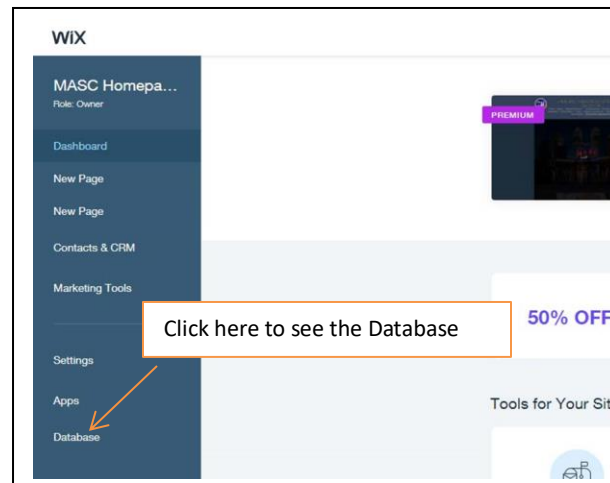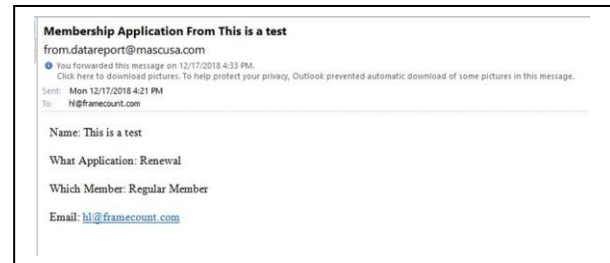# Contents:

Guide to MASC site. Vs 12.15.2018

This site is only for appointed members to help with site maintenance. Please note: not all the sites are available to the appointed member/s.
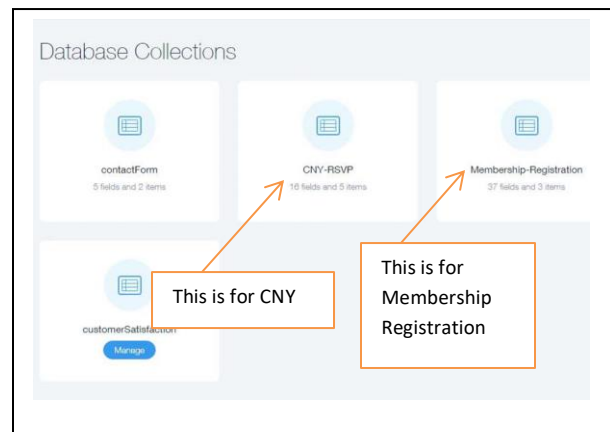
1 Here is an example, when appointed member/s, receiving this notification email as shown on the right. This means a visitor is either applying for a registration or making a payment in MASC's online. If the sender makes an error with his/her email, there will be no notification.
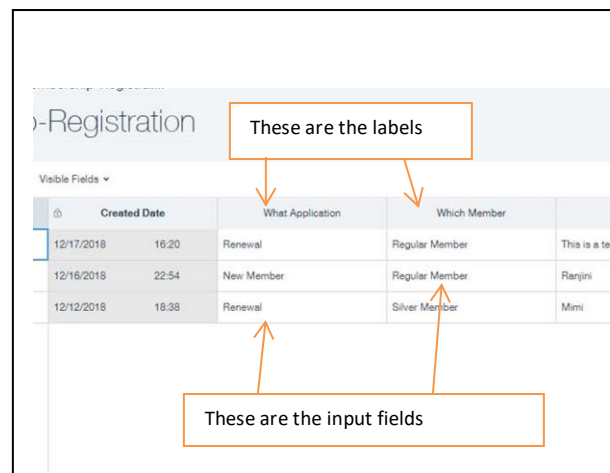
Membership Application From This is a test
from.datareport@mascusa.com
You forwarded this message on 12/17/2018 4:33 PM.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Sent: Mon 12/17/2018 4:21 PM
To: hl@framecount.com

Name: This is a test

What Application: Renewal

Which Member: Regular Member

Email: hl@framecount.com

Go to MASC site and login. You will see the database.

WiX

MASC Homepa...
Role: Owner

Dashboard
New Page
New Page
Contacts & CRM
Marketing Tools

Settings
Apps
Database

Click here to see the Database

50% OFF

Tools for Your Site

Inside the database, there are several database collections. In here, you can choose the one you need.

