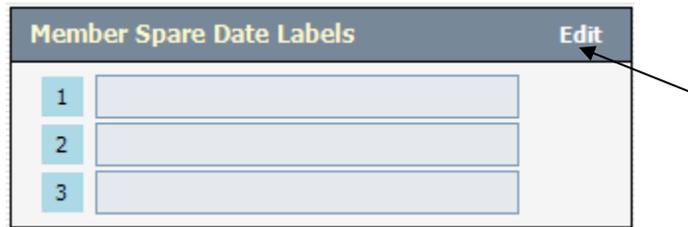


MEMBER SPARE DATE LABELS

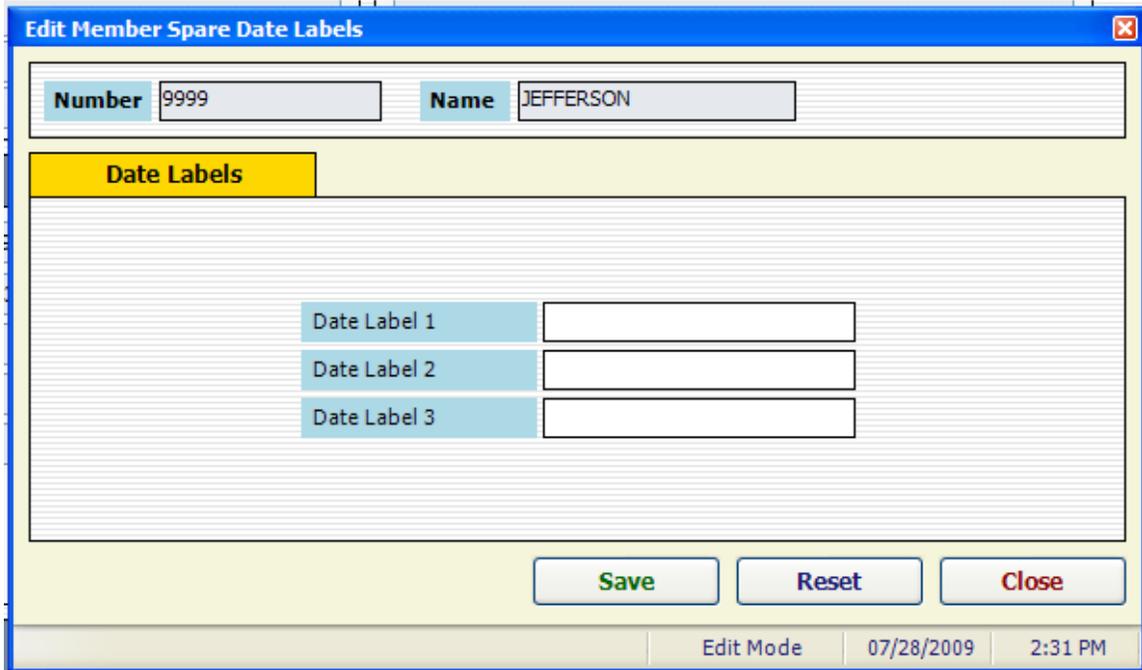
The **Member Spare Date Labels** have been created in LCL net to track specific unique dates that a fraternal unit may want to keep a record of. For example the date that someone became a preferred member, the date for a charter member, or the date that the member was presented with a length of membership pin. This procedure is provided to explain how this field can be used and how to assign the date to an individual member.

On the **FRU Information** screen there is a section entitled **Member Spare Date Labels** with an **Edit** button.



Member Spare Date Labels		Edit
1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	

To enter the title that you would like to assign to the Member Spare Date click the **Edit** button. This will cause the **Edit Member Spare Date Labels** window to open. There is the capability to create up to 3 Member Spare Date items.



Number: 9999 Name: JEFFERSON

Date Labels

Date Label 1	<input type="text"/>
Date Label 2	<input type="text"/>
Date Label 3	<input type="text"/>

Save Reset Close

Edit Mode 07/28/2009 2:31 PM

Enter the desired title in any or all of the fields to create the **Date Labels** and click the **Save** button to save them.

