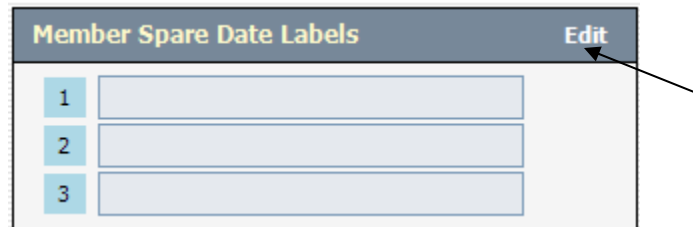


MEMBER SPARE DATE LABELS

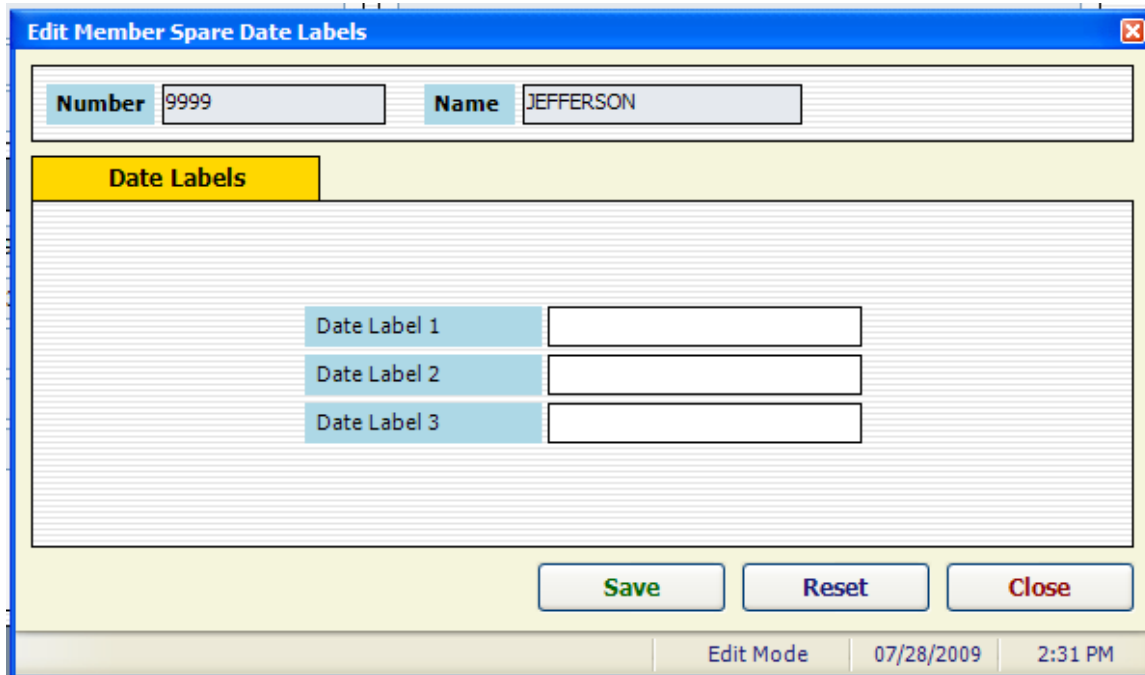
The **Member Spare Date Labels** have been created in LCL net to track specific unique dates that a fraternal unit may want to keep a record of. For example the date that someone became a preferred member, the date for a charter member, or the date that the member was presented with a length of membership 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.

The screenshot shows a 'Chapter Member' window with the following data:

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

Member Information tabs: Name Information, Current Address, Contact Information, Sponsor Info, Status, Life Member Info, User Defined Info, Dates.

Name Information: Title, First Name: Anita, Middle Name, Last Name: Bryant, Suffix.

Current Address: Address 1: 943 INDEPENDENCE CIRCLE, Address 2, City: MC HENRY, State/Prov: Illinois, Zip: 60050-7109, Country, Bad Address.

Contact Information: Home Phone, Fax Number, eMail.

Sponsor Info: Sponsor Name: Amber Dean, Member ID: 11282037, Chapter Number: 9999.

Status: Membership Status: Active, Individual Status: Member, Status Change: 04/15/2009, Last Changed: 06/11/2002.

Life Member Info: Life Member Date, Life Member Type.

User Defined Info: Miscellaneous CodeNumber: 0, CHARTER MEMBER, PREFERRED MEMBER, MEMBER PIN.

Dates: Birth: 02/21/1930, Death, Enroll: 12/04/1977, Dues Exp: 12/31/2010, AOF, Past Regent, College, Star Recorder.

