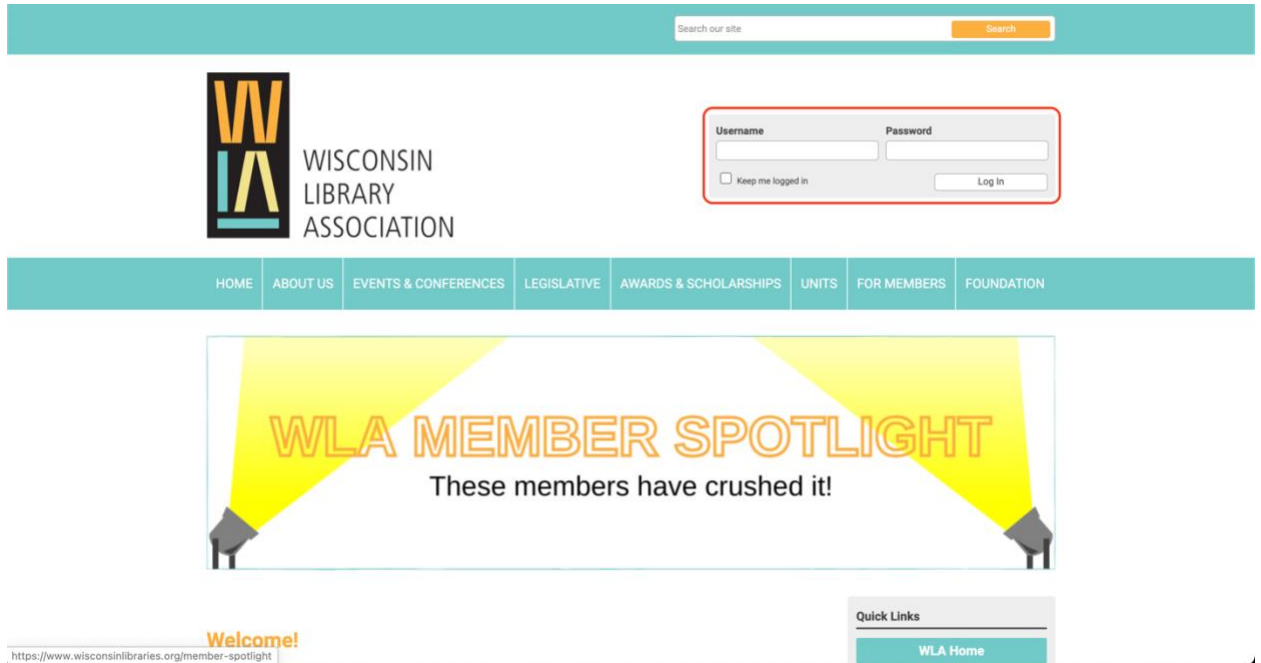


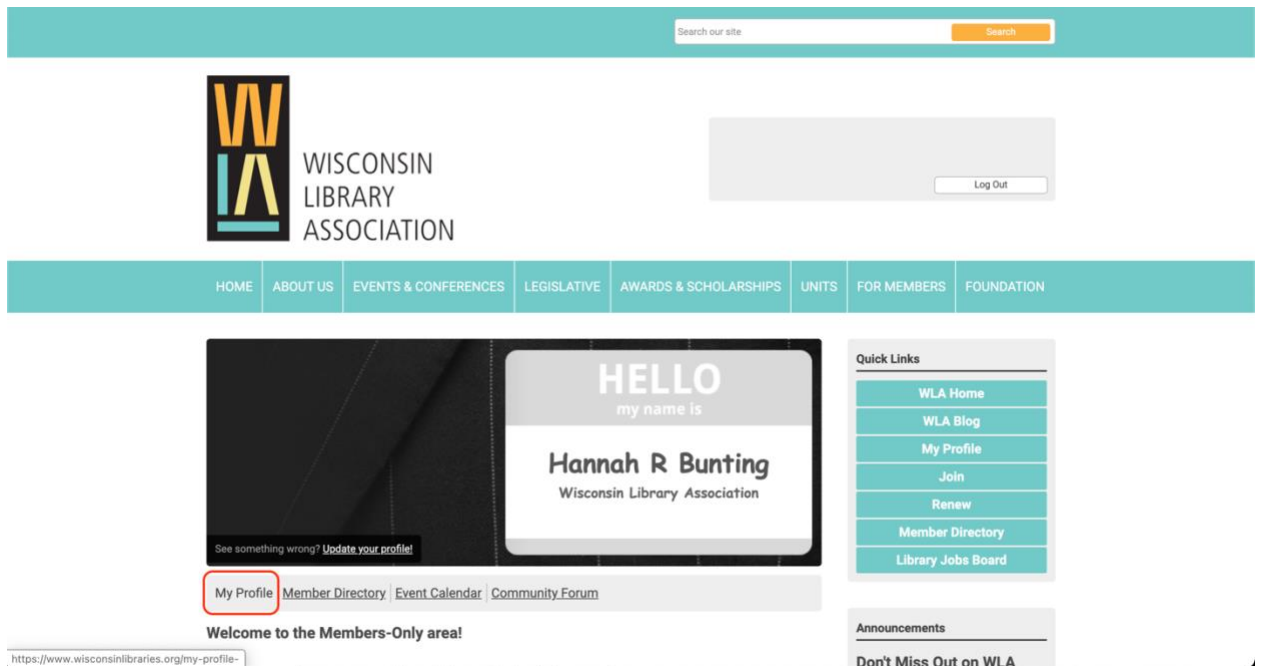
How to Send a WLA E-list Message in MemberClicks