Edit Member Spare Date Labels

Number: 9999 Name: JEFFERSON

Date Labels

Date Label 1	CHARTER MEMBER
Date Label 2	PREFERRED MEMBER
Date Label 3	MEMBER PIN

Save Reset Close

Edit Mode 07/28/2009 2:33 PM

The **Member Spare Date Labels** will now be displayed on the **FRU Information** screen.

Member Spare Date Labels		Edit
1	CHARTER MEMBER	
2	PREFERRED MEMBER	
3	MEMBER PIN	

The next step is to assign members to the appropriate **Member Spare Date Labels**. This is done by finding the qualifying individual in the Member list and double clicking their record so that it can be edited.

Chapter Member

FRU Number	9999	FRU Name	JEFFERSON	Chapter Night	
Member ID	12568475	Member Name	Anita Bryant		

Member Information Payments Family Activities

Name Information Title: <input type="text"/> First Name: Anita Middle Name: <input type="text"/> Last Name: Bryant Suffix: <input type="text"/>		Status Membership Status: Active Individual Status: Member		Status Change: 04/15/2009 Last Changed: 06/11/2002	
Current Address Address 1: 943 INDEPENDENCE CIRCLE Address 2: <input type="text"/> City: MC HENRY State/Prov: Illinois Zip: 60050-7109 Country: <input type="text"/> Current Address: <input checked="" type="checkbox"/> Bad Address: <input type="checkbox"/>		Member Information No Mail: <input type="checkbox"/> Do Not Solicit: <input type="checkbox"/> Moosehaven Resident: No		Dates Birth: 02/21/1930 Death: <input type="text"/> Enroll: 12/04/1977 Dues Exp: 12/31/2010 AOF: <input type="text"/> Past Regent: <input type="text"/> College: <input type="text"/> Star Recorder: <input type="text"/>	
Contact Information Home Phone: () - <input type="text"/> Fax Number: () - <input type="text"/> eMail: <input type="text"/>		Employment Information <input type="text"/>		Life Member Info Life Member Date: <input type="text"/> Life Member Type: <input type="text"/>	
Sponsor Info Sponsor Name: Amber Dean Member ID: 11282037 Chapter Number: 9999		Member Notes <input type="text"/>		User Defined Info Miscellaneous CodeNumber: 0 CHARTER MEMBER: <input type="text"/> ← PREFERRED MEMBER: <input type="text"/> MEMBER PIN: <input type="text"/>	

Print Screen Edit Save Reset Close

Browse Mode 07/28/2009 2:37 PM

Notice that the **Member Spare Date Labels** now appear in the individual member record under the **User Defined Info** section of the **Member** screen.

To enter a date on the member's record click the **Edit** button. Notice that the fields are now available to enter the required date. Click in the applicable field and enter the date that applies to that item.

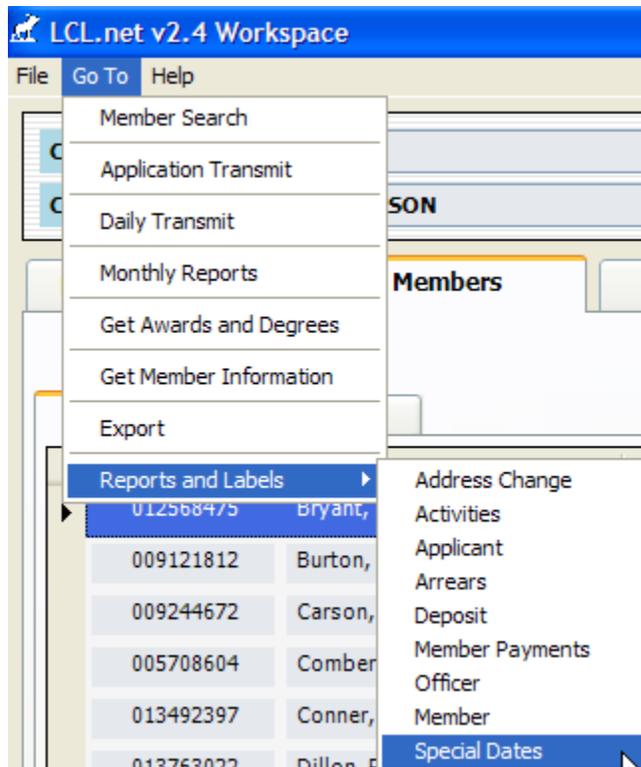
User Defined Info	
Miscellaneous CodeNumber	0
CHARTER MEMBER	07/21/1957 ▼
PREFERRED MEMBER	05/13/2009 ▼
MEMBER PIN	07/15/2009 ▼

After the dates have been entered click the **Save** button to save the information on the member's record.

