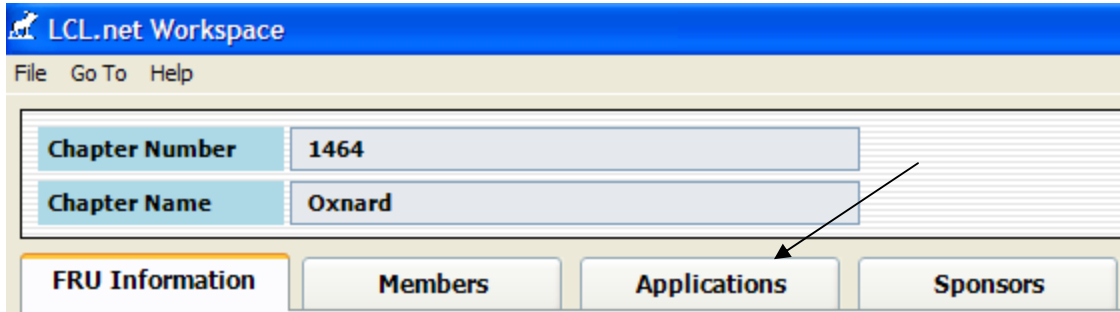


COMP MAIL MEMBER

To enter someone for mailing labels without adding them to the fraternal unit membership they must be entered as a **Comp Mail Member**. As an example if you wanted to add a State Officer or Deputy Grand Regent to your fraternal unit mailing list you would follow this procedure.

Go to the **Applications** area of LCL by clicking the **Applications** tab.

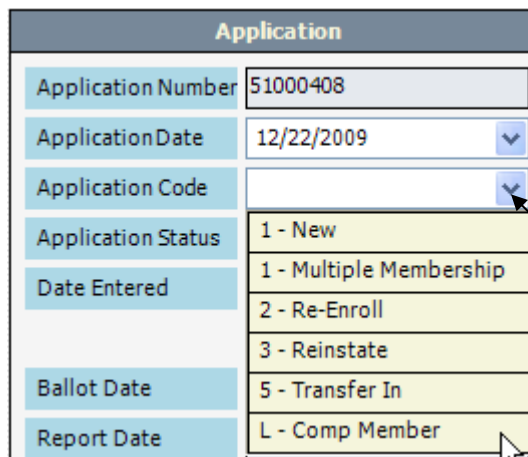


The screenshot shows the LCL.net Workspace interface. At the top, there is a blue header with the text "LCL.net Workspace" and a menu bar with "File", "Go To", and "Help". Below the header, there are two input fields: "Chapter Number" with the value "1464" and "Chapter Name" with the value "Oxnard". Below these fields is a row of four tabs: "FRU Information", "Members", "Applications", and "Sponsors". The "Applications" tab is highlighted with a blue border and an arrow pointing to it from the right.

Click the **New Application** button.

This will bring up a screen for entering the necessary information for the **Comp Mail Member**.

The Application Date will default to today's date. Click the **Application Code** drop down arrow to enter the appropriate Application Code, which is "**L - Comp Member**".



The screenshot shows the "Application" form. It has a title bar "Application" and several fields. The "Application Number" field contains "51000408". The "ApplicationDate" field contains "12/22/2009" and has a dropdown arrow. The "Application Code" field is empty and has a dropdown arrow. The "Application Status" field contains "1 - New". The "Date Entered" field contains "1 - Multiple Membership". The "Ballot Date" field contains "2 - Re-Enroll". The "Report Date" field contains "3 - Reinstate". The "Application Code" dropdown menu is open, showing a list of options: "1 - New", "1 - Multiple Membership", "2 - Re-Enroll", "3 - Reinstate", "5 - Transfer In", and "L - Comp Member". An arrow points to the "L - Comp Member" option.

It should be noted that only a limited amount of fields are necessary to enter a **Comp Mail Member** (i.e., Name and Address), however there are other available fields that can be populated. Those items that are not needed are "grayed" out.

Enter the **Comp Mail Member** name and address and any additional information that you may want to populate for the **Comp Mail Member**.

Notice that there is a special series of Member ID numbers for **Comp Mail Members**.

Click the  button. The **Comp Mail Member** will now reside in your LCL database under the **Inactive** tab within the **Members** area of the LCL net database.

To display the **Comp Mail Member** you will need to select the **Members** tab, then select the **Inactive** tab, and then click the drop down arrow under the **Status** to select **Comp Mail**. This will display all members in your LCL database who are **Comp Mail Members**.

