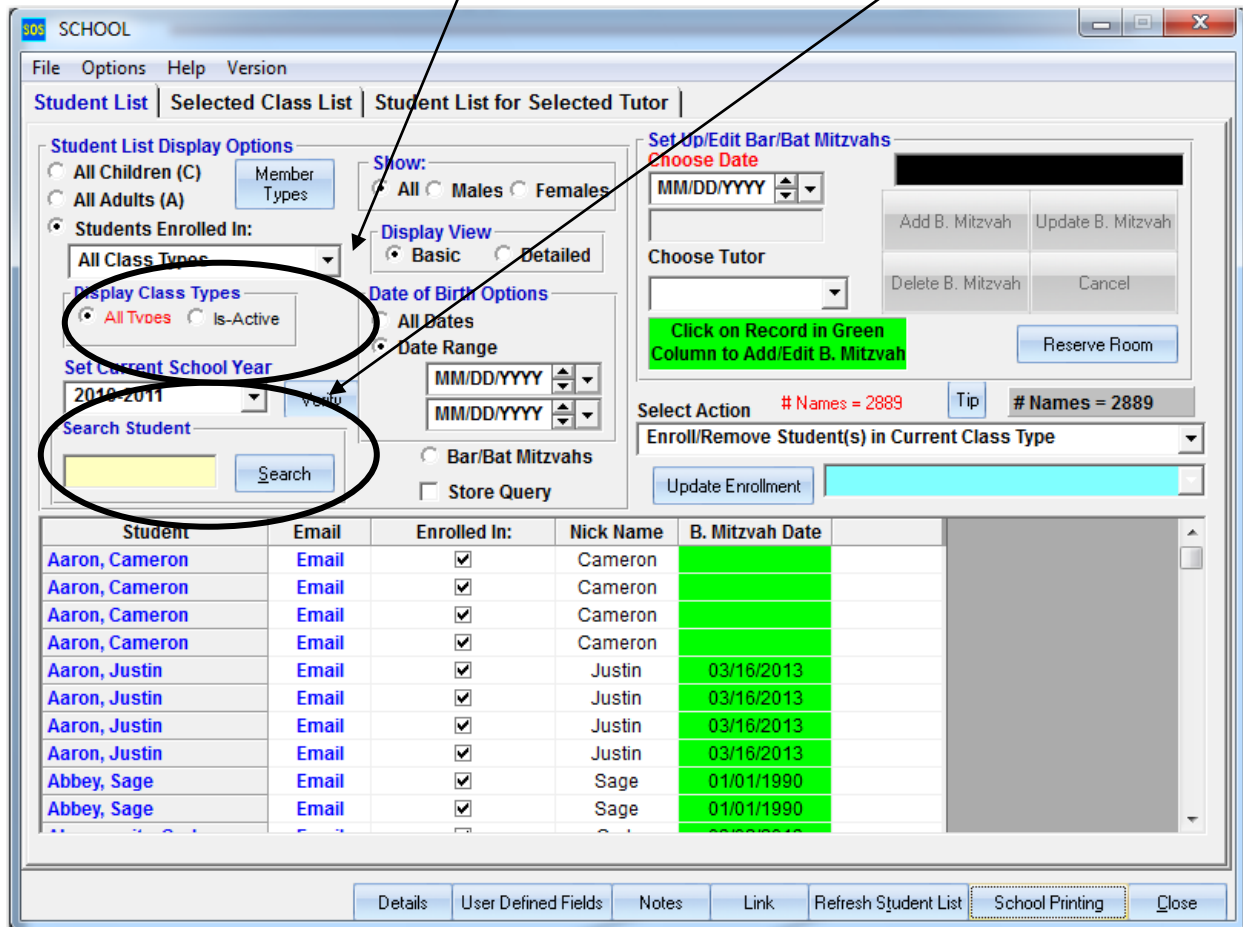
January 2011

Step 1: From the General Family Screen, click on the School button.

The screenshot shows the MEMBERSHIP software interface. The 'School' button in the top navigation bar is highlighted with a red circle, and a red arrow points to it from the text above. The interface includes a menu bar (File, View, Accounting, Management, Membership, Relationships, Company, Reports, Scheduling, Administration, Help) and a toolbar with icons for various functions. The main content area is divided into several sections: Member # (T99999), Member Type (Inquiry), Join Date (01/15/2010), Resign Date, Renew Date, Member Attributes (Camp 2010, Donor FY 2010), Family List (Leonard Ansin, Jane Ansin), Correspondence (Family Address, Address, City/St/Zip, Country, Tel, Ext, A1 Cell Phone, Mobile), and Family Mailing (Send Family Email, Send 2nd Family Email, Combo Mailing Label, Combo Letter Salutation).