Database Collections

contactForm
5 fields and 2 items

CNY-RSVP
16 fields and 5 items

Membership-Registration
37 fields and 3 items

customerSatisfaction

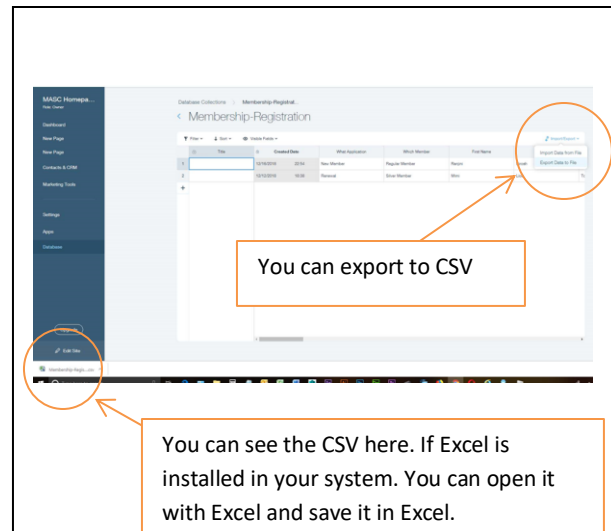This is for CNY

This is for Membership Registration

Click on the selected database collection, and it will open up a familiar spreadsheet (like Excel read-only). This means you cannot over write it. Some of the labels are in abbreviation so that it can fit into the boxes. If in doubt with abbreviation, please refer to Membership Application Form or CNY RSVP Form.

-Registration

Visible Fields

	Created Date		What Application	Which Member	
	12/17/2018	16:20	Renewal	Regular Member	This is a tes
	12/16/2018	22:54	New Member	Regular Member	Ranjini
	12/12/2018	18:38	Renewal	Silver Member	Mimi

These are the labels

These are the input fields

You can export the file (CSV) and save for your archive. Here is the link for importing CSV into Excel

https://www.hesa.ac.uk/support/user-guides/import-csv

You can export to CSV

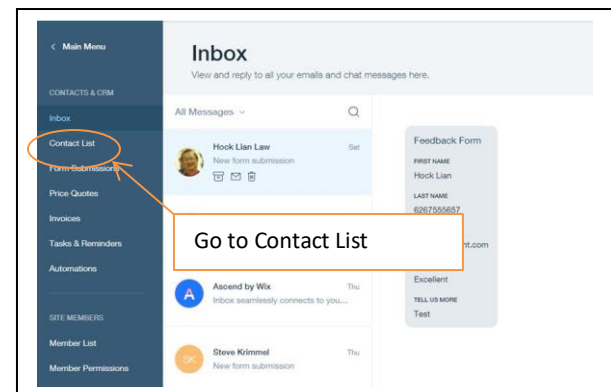You can see the CSV here. If Excel is installed in your system. You can open it with Excel and save it in Excel.

2 For new member's contact list and membership assignment in groups, you need to go to Customer Management.

After collected the info from the sender, please go to Customer Management
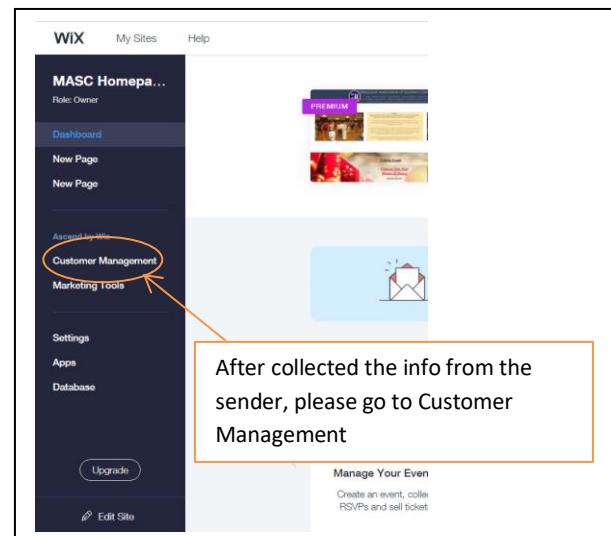
Then go to Contact List

Go to Contact List

Go to Filter by All Contacts then do search for sender name. You can search by scrolling down but it's much easier with the search. You can also do Filter by groups .

