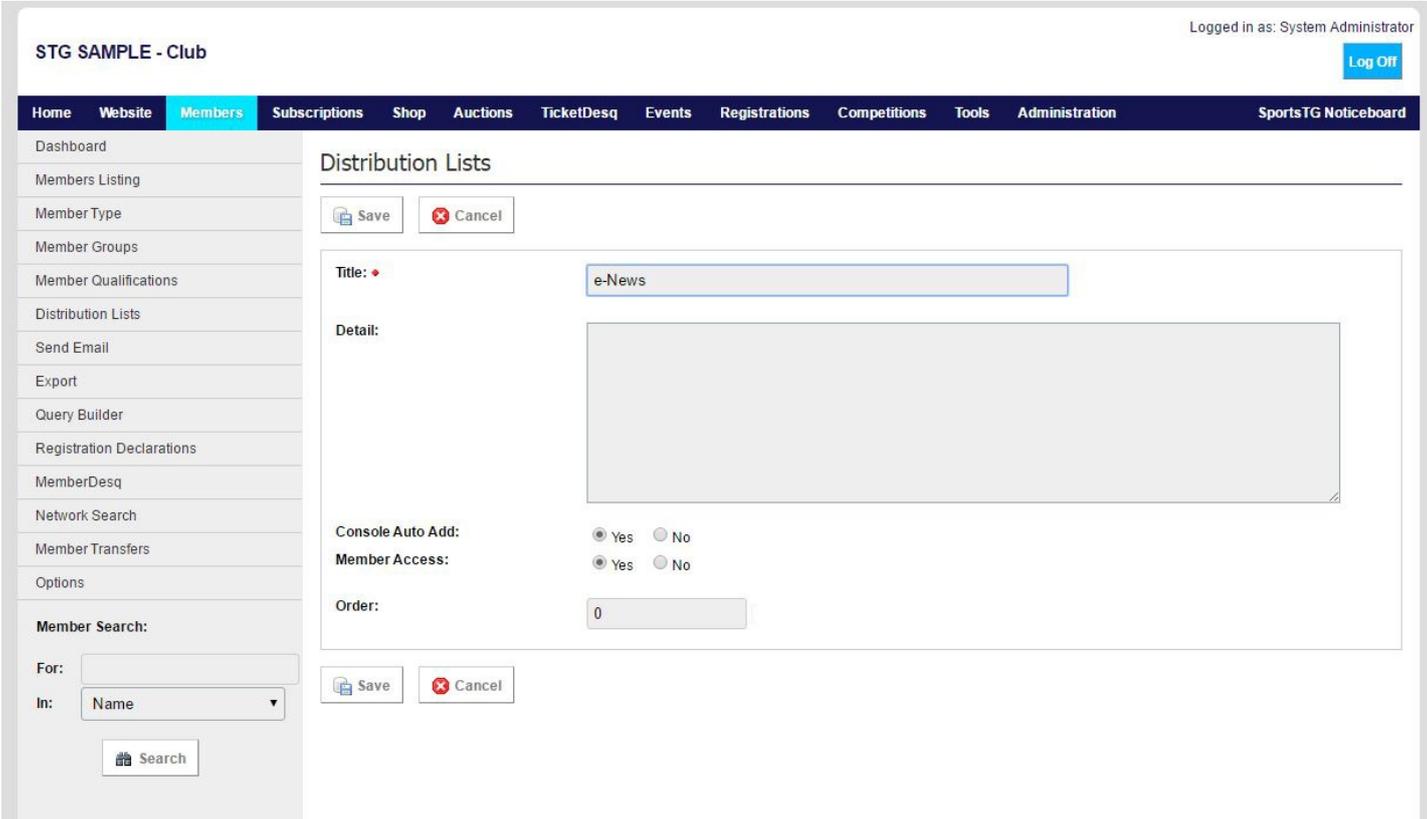


Adding a Distribution List

Last Modified on 14/09/2016 2:21 pm AEST

Quick Steps: Members > Distribution Lists > Add

1. Within the Management Console, select **Members** from the top menu, then **Distribution Lists** from the left menu.
2. Click **Add** at the top of the page.
3. Complete all relevant fields for the new Distribution List. All fields marked with a red asterisk are required fields and must be completed to add the new list to your database.
 - If **Member Access** is set to Yes, then members will be able to subscribe or unsubscribe from the list when they click the Unsubscribe button in any email sent from your organisation.
 - **Console Auto Add** means that any members added through the Management Console will automatically be added to that Distribution List. Order will determine what order the lists display in on the Unsubscribe page when Member Access is set to Yes.



The screenshot shows the 'Distribution Lists' form in the Management Console. The page title is 'STG SAMPLE - Club' and the user is logged in as 'System Administrator'. The navigation menu includes Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. The left sidebar contains a list of menu items, with 'Distribution Lists' selected. The main form area is titled 'Distribution Lists' and contains the following fields:

- Title:** A text input field containing 'e-News'.
- Detail:** A large text area for additional information.
- Console Auto Add:** Radio buttons for 'Yes' (selected) and 'No'.
- Member Access:** Radio buttons for 'Yes' (selected) and 'No'.
- Order:** A text input field containing '0'.

There are 'Save' and 'Cancel' buttons at the top and bottom of the form.

4. Once all fields are completed, click **Save**.

Note: Administrators can create as many Distribution Lists as they wish to easily email set groups of members. By setting up Distribution Lists, members have the opportunity to only opt out from particular lists without unsubscribing from all emails from your organisation.

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