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Step 2: Click on students enrolled in and be sure the school year is current



Step 3: Then click on Refresh Student list

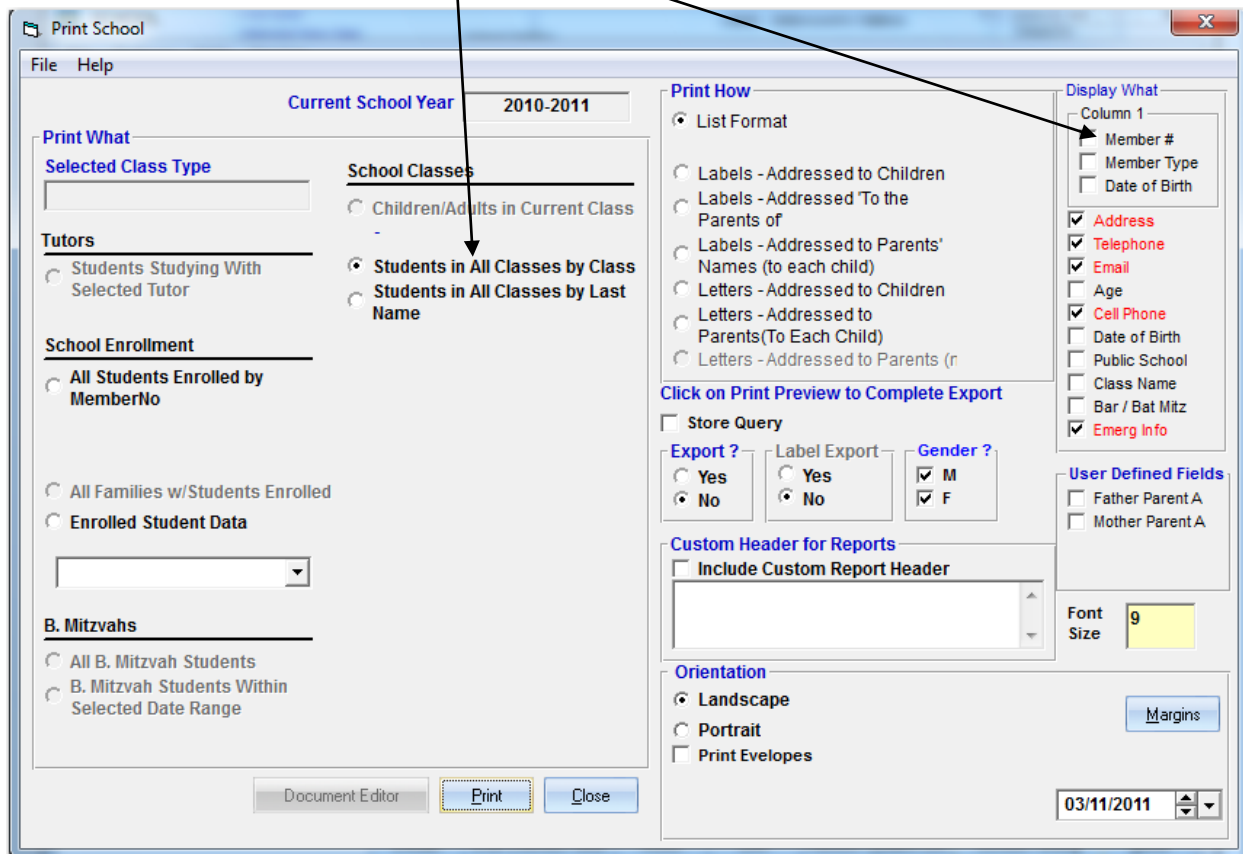
Step 4: Click on School Printing

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Click on Students in All Classes by Class

Select the fields to display

The print defaults to List. You can also do labels, letters and envelopes.



Then click on Print. Depending on the size of the database, will determine how long it takes to generate the report.

Technical Support:

If you have any problems or questions pertaining to the operation of SOS, please be sure to call technical support or email SOSsupport@ansintech.com

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