**UPDATING FROM OUTSIDE SOURCE MAILING LISTS**

**September 29, 2011**

**The following mailing lists are part of our e-Tapestry database.**

1. Donors Forum
2. Greater Milwaukee Committee (GMC)
3. Metropolitan Milwaukee Association of Commerce (MMAC)
4. Philanthropy Roundtable
5. Oshkosh Corp.
6. Church Mutual

**When an updated list is received from the source, you will need to:**

1. Run a report from e-Tapestry for the mail list received.
2. Compare the new list just received with the list pulled from e-Tapestry.
3. Cross out those on the e-Tap list that are no longer on the source list.
4. Add new names from the source list to e-Tapestry.
5. If name not found in e-Tap, add the new constituent information and be sure to include the source code in “User Defined Fields, Mailing Lists.”
6. If name is already in e-Tap, add the source code to the Mailing Lists field.
7. Double check each remaining entry for address change and update e-Tap accordingly.
8. Return source information to VP-Admin.
9. Print new, updated list from e-Tapestry and file in the mailing list file located in the top drawer of the vertical file cabinet on the left in the GA’s office.