

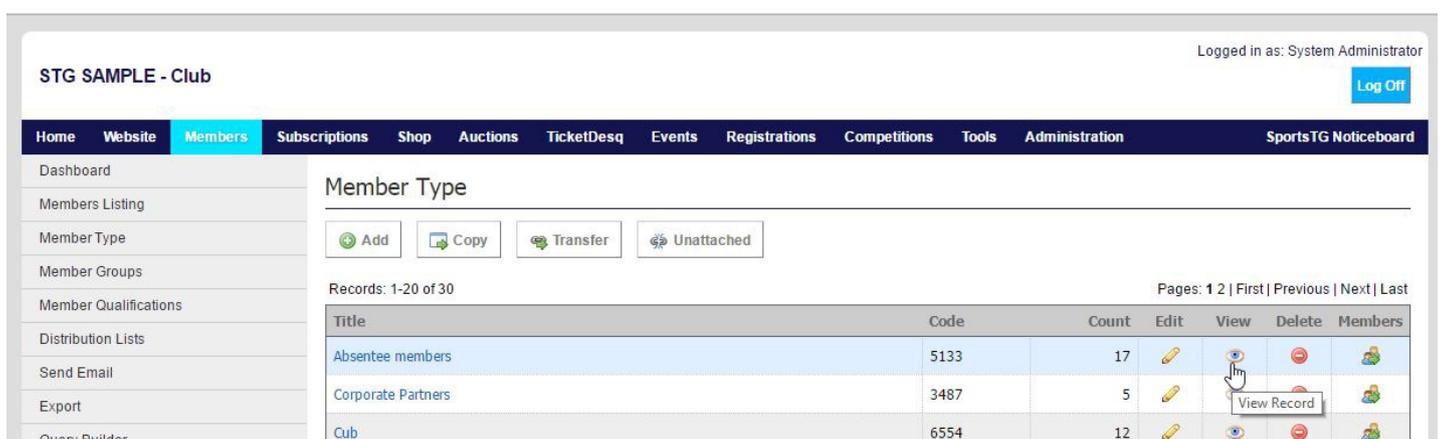
Adding a Member Type to a Distribution List

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Quick Steps: Members > Member Type > View Member Type > Distribution List > Select List > "Subscribe" or "Unsubscribe" > Select Status Filter > Process

Distribution Lists can be used to assign members to different mailing list. You can choose to subscribe or unsubscribe all members from one Member Type to a specific Distribution List.

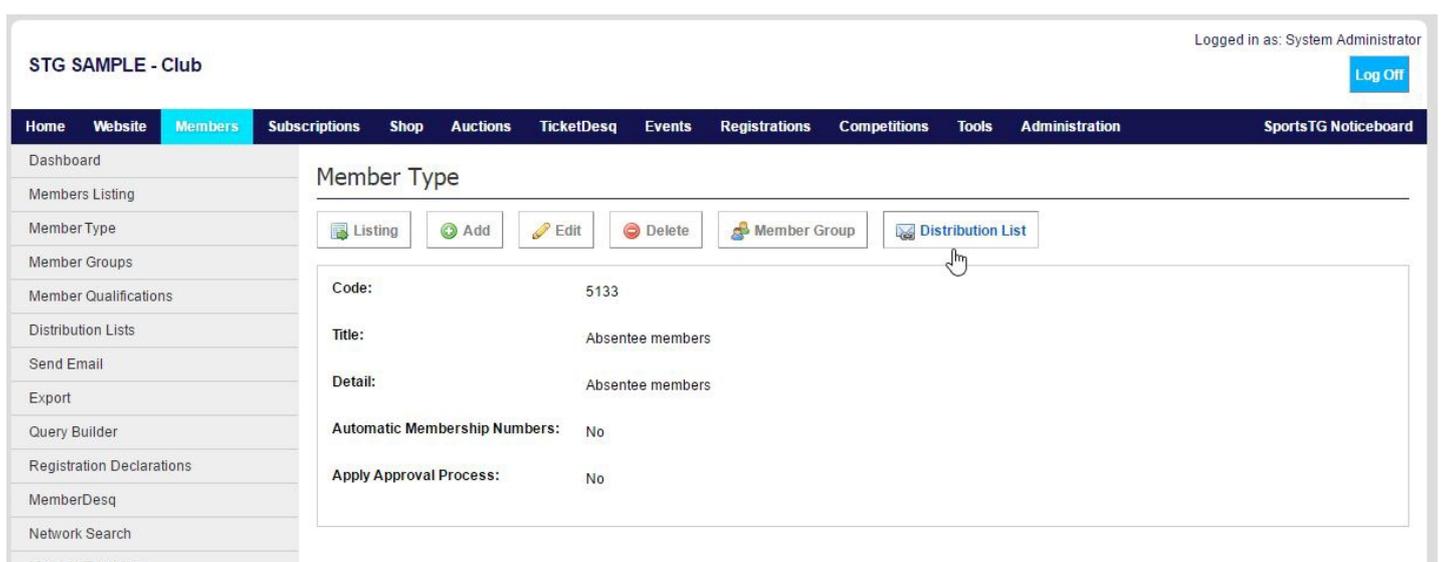
1. Within the Management Console, select **Members** from the top menu, then **Member Type** from the left menu.
2. Click **View** next to the Member Type that you want to add to the Distribution List



The screenshot shows the 'Member Type' management page. At the top right, it says 'Logged in as: System Administrator' with a 'Log Off' button. The main navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar lists various options like 'Dashboard', 'Members Listing', 'Member Type', etc. The main content area is titled 'Member Type' and contains buttons for 'Add', 'Copy', 'Transfer', and 'Unattached'. Below these buttons, it shows 'Records: 1-20 of 30' and 'Pages: 1 2 | First | Previous | Next | Last'. A table lists member types with columns for Title, Code, Count, Edit, View, Delete, and Members. The 'View' column for 'Absentee members' is highlighted, and a 'View Record' tooltip is visible.

Title	Code	Count	Edit	View	Delete	Members
Absentee members	5133	17				
Corporate Partners	3487	5				
Cub	6554	12				

3. Select **Distribution List** at the top of the page.



The screenshot shows the 'Member Type' detail page for 'Absentee members'. At the top right, it says 'Logged in as: System Administrator' with a 'Log Off' button. The main navigation bar is the same as in the previous screenshot. The left sidebar lists various options like 'Dashboard', 'Members Listing', 'Member Type', etc. The main content area is titled 'Member Type' and contains buttons for 'Listing', 'Add', 'Edit', 'Delete', 'Member Group', and 'Distribution List'. The 'Distribution List' button is highlighted with a mouse cursor. Below the buttons, the details for the member type are shown:

Code: 5133
Title: Absentee members
Detail: Absentee members
Automatic Membership Numbers: No
Apply Approval Process: No

4. Choose the Distribution List that you want to subscribe or unsubscribe the members or records to, and then filter based upon Status if required.

5. Click **Process** to add or remove the members from the Member Type to the Distribution List.

Note: This will add or remove all members from the Member Type to the Distribution List. If you only want to add some members from the Member Type to the list, use the Attach function in Distribution Lists

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