This information can now be retrieved through the reports and labels created for those individual members for specific purposes. For example if you have assigned someone as

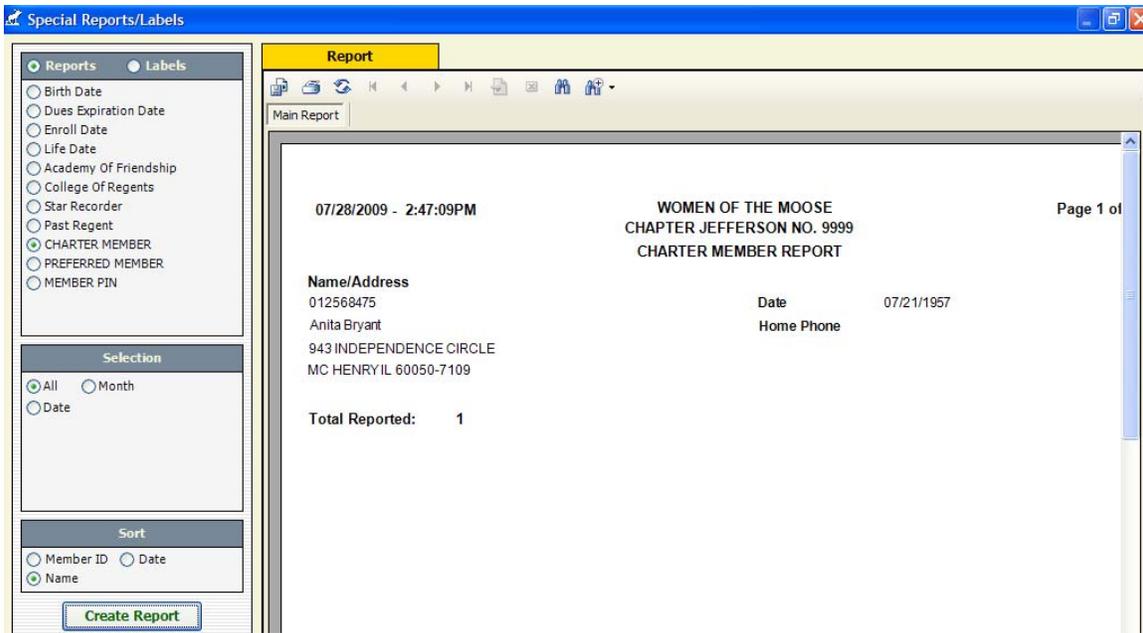
a **Preferred Member** you can now create a label to invite them to the Preferred Member party that you might have to honor your preferred members. Perhaps you are having an anniversary party and you want to send a special invitation to your Charter Members requesting that attend this special gathering. Or perhaps you would like to create a report of those members that you have mailed length of membership pins to.

This is done by selecting **Go To** from the LCL net screen, sliding down to **Reports and Labels** and then selecting **Special Dates**.

