

# MEMBERSHIP CARD INFORMATION

We had many requests for an automated way of printing membership cards. So we created a program where the club secretaries can print membership cards for members of their club. This program is a report located in the WMMR section of our Web site. You have a choice of paper size, different styles of business card stock – either 8 cards to a sheet or 10 cards to a sheet, choice of color – either black and white for color, choice of expiration date and choice of members names – either a few members or the whole club. All you have to do is to supply the business card stock of your choice, which is easily accessible. Simple step by step instructions are as follows:

1. After logging in to WMMR, click **To Club** and then **Reports**
2. Click **Print** next to **Membership Cards**
3. Choose your paper size.
4. Choose the number of cards per page and whether you would like color or black and white
5. Choose an expiration date.
6. Select the members you would like to print cards for
7. A counter will be displayed under the members selected list to show you the number of cards you will need
8. Click **Run Report**
9. Any 8 per page or 10 per page business card stock can be used.
10. All of the information will be filled in except for the signatures.
11. After putting the business card stock in your printer, click the **Adobe Print Icon**
12. **IMPORTANT** - Set **Page Scaling** to **None** to ensure cards print correctly
13. Click **OK**

We will not automatically send out membership cards to clubs that report on line. If you prefer to have the blank membership cards mailed to you, please e-mail Catherine.Panages@lionsclubs.org. Please be sure to include your club number, address where you would like the cards to be sent, and the number of cards you will need.