

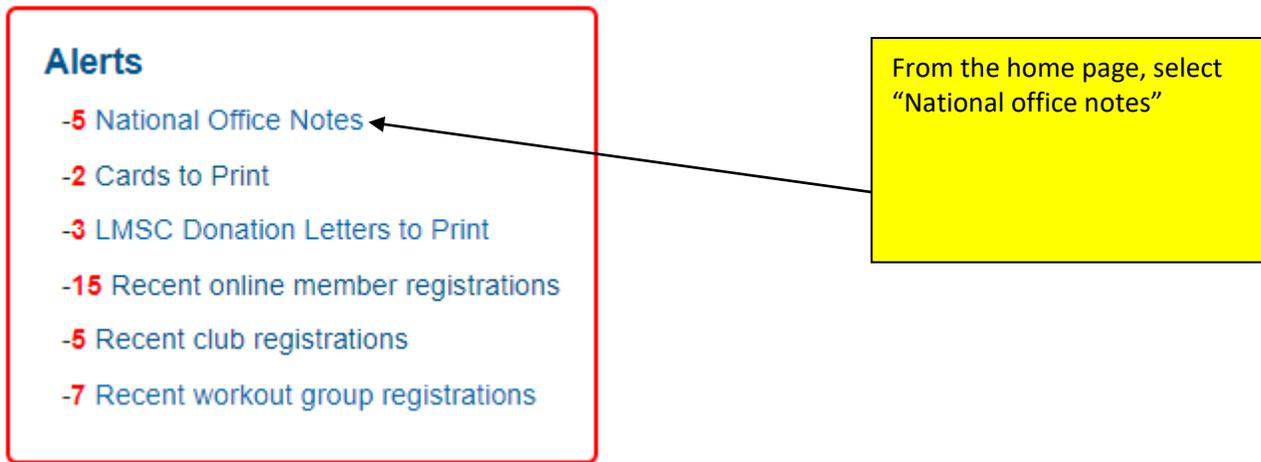
Monthly Membership Coordinator Tasks

- 1) View and clear notes entered by the National Staff
- 2) Clear the New Online Registrations list
- 3) Clear the card-printing queue
- 4) Clear the donation letter queue

1) VIEWING AND CLEARING NOTES ENTERED BY THE NATIONAL STAFF

The national staff sometimes leaves notes in a member's record. If the member calls, for example, and requests not to receive sponsor mail, the staff member will go into that member's record and check the appropriate box. The staff member will then enter a note indicating what was done.

From the main registration page, select "National Office Notes":



You will see a list of the notes entered by the national staff:

14	UC14	SWIMMER S/O returned with updated address	National	Melanie Jaudon	11/15/2017	04/23/2018	<input type="checkbox"/>
14	SYSM	Cancelled and refunded 2018 membership.	National	Jessica Reilly	11/13/2017	04/23/2018	<input type="checkbox"/>
17	UAR	Address updated per magazine NCOA list.	System	Jessica Reilly	11/06/2017	10/24/2018	<input type="checkbox"/>
17	SYL	Address updated per magazine NCOA list.	System	Jessica Reilly	11/06/2017	10/24/2018	<input type="checkbox"/>

Most of these notes do not require action on the part of the membership coordinator; they are there more for your information. Once you have viewed the note, clear it from the list using the "Resolve" checkbox.

Commonly used abbreviations:

- ANK: Address not known
- FOE: Forwarding Order Expired
- LNA: Left no address
- NDA: Non-deliverable address
- UTF: Unable to Forward
- AC: Address change
- MO: Membership office
- N/D issue: November/December issue (also J/F, M/A, M/J, J/A, S/O)

2) CLEARING THE NEW ONLINE REGISTRATIONS LIST

On the main registration page there is a link called "Recent online member registrations".

Alerts

- 5 National Office Notes
- 2 Cards to Print
- 3 LMSC Donation Letters to Print
- 15 Recent online member registrations
- 5 Recent club registrations
- 7 Recent workout group registrations

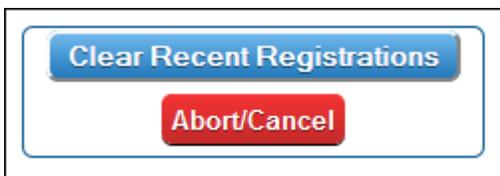
From the home page, select "Recent online member registrations"



It's a useful tool for you to see, at a glance, how many new registrations you've received since the last time you cleared the list. A swimmer's name gets added to this list when they register or renew online.

Recent Online Member Registrations										
Page 1 of 1 View 1 - 15 of 15										
USMS Number	First Name	Last Name	Club	WOGroup	Address	City	State	Zip	Reg. Date	Clear
321R-09J84	April		CMS				CO	80526-2621	11/03/2020	<input type="checkbox"/>
321X-YKKYF	Mark		UC32				CO	80027	11/02/2020	<input type="checkbox"/>
3219-MPVSE	Eric		UC32				CO	80220-2842	11/02/2020	<input type="checkbox"/>
321S-6140D	Rachel		CMS				CO	80525-1715	11/02/2020	<input type="checkbox"/>
321S-030D4	Ann		CMS				CO	80524-9204	11/02/2020	<input type="checkbox"/>
321M-0AW6Z	Karl		OPA				CO	81657-5685	11/02/2020	<input type="checkbox"/>
321B-0308C	Kathy		CMS				CO	80127-2207	11/02/2020	<input type="checkbox"/>

It's easy to clear the list. From the main page, click "New Online Registrations". You can select "check all" to check all of the boxes in the list, or select individual names to remove. At the bottom of the page click the button that says, "Clear Recent Registrations."



