1. Log in to the Association Management Area with your current account.
2. Once logged in select "Individual Membership System and go to "Membership Reports"
3. Once here, you will want to click on Advanced Search and then select your requirements. This means you will need to select the requirements that equal "All 2019 members in your association"
4. After setting these requirements, you will click the Download Tab-Delimited file option and wait for a text download to appear at the bottom of the screen.
5. Once this downloads, select all the text and copy it to the top left cell of a blank Excel workbook.
6. Next, in excel find the column that says email and copy it in its entirety to a blank column (you should have two separate columns that say "email" with email addresses down the workbook at this point along with your other data.
7. You will then change the far right column that says email at the top to read "Subscriber Key" while leaving the email addresses below it.
8. The next step is to save this Excel sheet as a "CSV" file.
9. Now you will go back into ExactTarget, hover over subscribers at the top, and select "Lists"
10. Once on the lists page, select the "Create List" option and name the list accordingly. I recommend the title being along the lines of today's date followed by All Members (0126 All Members)
11. After creating the list you will need to import your Excel sheet created earlier. You will do this by finding your newly created list, checking the check box on the left associated with that list, and selecting Import.
12. You will then select the option to import by csv and the option to add new subscribers and update existing ones.
13. The next screen will prompt you to map the attributes. I recommend selecting as many as possible to map from the left side of the screen to the right. (State to State) (Address1 to Street 1) etc.
14. Once completing this step, it will evaluate the sheet and you can confirm the import.
15. Now you can actually send to all members, so you will go back to the email created earlier and select send/simple send from the top.
16. Then you will expand the my lists tab to find your current list of 0126 All Members
17. After checking that list you will select send at the top and it will ask you to confirm sending to that list.