

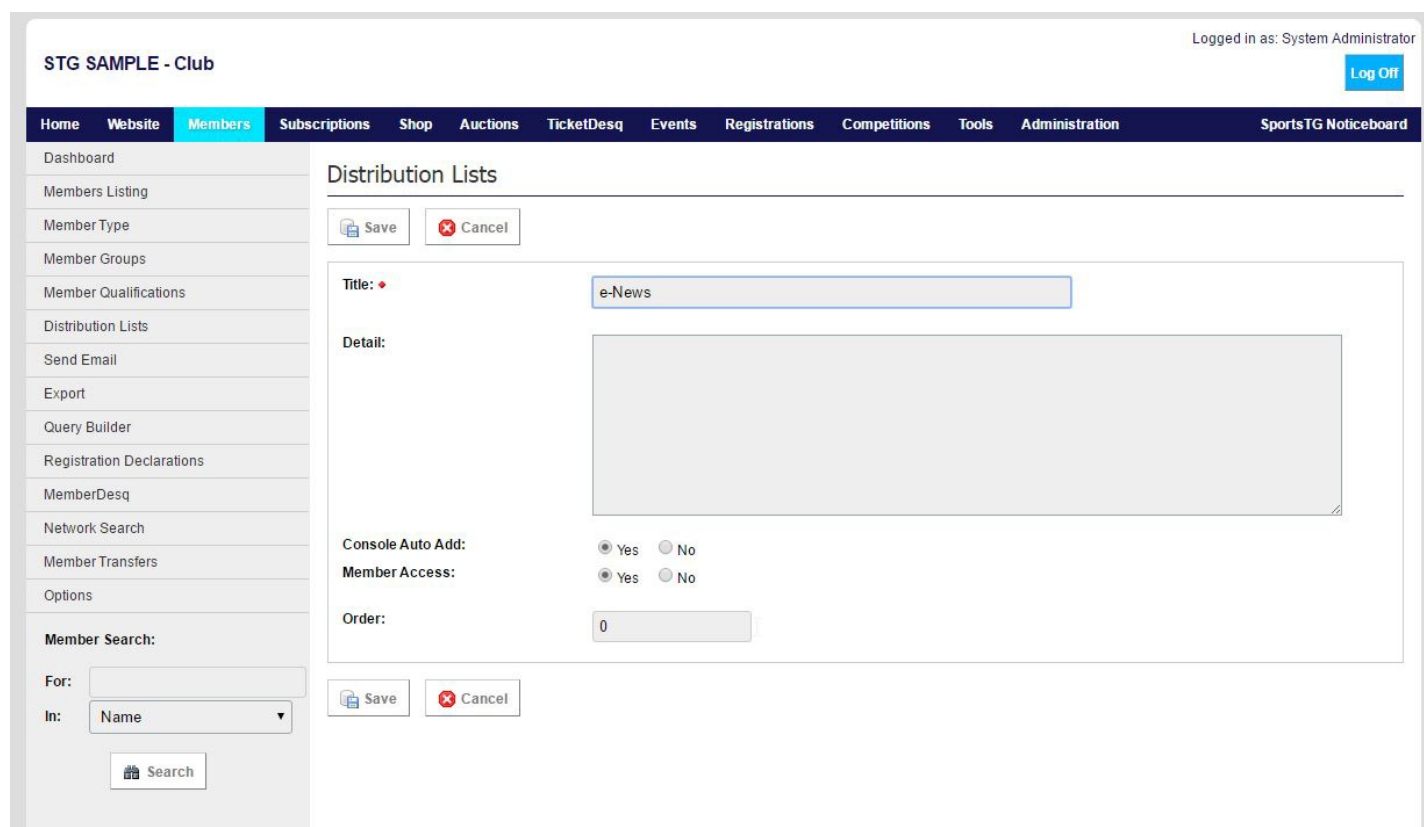
Allowing Members to join a List

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Quick Steps: Members > Distribution Lists > Edit

Many of the Distribution Lists you create you'll want your Members to be able to choose whether they want to join it or not. The system allows you to set each list individually on whether you would like Members to access this list when they are joining or renewing their membership. This will then automatically add them into the Distribution List, cutting down your administration time in adding them into this grouping.

1. Within the Management Console, select **Members** from the top menu, then **Distribution Lists** from the left menu.
2. Click **Edit** next to the list that you wish to allow members to join.
3. Change **Member Access** from No to Yes.



The screenshot shows the 'STG SAMPLE - Club' management console. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar lists various management options, with 'Distribution Lists' selected. The main content area displays the 'Distribution Lists' edit form for a list titled 'e-News'. The form includes a 'Title' field with 'e-News', a 'Detail' text area, and two radio button options for 'Console Auto Add' and 'Member Access', both of which are currently set to 'Yes'. The 'Order' field is set to '0'. There are 'Save' and 'Cancel' buttons at the top and bottom of the form.

4. Click **Save** and members will now be able to select to join the list when registering or updating their details.

Note: This will allow all members to select to join the Distribution List. There is no way to limit this so that only certain members are able to access the group.

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