Member ID	Name
951000105	Banana, Anna
951000082	Garcia, Charlotte
951000091	Henry, John
951000114	Smith, Mary
951000115	Smith, Mary
951000014	Volden, Amanda

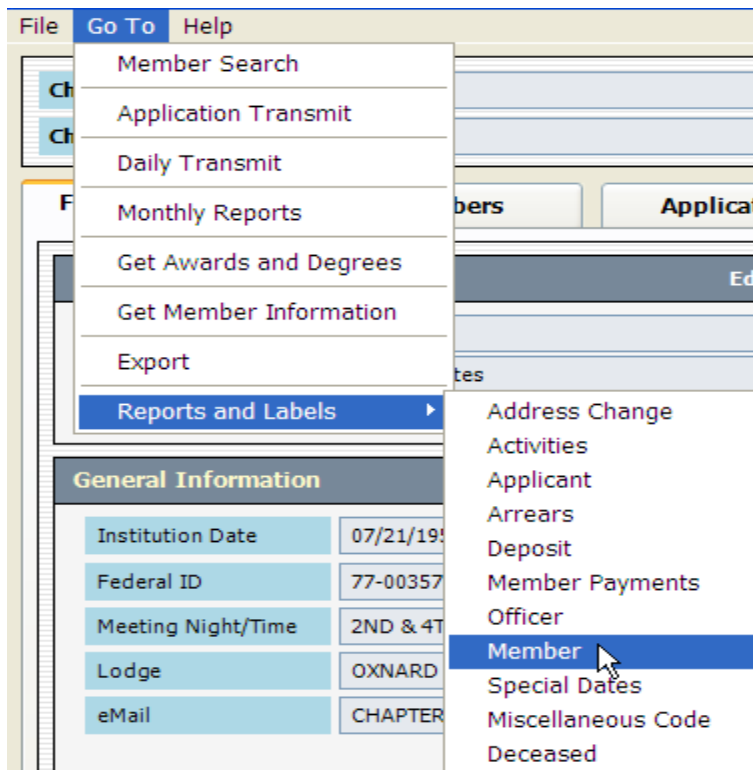
To display an individual record highlight and then double click the desired **Comp Mail Member**'s record in the displayed list.

This will display the record as shown below:

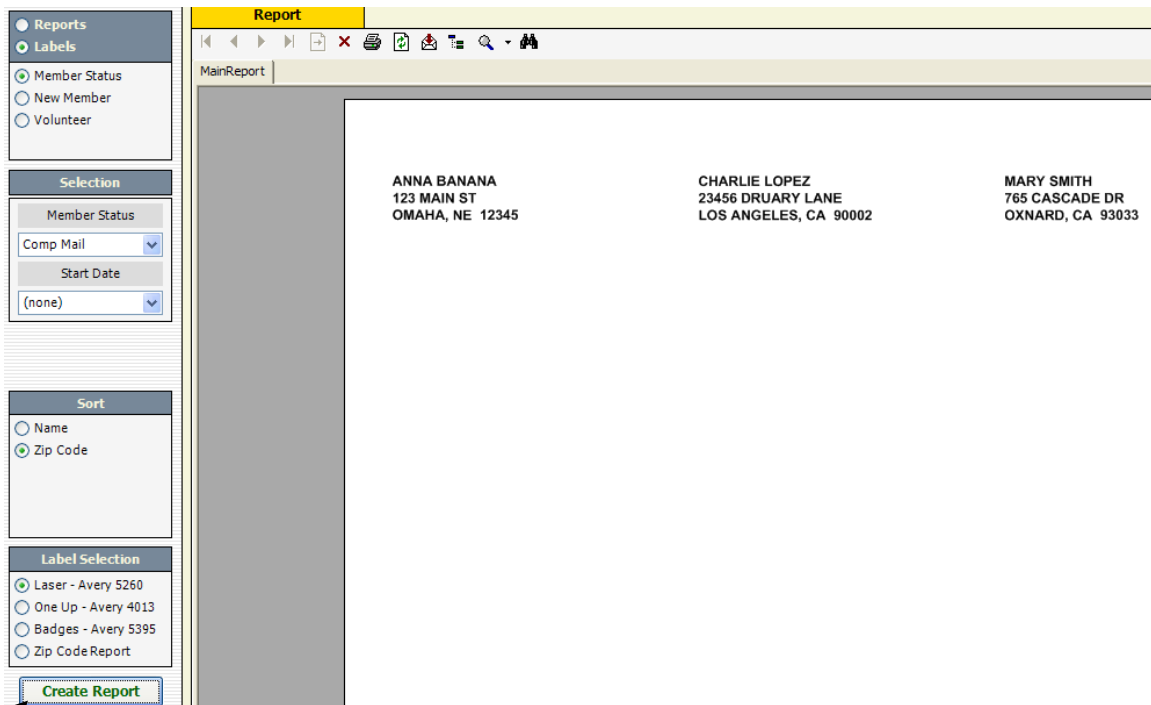
Member Info		Payments	Family	Activities
Name Information		Status		Status Change: 12/22/2006
First Name: Mary	Middle Name:	Membership Status: Comp Mail	Individual Status: Non-Member	Last Changed: 12/22/2006
Last Name: Smith	Suffix:			
Primary Address		Member Information		Dates
Address 1: 123 MAIN ST	Secondary Address:	No Mail: <input type="checkbox"/>	Do Not Solicit: <input type="checkbox"/>	Birth:
Address 2:		Moosehaven Resident: No		Death:
City: OMAHA				Enroll:
State/Prov: Nebraska	Zip: 12345			Dues Exp: Not Found
Country:	Active Address: <input checked="" type="checkbox"/>			AOF:
Bad Address: <input type="checkbox"/>				Past Regent:
Contact Information		Life Member Info		College:
Home Phone: (922) 876-5432		Life Member Date:		Star Recorder:
Fax Number: () -		Life Member Type:		
eMail: msmith88@aol.com				
Employment Information				

