

Adding Members to a Distribution List

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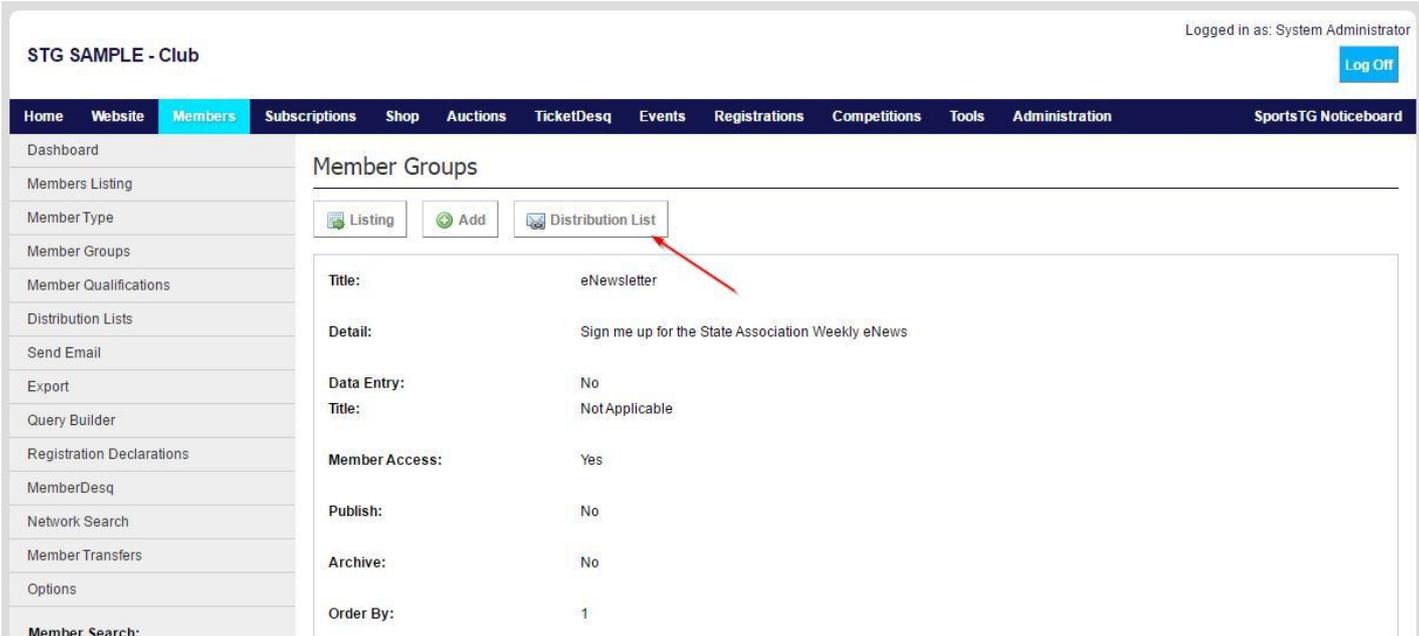
Quick Steps: Members > Distribution Lists > Attach > Find Member > Attach Member

Adding members to your Distribution Lists allows you to then communicate with those members separately from the rest of your database. Adding members to a list can be done through the member's record or Distribution Lists.

1. Within the Management Console, select **Members** from the top menu, then **Distribution Lists** from the left menu.
2. Select the list you wish to add members to and click the **Attach** icon on the far right.
3. Use the filters to find the members that you wish to add to the Distribution List, then click on **Attach Member** (the chain link icon) to add the member to the list.

Adding a member group to a Distribution List:

1. Within the Management Console, select **Members** from the top menu, then **Member Groups** from the left menu.
2. View the member group you wish to add to a distribution list
3. Select **Distribution Lists**



The screenshot shows the 'STG SAMPLE - Club' management console. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar contains a menu with 'Dashboard', 'Members Listing', 'Member Type', 'Member Groups', 'Member Qualifications', 'Distribution Lists', 'Send Email', 'Export', 'Query Builder', 'Registration Declarations', 'MemberDesq', 'Network Search', 'Member Transfers', 'Options', and 'Member Search:'. The main content area is titled 'Member Groups' and features three buttons: 'Listing', 'Add', and 'Distribution List'. A red arrow points to the 'Distribution List' button. Below the buttons, a table displays details for a member group:

| | |
|----------------|---|
| Title: | eNewsletter |
| Detail: | Sign me up for the State Association Weekly eNews |
| Data Entry: | No |
| Title: | NotApplicable |
| Member Access: | Yes |
| Publish: | No |
| Archive: | No |
| Order By: | 1 |

4. Chose relevant distribution list and select **Process**

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website Members Subscriptions Shop Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

Dashboard
Members Listing
Member Type
Member Groups
Member Qualifications
Distribution Lists
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Query Builder
Registration Declarations
MemberDesq
Network Search
Member Transfers
Options
Member Search:

Distribution List

Selection

Distribution List: * Club News

Option: Subscribe Unsubscribe

Filter

Member Status: All Inactive Active Online Pending

Financial Status: All Unfinancial Financial

[← Previous](#) [Process](#)

Adding a query to a Distribution List:

1. Within the Management Console, select **Members** from the top menu, then **Query Builder** from the left menu.
2. View the query you wish to add to a distribution list
3. Select **Distribution Lists**

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Home Website Members Subscriptions Shop Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

Dashboard
Members Listing
Member Type
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export

Query Builder

[Listing](#) [Add](#) [Edit](#) [Build](#) [Delete](#) [Distribution List](#) [Member Groups](#)

Title: Primary Member

4. Chose relevant distribution list and select **Process**

- Dashboard
- Members Listing
- Member Type
- Member Groups
- Member Qualifications
- Distribution Lists
- Send Email
- Export
- Query Builder

Distribution List

Selection

Distribution List: * Club News

Option: Subscribe Unsubscribe

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