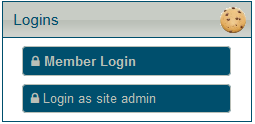
NOTE: There are three items to change: The Site URL just below, and the e-mail aliases at the end of this document.

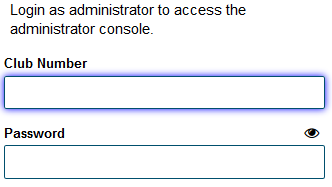
Site URL: [Insert Your Site Here]

## Login to Site Administration

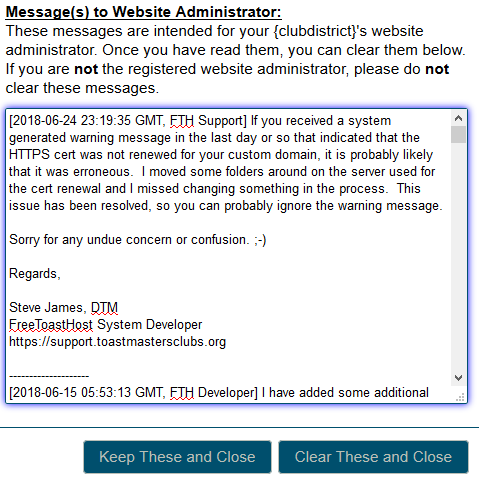
1. On the left menu bar, select **Login as site admin**.



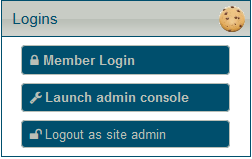
1. In the window that appears, enter the club number and admin password (see KeePass file), then select **Login**.



1. If a *New Messages* window appears, select **Keep These and Close**.

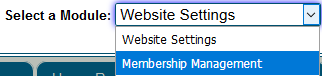


1. The *Logins* section on the left menu bar should change. Select **Launch admin console**.

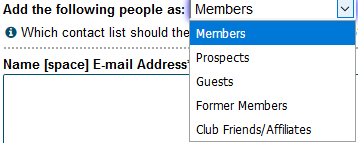


1. Optional: Set a size for the *Site Administration* window with the **S, M, or L** buttons in the top right corner. 

## Manage Mailing Lists

1. In the *Site Administration* window, use the *Select a Module* dropdown to select **Membership Management**. The Membership Management window will appear. 
2. If a window appears warning about people deletion appears, select **Close**.

## Manage Mailing Lists – Add People to Lists

1. In the *Membership Management* window, select the **Quick Add** tab. 
2. For the Add the following people as: dropdown box, select the group you want to add people to (usually guests).  
    
3. In the blank box underneath, enter contact details. Enter one person per line. The format is <First Name> <Last Name> <E-Mail Address> <Phone # in NNN-NNN-NNNN>. For example:

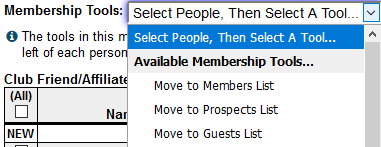
John Smith [jdsmith@gmail.com](mailto:jdsmith@gmail.com) 123-456-7890

Jane Smith [janesmith@hotmail.com](mailto:janesmith@hotmail.com) 987-654-3210

1. Select **Save** when complete.

## Manage Mailing Lists – Move People Between Lists

This task is useful when guests become members and members become former members.

1. Select the tab of the list you want to move members from (for example, if you want to move a guest to the member list, start on the **Guests** tab).
2. Locate who you want to move on the list and select the check box next to their name. (You can make multiple selections if appropriate)
3. From the *Membership Tools* dropdown box, select the appropriate **Move to** option. (for example, to move a guest to the members list, use **Move to Members List**) 
4. Select **Save** when done.

## Manage Mailing List – Edit Contact Details

1. In *Membership Management*, select the tab of the list that contains the person you want to edit.
2. Select the field you want to edit and make the appropriate changes.
3. Select **Save** when done.

## Mailing Guests & Former Membership – Fridays before the meeting

1. In your e-mail client, start a new e-mail.
2. Enter [guests@[Your](mailto:guests@[Your) Site Domain] and [formermembers@[Your](mailto:formermembers@mondaynighttoastmasters.com) Site Domain] in the To field for the message.
3. Copy the text of the Guest Reminder template into the e-mail, then edit and send.