

# 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.

\*Campaign Points Member Upload - Notepad

```
File Edit Format View Help
1
24
365
456
512
657
3456
89976
```

Promotion: Campaign Points

Bonus Pts Accrued: 0.00  
Bonus Pts Redeemed: 0.00  
Bonus Pts Balance: 0.00

Assign Bonus Points — Report Only (Do Not Process) ☐

☒ Set Amount of Bonus Pts Bpts: 4000  
☐ Top Up to Max Balance of Bonus Pts: 0  
☐ Percentage of Bonus Pts Accrued: 0.00%

Accrual Period:   
From: 1/1/12 5:15 AM  
to: 5/15/12 5:15 AM

Include Expired Points: ☐

Bonus Pts From Selected Events:   
☐ PPS Gaming  
☐ Real Time Alerts  
☐ Door Access  
☐ Rapid Roulette  
☐ Comp Points

☐ Undo Most Recent Manual Points Assignment

Select Records:   
☒ Use Current Selection  
☐ Use Saved Filter

Selected Members:   
Members from Batch - 0 to 0  
  
Wed 5 Aug 2020 7:15 am  
Count = 0

Report:   
☒ Printer: Support via LogMeIn  
☐ Preview  
☐ Do Not Print

Automatically Assign Bonus Points:   
Automatic Assignment of Bonus Points is OFF

- 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**

Select Members

Quick Search Extended Search Custom Selection Campaign

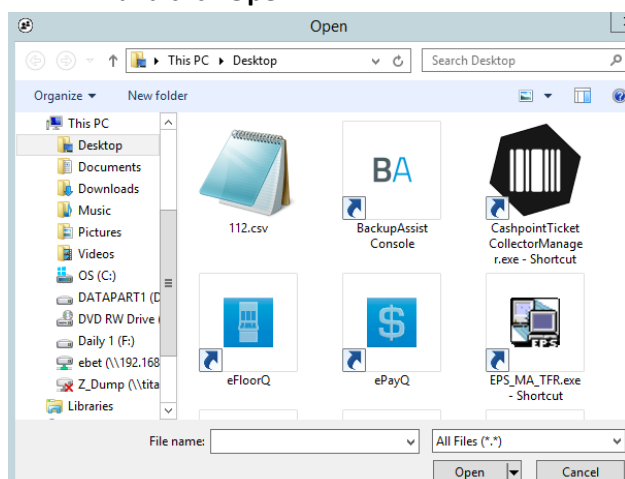
Exclude Include

☐ Full Membership  
☐ Financial Members  
☐ Suspended Members  
☐ Members by Subs Rate  
☐ Badge Range  
☐ Joined Date Range  
☐ Suburb Range  
☐ Sub-Club Type  
☐ Replaced Cards

☐ Membership by Voting Flag ( Y, N )  
☐ RSL Sub-branch Members  
☐ Members with Adjustments  
☐ Batch Selection  
☐ Members with an Email Address  
☐ Hold Mail = Y  
☐ Pending Members  
☐ Manual Selection  
☒ Select from Text File  
☐ Select from Bulk Mail  
☐ Select Based on Player Stats

☐ PAS Delivery Method  
☐ In Venue Collection PAS  
☐ Account Type  
☐ Saved Selection  
☐ Member Level  
☐ Self Excluded Members

Select Saved Filter: Support via LogMeIn

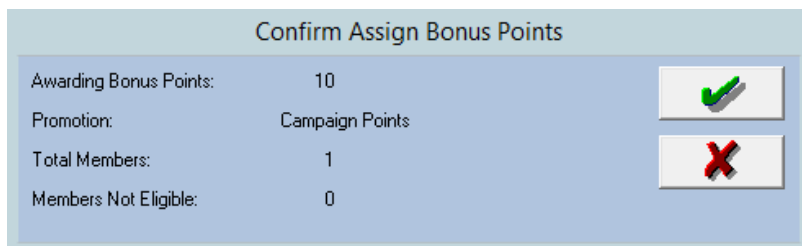


# Assigning Bonus Points using a Text File



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.

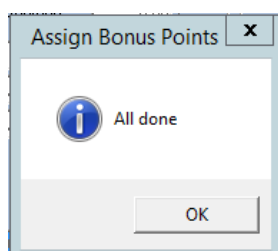


The 'Confirm Assign Bonus Points' window displays the following information:

Awarding Bonus Points:	10	
Promotion:	Campaign Points	
Total Members:	1	
Members Not Eligible:	0	

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

<u>Badge</u>	<u>Surname</u>	<u>First Names</u>	<u>Bonus Pts Assigned</u>
5	Test	Test	10.00
Total Bonus Points Assigned			10.00