Buttons: Print Screen, Edit, Save, Reset, Close.

Footer: 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.

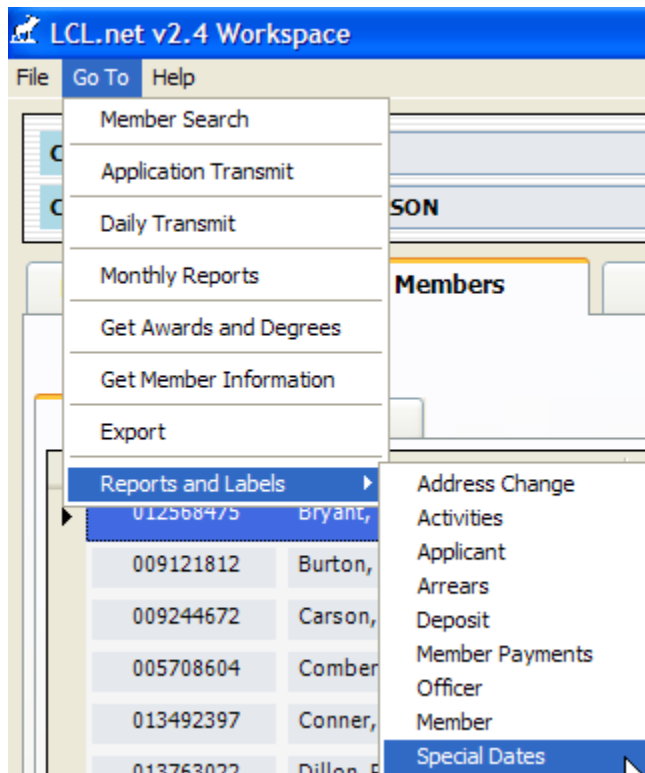
User Defined Info	
Miscellaneous CodeNumber	0
CHARTER MEMBER	07/21/1957
PREFERRED MEMBER	05/13/2009
MEMBER PIN	07/15/2009

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

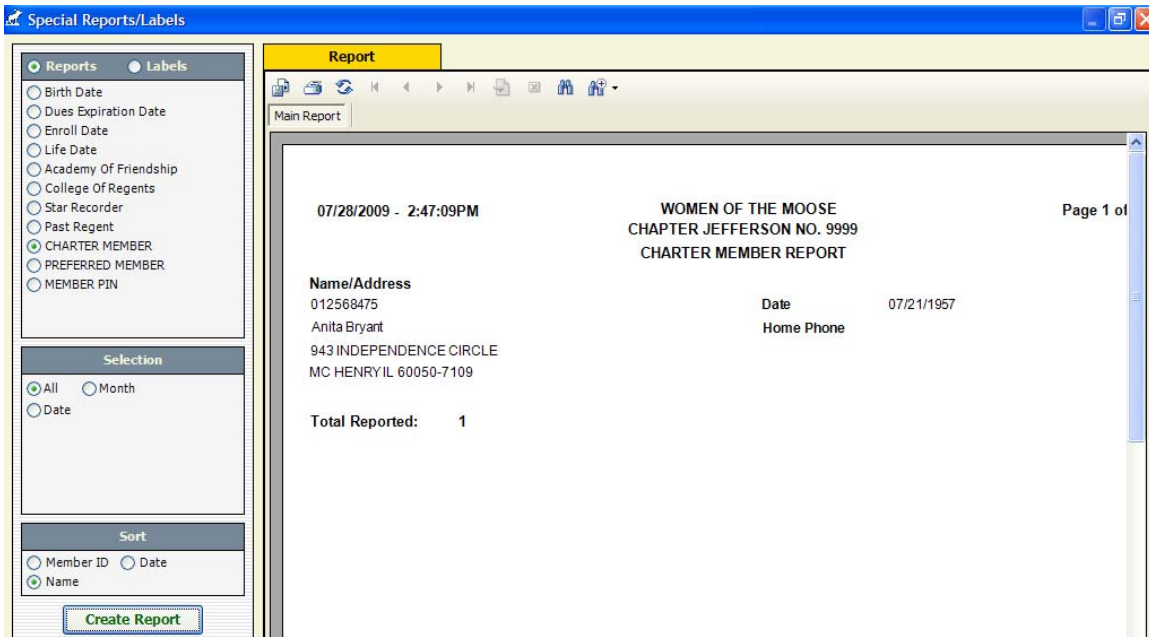
a **Preferred Member** you can now create a label to invite them to the Preferred Member party that you might have to honor your preferred members. Perhaps you are having an anniversary party and you want to send a special invitation to your Charter Members requesting that attend this special gathering. 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**.

