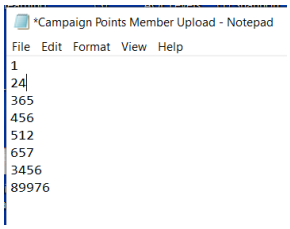
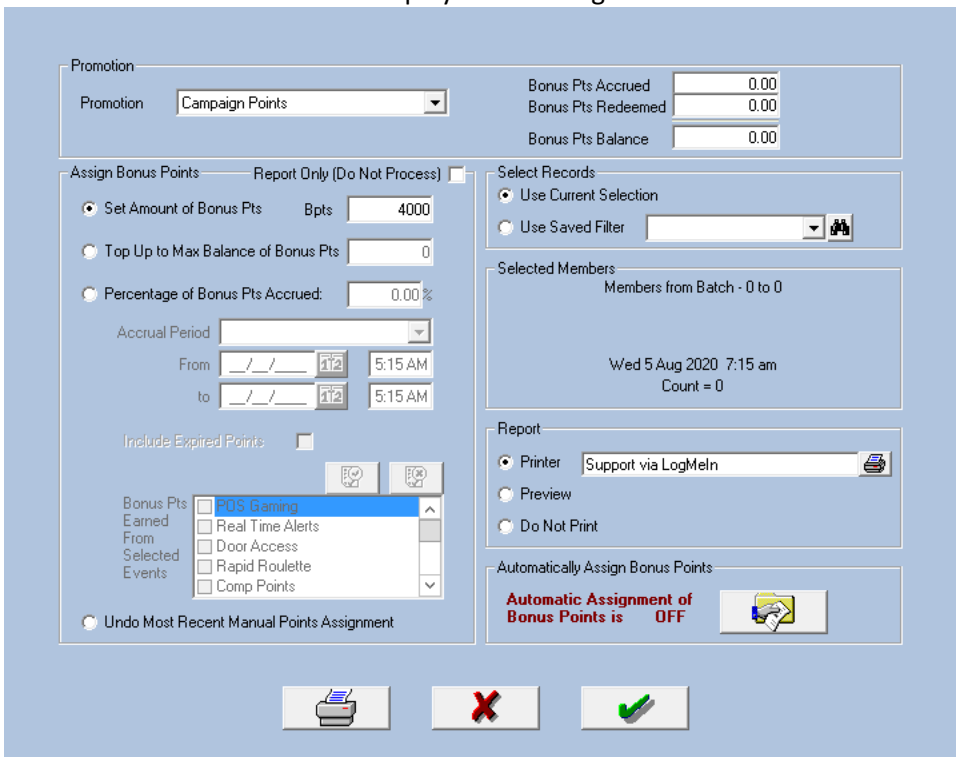
Assigning Bonus Points using a Text File