- 1) Log in to MemberClicks with your Username & Password here:
<https://www.wisconsinlibraries.org>



The screenshot shows the homepage of the Wisconsin Library Association. At the top, there is a teal header with a search bar. Below the header is the WLA logo and the text "WISCONSIN LIBRARY ASSOCIATION". To the right of the logo is a login form with fields for "Username" and "Password", a "Keep me logged in" checkbox, and a "Log In" button. Below the logo and login form is a teal navigation bar with links: HOME, ABOUT US, EVENTS & CONFERENCES, LEGISLATIVE, AWARDS & SCHOLARSHIPS, UNITS, FOR MEMBERS, and FOUNDATION. Below the navigation bar is a large banner with the text "WLA MEMBER SPOTLIGHT" and "These members have crushed it!". At the bottom left, there is a "Welcome!" message with the URL <https://www.wisconsinlibraries.org/member-spotlight>. At the bottom right, there is a "Quick Links" section with a "WLA Home" button.

- 2) Travel to the "My Profile" menu item, located about halfway down the page in the light gray menu.



The screenshot shows the "My Profile" page of the Wisconsin Library Association. At the top, there is a teal header with a search bar. Below the header is the WLA logo and the text "WISCONSIN LIBRARY ASSOCIATION". To the right of the logo is a "Log Out" button. Below the logo and "Log Out" button is a teal navigation bar with links: HOME, ABOUT US, EVENTS & CONFERENCES, LEGISLATIVE, AWARDS & SCHOLARSHIPS, UNITS, FOR MEMBERS, and FOUNDATION. Below the navigation bar is a large banner with the text "HELLO my name is" and "Hannah R Bunting Wisconsin Library Association". Below the banner is a light gray menu with the following items: "My Profile" (highlighted with a red box), "Member Directory", "Event Calendar", and "Community Forum". Below the menu is a "Welcome to the Members-Only area!" message with the URL <https://www.wisconsinlibraries.org/my-profile->. At the bottom right, there is a "Quick Links" section with buttons for "WLA Home", "WLA Blog", "My Profile", "Join", "Renew", "Member Directory", and "Library Jobs Board". Below the "Quick Links" section is an "Announcements" section with the text "Don't Miss Out on WLA".

3) Travel to the “E-lists” menu item located under the “My Features” menu item.

The screenshot shows the top navigation bar with a search box and a 'Log Out' button. Below the navigation bar is the Wisconsin Library Association logo. The main navigation menu includes: HOME, ABOUT US, EVENTS & CONFERENCES, LEGISLATIVE, AWARDS & SCHOLARSHIPS, UNITS, FOR MEMBERS, FOUNDATION. The user is logged in as Hannah R Bunting. The 'My Features' menu is open, showing options: Circles, Photos, and E-lists. The 'E-lists' option is highlighted with a red box. The URL at the bottom is: https://www.wisconsinlibraries.org/index.php?option=com_community&view=profile&task=app&app=elists&userid=1005401051#e-lists

4) Click the Title of the E-list that you would like to send a message to. **Note: you will only see the Units that you belong to. You chose units when you took either the Member Application form or the Member Renewal form.*