So why do you need to clear this box? We've discovered that the box stays checked forever until it's cleared. So, for example, if a swimmer registered in 2009 but the membership coordinator never cleared him from the New Online Registrations list, the box is still checked. Now say that that swimmer moves to a different part of the country and registers with his new LMSC on a paper form. When the membership coordinator enters his registration, he'll show up in the list as a "new online registration". This is because the box in his record wasn't cleared by the previous membership coordinator.

Even if you don't utilize the New Online Registrations list, please view it and clear it on a routine basis.

3) CLEARING THE CARD-PRINTING QUEUE

It's a good practice to clear your card-printing queue after you've successfully printed a batch of cards. If you don't clear it, the cards will remain in the queue, and newer cards will be added to the queue. The next time you print cards you'll end up printing some of the same ones again.

Alerts

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Select "Cards to print"

2020 Member Cards to Print

2 cards in queue

Print All Cards on Full-Sized Card Stock

Print 1 card on leftover stock with no top margin

Print 2 cards on leftover stock with no top margin

Clear Cards

Select "Clear cards"

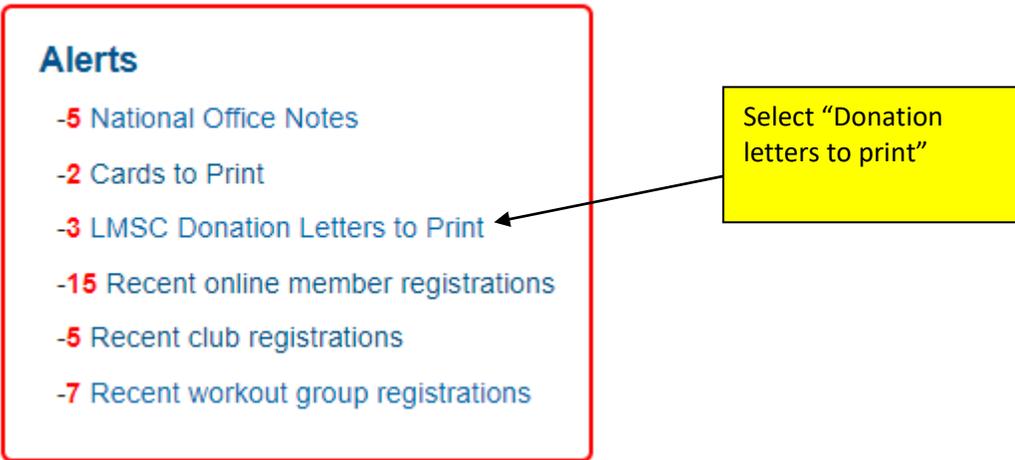
All boxes will be checked by default. If you wish to clear them all, leave all boxes checked and then select "Clear Selected Cards."

Clear Selected Cards

Abort/Cancel

4) CLEARING THE DONATION LETTER QUEUE

As with the card-printing queue, please clear the "donation letters" queue on a routine basis. To clear the queue, from the home page select "LMSC donation letters to print."

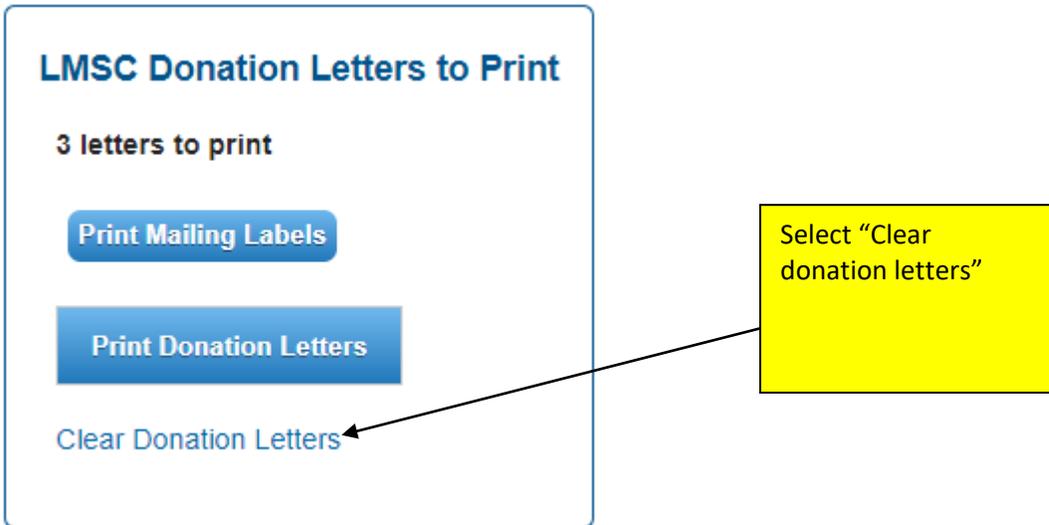


Alerts

- 5 National Office Notes
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- 5 Recent club registrations
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Select "Donation letters to print"

The screenshot shows a red-bordered box containing the 'Alerts' section. A yellow callout box with a black border points to the 'LMSC Donation Letters to Print' item in the list.



LMSC Donation Letters to Print

3 letters to print

Print Mailing Labels

Print Donation Letters

Clear Donation Letters

Select "Clear donation letters"

The screenshot shows a blue-bordered box containing the 'LMSC Donation Letters to Print' page. A yellow callout box with a black border points to the 'Clear Donation Letters' link at the bottom of the page.

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