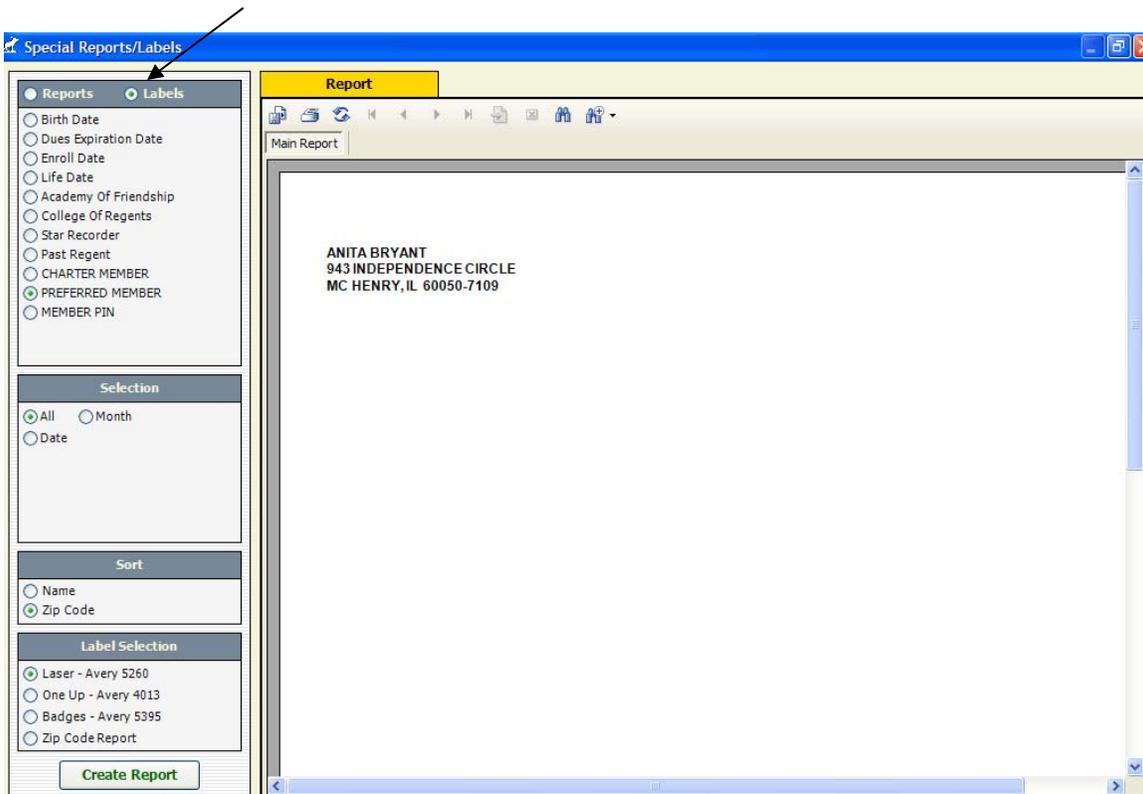


The **Special Reports/Labels** screen will appear.

To generate a report make sure that the **Reports** button is selected at the top of the screen then select the desired **Member Spare Date Labels** title such as **Charter Member** and click **Create Report**. The report will be generated and appear in the screen.



To generate labels simply click the **Labels** button at the top of the screen and then select the desired **Member Spare Date Labels** and labels will be generated for that selection.



Using the **Member Spare Date Labels** is an excellent way of tracking your length of membership pins that you have distributed to your members through the years. Used in

conjunction with the **Categories** and **Activities** section you can track the pin year as well as the date that you distributed the pins to your members. This can be done by setting up the **Category** of Member Pin and then the **Activities** can be used to identify the specific year (i.e., 5, 10, 15, etc.). The following procedures are provided to set this up in LCL net.

Go to the **FRU Information** screen and scroll down to the bottom on the screen where you can see the **Categories** and **Activities** sections.

FRU Information		Members	Applications	Sponsors					
Members in Arrears for Dues (Expired)		2							
Percentage in Arrears		8.70 %							
Rates							Add	Edit	Remove
Type	Start Date	End Date	Moose International Amount	Fraternal Unit Amount	Total Amount	Currency			
▶ Dues	09/15/2008		20.00	8.00	28.00	USD			
Dues	01/01/2002	09/14/2008	12.00	8.00	20.00	USD			
Life Member	01/01/2002		250.00	150.00	400.00	USD			
Last Examination					Control Dates				
Last Examination Date					Last Changed Date				
Visitor					Last Backup Date				
					Period End Date				
Categories			Add	Edit	Remove	Activities			
Category						Activity			
▶ CARDS						▶ 500 RUMMY			
CLUBS						BACKGAMMON			
COMMITTEES						BINGO			
MISCELLANEOUS						BRIDGE			
MUSIC						CRIBBAGE			

Click **Add** under the **Categories** section to enter the new **Category** of **MEMBER PIN**.