The screenshot shows the 'E-lists' page. The navigation bar includes: HOME, JOIN, ABOUT US, EVENTS, ADVOCACY, AWARDS & SCHOLARSHIPS, UNITS, FOR MEMBERS, FOUNDATION. The user is logged in as Hannah R Bunting. The 'My Features' menu is open, showing options: Circles, Photos, and E-lists. The 'E-lists' option is highlighted with a red box. The 'E-lists' table is shown below:

E-list Name	Subscribed	Email Delivery
1 WLA Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alumni SIG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Association of Wisconsin Special Librarians AWSL	<input type="checkbox"/>	<input type="checkbox"/>
Community for Open WI SIG	<input type="checkbox"/>	<input type="checkbox"/>
Government Information SIG	<input type="checkbox"/>	<input type="checkbox"/>

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The URL at the bottom is: https://www.wisconsinlibraries.org/index.php?option=com_mceelist&view=elist&id=1486

- 5) The main message page for this E-list will appear. To write a new message, click the Post a New Message in the button.

The screenshot shows the Wisconsin Library Association website. At the top, there is a search bar and a 'Log Out' button. Below the navigation menu, the main content area displays '1 WLA Members: Communications to all current members of the Wisconsin Library Association'. A 'Post A New Message' button is highlighted with a red box. To the right, there are 'Quick Links' and 'Upcoming Events' sections.

Subject	Author	Replies	Created Date
Is Technical Services your jam? Let's meet up March 30!	Laura Sauser		03/29/2022 2:43 PM
Call for Participation in Survey about Library Services for	Barbara Alvarez		03/10/2022 11:12 AM
Awards & Honors Committee Seeks Volunteers	Laura Sauser		02/14/2022 7:17 PM
3 of 12 RSVP to join the Intellectual Freedom Special Int	Hannah R Bunting		01/10/2022 9:01 AM
You are on the right track!	Elizabeth Timmins		12/06/2021 5:28 PM

- 6) Draft your message in the box the pops up. Click Send Message button in the bottom right hand corner.

The screenshot shows the 'Post A New Message' modal form. The form fields for 'Subject' and 'Message' are highlighted with red text indicating they are required. The 'Send Message' button is highlighted in green.

From: Hannah Bunting (wla@wisconsinlibraries.org)
To: WLA@wla.memberclicks.net
Subject: Required
Message: Required
Add Files:

7) To view past messages sent to this E-list, click the title of the message you want to view.

The screenshot displays the Wisconsin Library Association website. At the top, there is a teal navigation bar with a search box on the right and the WLA logo on the left. The logo consists of the letters 'W' and 'L' in a stylized, overlapping manner. Below the logo, the text 'WISCONSIN LIBRARY ASSOCIATION' is displayed. A 'Log Out' button is visible in the top right corner of the teal bar.

Below the teal bar is a horizontal menu with the following items: HOME, JOIN, ABOUT US, EVENTS, ADVOCACY, AWARDS & SCHOLARSHIPS, UNITS, FOR MEMBERS, and FOUNDATION.

The main content area is divided into two columns. The left column is titled 'Back To E-lists' and contains a sub-header '1 WLA Members: Communications to all current members of the Wisconsin Library Association'. Below this, there are tabs for 'Messages' and 'Members'. A 'Post A New Message' button and a search box for messages are present. A table lists several messages with columns for Subject, Author, Replies, and Created Date.

Subject	Author	Replies	Created Date
Is Technical Services your jam? Let's meet up March 30!	Laura Sausser		03/29/2022 2:43 PM
Call for Participation in Survey about Library Services for	Barbara Alvarez		03/10/2022 11:12 AM
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You are on the right track!	Elizabeth Timmins		12/06/2021 5:28 PM

The right column is titled 'Quick Links' and contains buttons for WLA Home, WLA Blog, My Profile, Join Us, Member Directory, and Library Jobs Board. Below this is an 'Upcoming Events' section with two entries: 'Fri Apr 29, 2022 WLA Board Meeting | In-Person & Virtual' and 'Fri Jun 17, 2022 WLA Board Meeting | In-Person & Virtual'.

At the bottom left of the screenshot, the URL https://www.wisconsinlibraries.org/index.php?option=com_mceList&view=elist&id=1486# is visible.