

How To: Print and send Membership Cards

General

It is sensible to send out membership cards (and YearBooks?) in batches after a few renewals have been processed.

Process

Select **Membership Cards** from the Home Page. A list will be displayed of members who have recently joined or renewed and who are therefore flagged as outstanding, in need of a membership card. This list will include not only those who have been renewed by you but also those who have renewed electronically so the list may be longer than you expect.

If you sometimes need to print extra cards for existing members who have not joined or renewed recently (perhaps because they have lost their cards), you can select them individually from the full membership list.

To download membership cards

Having selected the member(s) for whom cards are required with the checkboxes select **Download cards** at the end of the list and press **<Do with selected>**. A pdf file will be downloaded with the membership cards.

Note that if you wish to print onto an already partly used printer card, you may change '**Print cards from sheet position**' from 1 to the required starting card. Cards are numbered left to right then top to bottom.

To print blank cards

You may wish to print a supply of blank cards (of basic design but without personal information) for giving to new or renewing members at a meeting when it would not be practicable to print actual cards. Select '**Print blank cards**' at the end of the list and press **<Do with selected>**. One sheet of blank cards will be downloaded as a pdf file. This file may, of course, be printed multiple times.