Go to filter by All Contacts

Sender name will automatically record here. Please do a search.
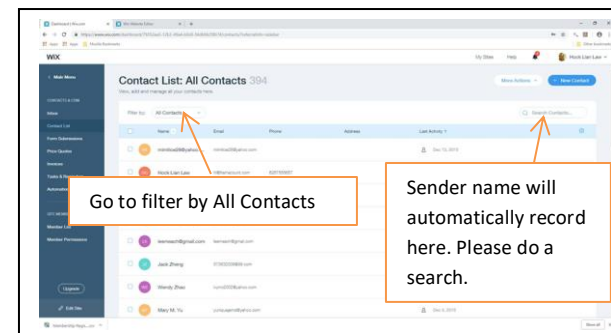
Managing member labels and export them to Excel for your archive.

Go to Labels for groups. Check and uncheck according. As you can see, Mimi has two checks , one for BoD and the other for Current Voting Member.

Here is the eg of Mimi name

Go to More Actions and you can do export contacts and Manage Labels

**3** Once MASC's Shout Out is published, the statistics is available for collecting analytics

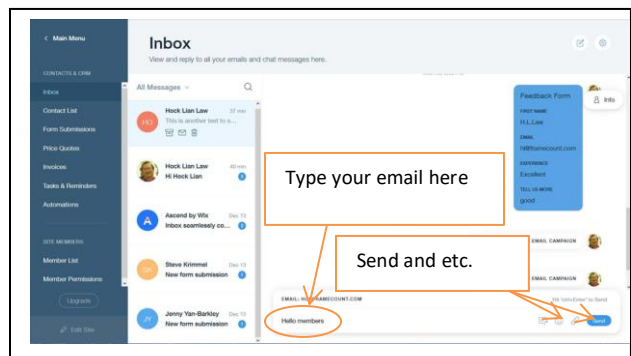

Go to Marketing Tools

Go to Email Marketing
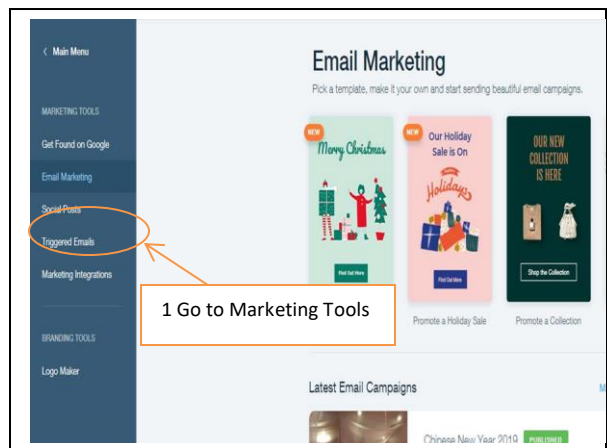
Click Manage

Here are the statistics!

4 For Appointed contributor who prefers to contact member/s under MASC's email (example welcoming a new member or any official use) Please see here.
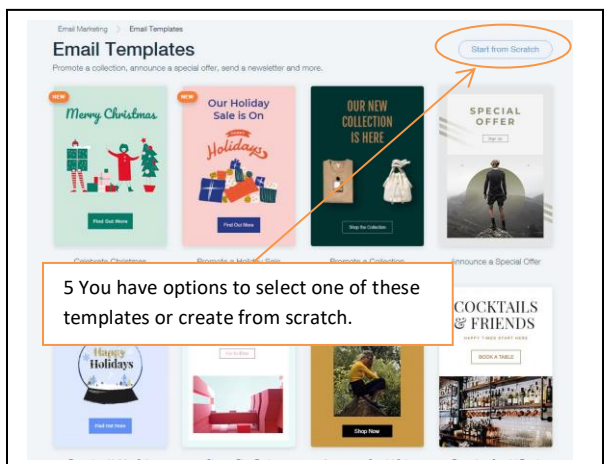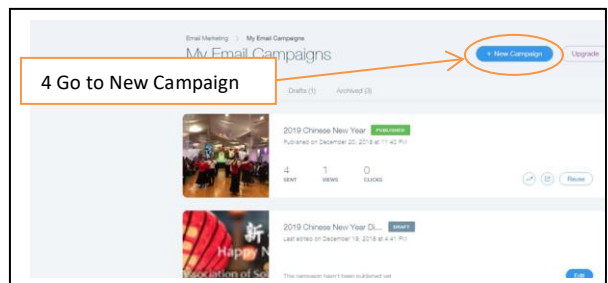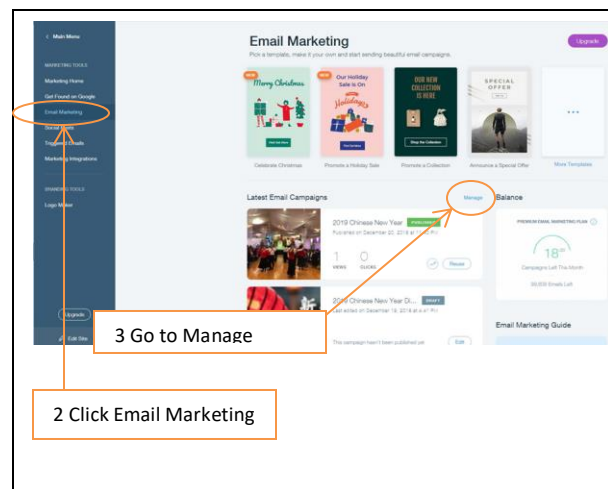