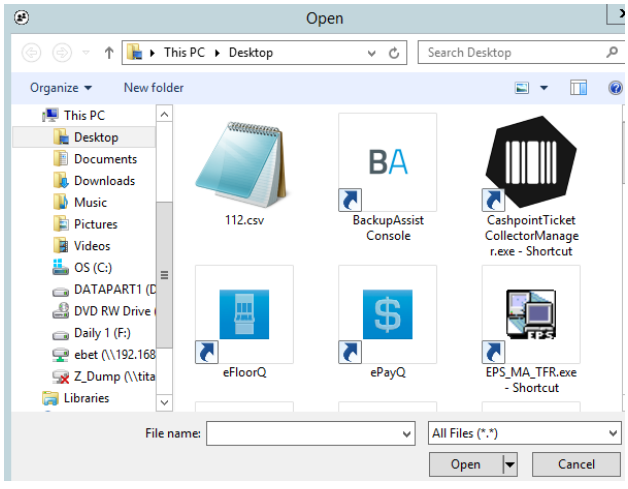
Procedure

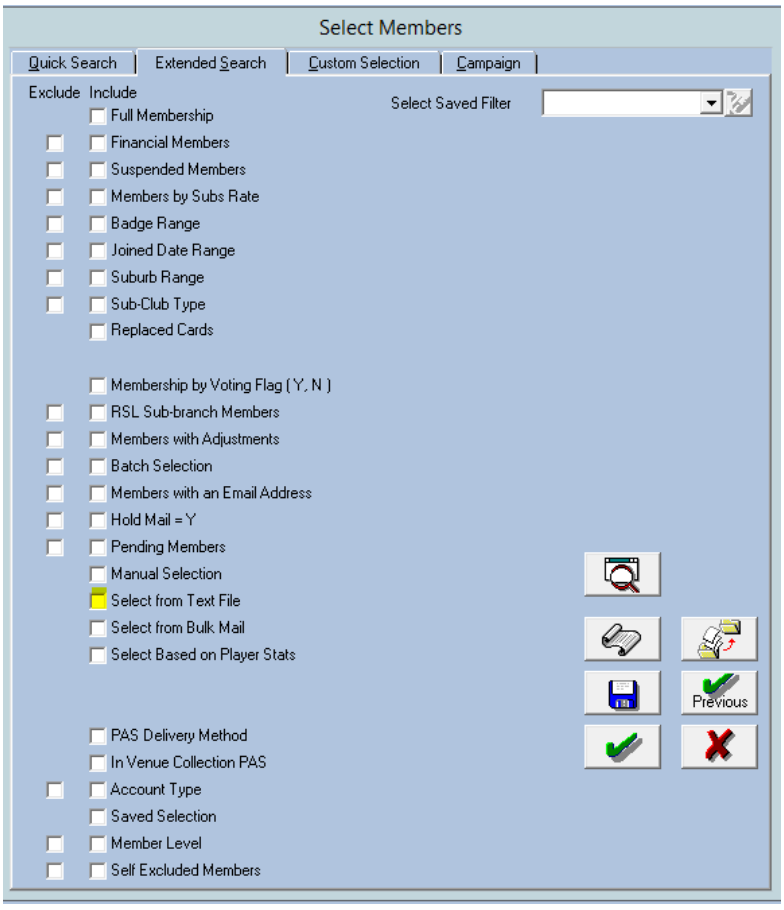


1 Create a Text file (.txt) of the member badge numbers that you wish to add points to. This can be done in Notepad and should contain badge numbers only.
2 Log on to **eMember**
3 Go to the **Utilities Tab**
4 Open the **Assign Bonus Points**
5 From the **Promotion** dropdown box select the **Campaign Point** option. The number of points accrued and redeemed will be displayed on the right hand side.



6 Click on the **Set Amount of Bonus Pts** option and in the Bpts field type in the amount of Campaign Points you wish to award.
7 From the **Select Records** panel select the **Binoculars** option to define a new search criteria.
8 In the **Extended Search** tab click on **Select from Text File** option.
9 Locate the Text File of Badge numbers and click **Open**





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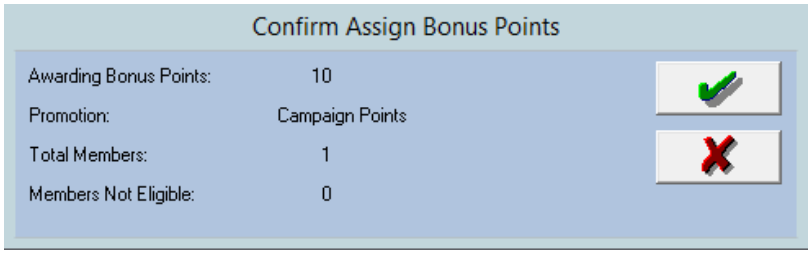
10 From the **Report** panel select:

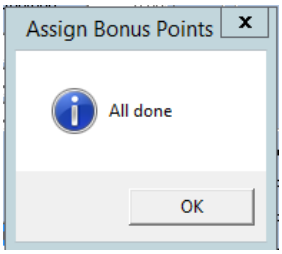
- the **Printer** option to print a copy of the 'Bonus Points Assignment Log Report' to the designated printer at the end of the point assignment process,
- the **Preview** option to view a print preview version of the 'Bonus Points Assignment Log Report' listing all members that were included in the selection process and the number of points added to the selected promotional account, or
- the **Do Not Print** option not display or print the 'Bonus Points Assignment Log Report' at the end of the process.

11 Select . The Confirm Assign Bonus Points window will be displayed.



12 If there are members in the search that are not eligible then a will be displayed listing the members that are not eligible to be assigned the number of points.

13 Select . The point assignment process will start and the Assign Bonus Points message displayed when complete.



14 Select **OK**. The Bonus Point Assignment report will be displayed listing all members that were assigned Campaign points.

Bonus Points Assignment Log Report

Currumbin RSL

Version 3.0.0

Promotion: Campaign Points
Fixed Bonus Pts Amount: 10

Badge	Surname	First Names	Bonus Pts Assigned
5	Test	Test	10.00
		Total Bonus Points Assigned	10.00