Notice that the **Individual Status** is listed as **Non-Member**, this is so that the LCL program can understand that this individual is not a member but should be selected whenever **Comp Mail Member** labels are desired.

To print reports or labels for **Comp Mail Members** go to the **Go To** and select **Reports and Labels, Member**.



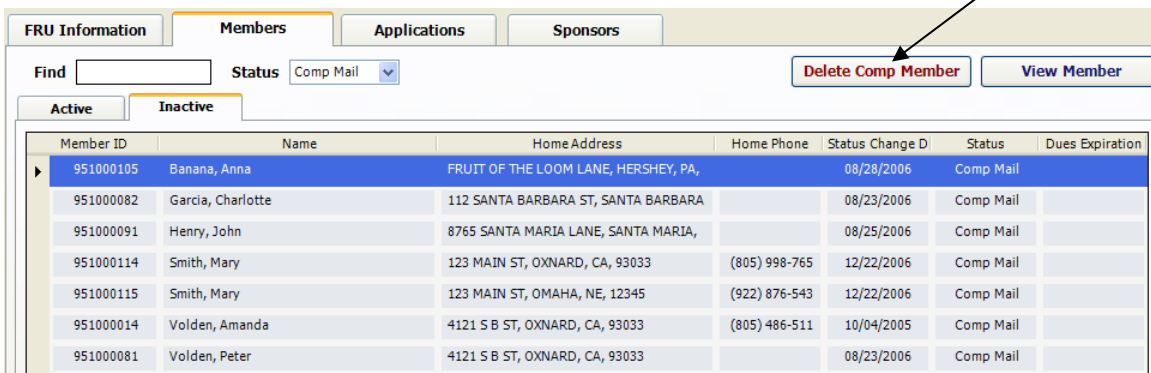
Select **Labels, Member Status**. In the Selection area select **Comp Mail** from the drop down list under the section entitled **Member Status** and then you can **Sort** by either **Name** or **Zip Code** and then click the **Create Report** button to display the labels in the right hand side of the screen.



To print the labels click the  printer icon in the top of the screen.

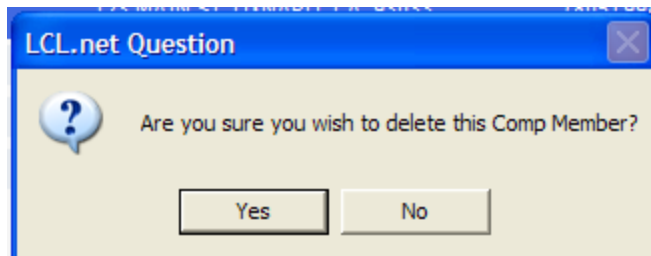
These **Comp Mail Members** may also need to be deleted at some point in time when it is no longer necessary to create a label for them. Here is how to delete a **Comp Mail Member**.

Select the **Members** tab and select the **Inactive** tab. Click the **Status** drop down arrow and select **Comp Mail** to display all the **Comp Mail Members** in your database.



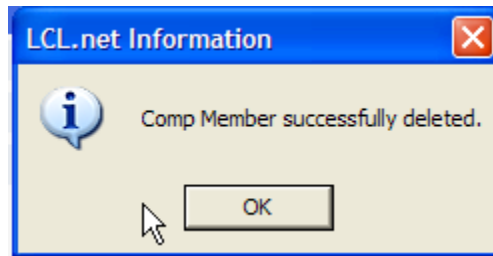
Highlight the **Comp Mail Member** that you would like to delete and click the **Delete Comp Member** button at the top of the screen.

The following message will be displayed to confirm that you want to delete this **Comp Mail Member**.



Click **Yes** to confirm that you want to delete the record or **No** to keep the **Comp Mail Member** record in your LCL database.

The following message will display to confirm that the record was deleted.



The **Comp Mail Member** will no longer be in your LCL database.