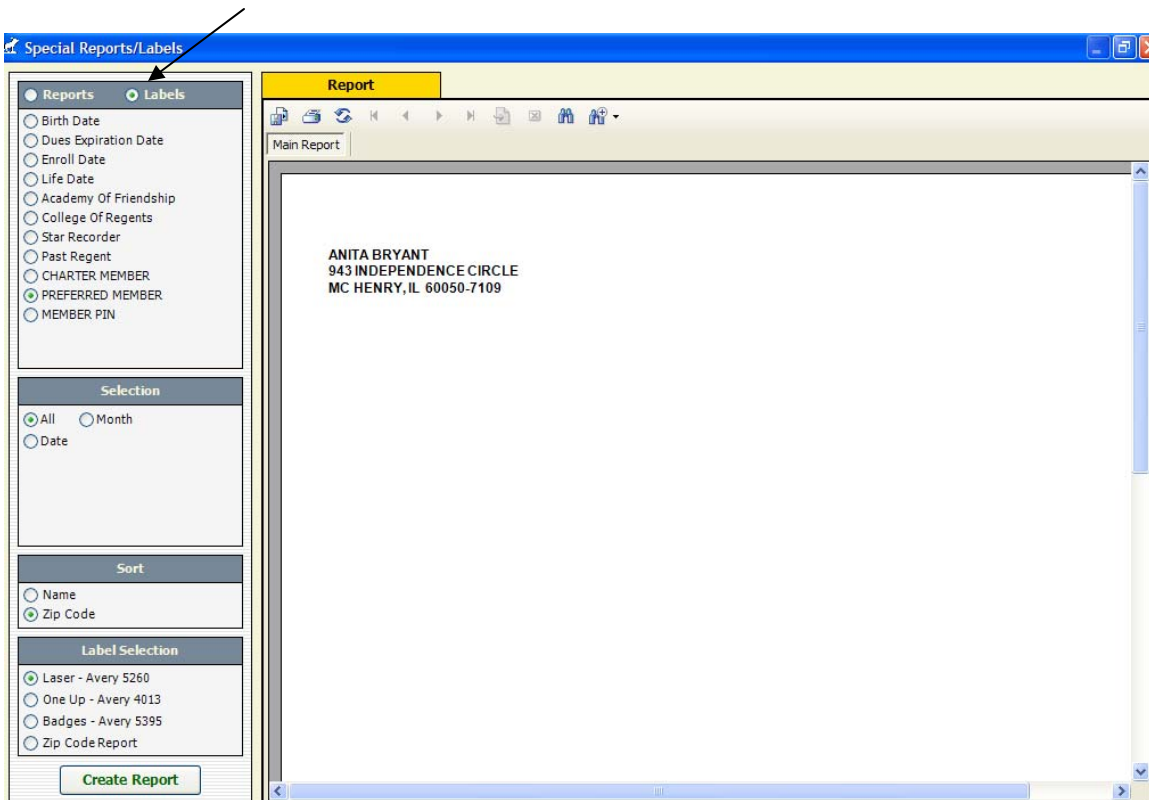


The **Special Reports/Labels** screen will appear.

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.

The screenshot shows the 'FRU Information' screen with the following sections:

- Members in Arrears for Dues (Expired):** 2
- Percentage in Arrears:** 8.70 %
- Rates Table:**

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:**
 - Last Examination Date:
 - Visitor:
- Control Dates:**
 - Last Changed Date: 07/28/2009
 - Last Backup Date: 07/28/2009
 - Period End Date:
- Categories:**
 - Buttons: Add, Edit, Remove
 - Category list: CARDS (selected), CLUBS, COMMITTEES, MISCELLANEOUS, MUSIC
- Activities:**
 - Buttons: Add, Edit, Remove
 - Activity list: 500 RUMMY (selected), BACKGAMMON, BINGO, BRIDGE, 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 section titled "Category" which contains a text input field with the value "MEMBER PIN". At the bottom of the window are three buttons: "Save" (highlighted in green), "Reset", and "Close". An arrow points from the "Save" button to the text input field. The status bar at the bottom 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 table titled "Activities". 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.

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 <table border="1"> <thead> <tr> <th>Type</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Member</td> <td>Dianne Comber</td> </tr> </tbody> </table>		Type	Name	Member	Dianne Comber	Selected Activities for Family Member <table border="1"> <thead> <tr> <th>Category</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Category	Activity				
Type	Name												
Member	Dianne Comber												
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
---------------------------	-----------------	---------------	-------------------

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	