Instructions:

In this lesson you will practice how to create a list and attach members to that list. Review the "List Maker" lesson from Volume 1 of the interactive Multimedia Tutorial CD and Chapter 4 from the Getting Started manual.

From the Managers menu, select "Membership," then "Member List Maker," then "List Form by List." You can press the "F1" key to access the Online Help at any time. Complete the following exercises:

Create a List

☐ Create a new list category (for example, "Hobbies"). Then, create a new list code (for example, "Model Airplanes") and attach the new list code to the new list category. Assign a few members to this list. Record their names in the space provided below.

Enter member names here:⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

☐ Print a Sign-In sheet for this list code and attach it to this guide for review.

☐ Go to the section to view members and the lists they belong to. Bring up one of the members listed above and add them to two other existing lists. Provide the name of those lists in the space provided below:

Enter list names here:⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

☐ Answer the following questions:

1. **The "Status" field in the List Form by List screen represents:**

   a) The member's status with the association.
   b) The member's status with the MLS.
   c) The member's status on the list itself.

   Answer:⎯⎯⎯⎯

2. **To remove a member from a list you:**

   a) Get into "Modify" mode and set the Status field to "I" for inactive, then delete the record.
   b) Get into "Modify" mode and delete the record.
   c) Delete the member from the list without being in "Modify" mode.

   Answer:⎯⎯⎯⎯

3. **In order to make modifications to a list, you must be the "List Owner":**

   a) True
   b) False

   Answer:⎯⎯⎯⎯

Reviewed By: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯ Date:⎯⎯⎯⎯⎯⎯⎯⎯

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