Go to Contacts & CRM

Search recipient name

Click Inbox
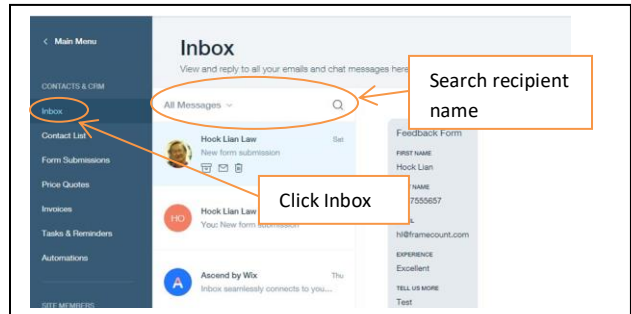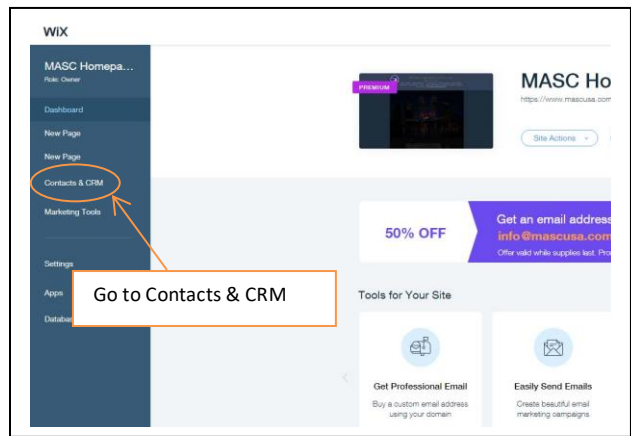
If this is your first time, you should send email to yourself as a test.
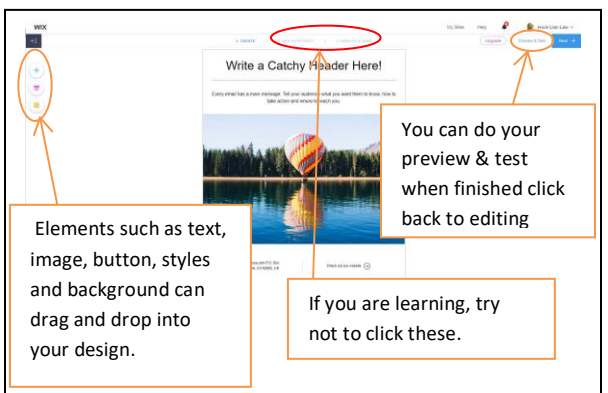

Type your email here

Send and etc.

5 Most hosting companies charge for email marketing tools (eg. CC at $200 per year). Wix's Email marketing tools, called Shout Out is inclusive under MASC's plan with a quota of 20 campaigns per month. Because it's a inclusive software there are limits what you can do comparing to other email marketing tools.

1 Go to Marketing Tools

3 Go to Manage

2 Click Email Marketing

4 Go to New Campaign

5 You have options to select one of these templates or create from scratch.

I prefer to start from scratch. Hope this can provide better understanding. Go and play with it as long as you don't go for publish and send.

You can do your preview & test when finished click back to editing

Elements such as text, image, button, styles and background can drag and drop into your design.

If you are learning, try not to click these.

Don't forget to logout. Thank you.