

## Printing Donation Letters

Members have the option to donate to several funds at the time of registration. These funds are:

- Swimming Saves Lives Foundation
- International Swimming Hall of Fame (ISHOF)
- LMSC donation

If the member donates to the LMSC, the membership coordinator has the option of sending a thank-you letter to each member who has donated. Donation letters are printed on plain, 8 ½ x 11 white paper.

**To view and print LMSC Donation Letters, begin on the Home page.**

The screenshot shows two main sections. On the left, a blue-bordered box titled "Member Registration" contains the following links: "Search Members" with a question mark icon, "Print Membership Cards", "Print LMSC Donation Letters" (circled in red), and "View Merged Members" with a question mark icon. On the right, a red-bordered box titled "Alerts" contains a list of items: "3 National Office Notes", "4 Cards to Print", "2 LMSC Donation Letters to Print" (circled in red), "36 Recent online member registrations", "10 Recent club registrations", and "18 Recent workout group registrations".

The donation letters will open in Adobe Reader and will look like the letter on the following page. You can print the letters like you would print any other PDF document. When you are done, don't forget to clear the donation letter queue.

The screenshot shows a page titled "LMSC Donation Letters to Print" with the sub-header "2 letters to print". Below this are three buttons: "Print Mailing Labels", "Print Donation Letters", and "Clear Donation Letters". A yellow box on the right contains the text "Select 'Clear Cards'" with an arrow pointing to the "Clear Donation Letters" button.



**U.S. MASTERS  
SWIMMING**

Member Name  
Address

Dear Member

Thank you for your contribution dated 11/02/2020 to the New England Local Masters Swimming Committee (LMSC) of United States Masters Swimming, Inc.:

New England LMSC: \$5.00

No goods or services were provided in consideration for this contribution. If additional donations were made to the Swimming Saves Lives Foundation or to the International Hall of Fame, these donations will be acknowledged separately.

Membership Coordinator Name

Membership Coordinator, New England LMSC  
[www.nelmsc.org](http://www.nelmsc.org)

United States Masters Swimming, Inc. and the New England Local Masters Swimming Committee are exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code. Contributions are deductible under Section 170 of the Code.

[www.usms.org](http://www.usms.org)