The screenshot shows a software window titled "Add Category". At the top, there are two input fields: "Number" with the value "9999" and "Name" with the value "JEFFERSON". Below these is a large, light-colored area with a yellow header labeled "Category". Inside this area, there is a smaller input field labeled "Category" containing the text "MEMBER PIN". At the bottom of the window are three buttons: "Save" (in green), "Reset", and "Close" (in red). An arrow points from the "MEMBER PIN" input field down to the "Save" button. The bottom status bar of the window displays "New Mode", "07/28/2009", and "2:53 PM".

Click the **Save** button to save the new **Category**. Next click the **Add** button in the **Activities** section to add the Activities that will coincide with the **Category MEMBER PIN**. The following examples are provided:

The screenshot shows a section titled "Activities" with a table. The table has three columns: "Add", "Edit", and "Remove". The rows in the table are: "10 YEAR", "15 YEAR", "20 YEAR", "25 YEAR", and "5 YEAR". The "5 YEAR" row is highlighted in blue. An arrow points to the "Add" button in the table header.

Next go to an individual member and assign the length of membership pin that is applicable to that member. Also assign the date that you provided the pin to the member either by giving it to them or mailing it to them.

Member Information		Payments	Family	Activities
Name Information Title: <input type="text"/> First Name: Dianne Middle Name: <input type="text"/> Last Name: Comber Suffix: <input type="text"/>		Status Membership Status: Active Individual Status: Member		Status Change: 09/17/1997
Current Address / Alternate Address Address 1: 1776 CONCORD RD Address 2: <input type="text"/> City: FREMONT State/Prov: Wisconsin Zip: 54940-8664 Country: <input type="text"/> Current Address: <input checked="" type="checkbox"/> Bad Address: <input type="checkbox"/>		Member Information No Mail: <input type="checkbox"/> Do Not Solicit: <input type="checkbox"/> Moosehaven Resident: No		Dates Birth: 11/06/1955 Death: <input type="text"/> Enroll: 08/23/1997 Dues Exp: 09/30/2010 AOF: <input type="text"/> Past Regent: <input type="text"/> College: <input type="text"/> Star Recorder: <input type="text"/>
Contact Information / Employment Information Home Phone: () - <input type="text"/> Fax Number: () - <input type="text"/> eMail: <input type="text"/>		Life Member Info Life Member Date: <input type="text"/> Life Member Type: <input type="text"/>		
Sponsor Info / Member Notes Sponsor Name: Nancy Stellino Member ID: 5707829 Chapter Number: 9999		User Defined Info Miscellaneous CodeNumber: 0 CHARTER MEMBER: (none) PREFERRED MEMBER: (none) MEMBER PIN: 07/08/2009		

To add the length of membership pin type, go to **Activities**, select the **Category** of **MEMBER PIN**, and then click the applicable **Activity** as shown in the record below.

FRU Number	9999	FRU Name	JEFFERSON	Chapter Night	<input type="text"/>
Member ID	05708604	Member Name	Dianne Comber		
Member Information		Payments	Family	Activities	
Categories Category: <input type="text"/> CLUBS COMMITTEES MISCELLANEOUS MUSIC SPORTS MEMBER PIN		Activities Add Activity Activity: 5 YEAR 10 YEAR 15 YEAR 20 YEAR 25 YEAR			
Family Member Selection Type: Member Name: Dianne Comber		Selected Activities for Family Member Category: Activity:			

By clicking **Add Activity** it will assign that **Activity** to the member.

FRU Number	9999	FRU Name	JEFFERSON	Chapter Night	
Member ID	05708604	Member Name	Dianne Comber		

Member Information	Payments	Family	Activities
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Categories
Category
CLUBS
COMMITTEES
MISCELLANEOUS
MUSIC
SPORTS
MEMBER PIN

Activities	Add Activity
Activity	
5 YEAR	
10 YEAR	
15 YEAR	
20 YEAR	
25 YEAR	

Family Member Selection	
Type	Name
Member	Dianne Comber

Selected Activities for Family Member		Remove
Category	Activity	
MEMBER PIN	15 YEAR	