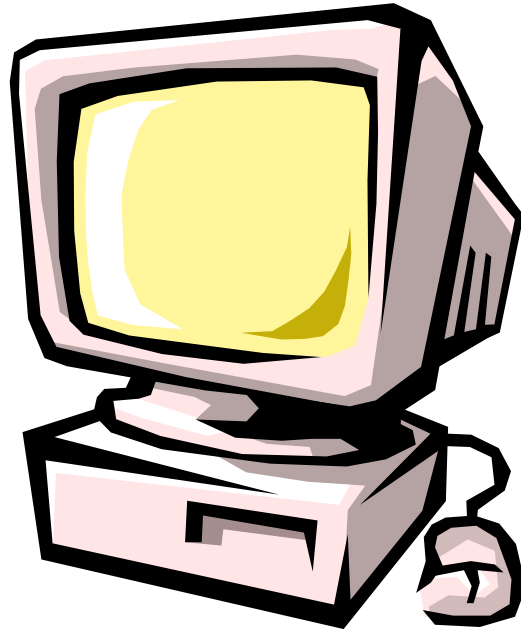


QUICKER, EASIER AND MORE ACCURATE: MORE OPTIONS FOR SENDING MEMBERSHIP FILES!



To better serve congregations, The United Synagogue requests that your updated membership list be sent to us electronically. **We can accept a number of popular file formats** - please see details on the other side of this page. **You may send us a disk or e-mail according to the instructions on the back of this sheet.**

Please check for viruses before sending the disk or e-mail.

Although a paper printout may be included with this mailing, **we can now offer to send your current list**, as it appears in our files, **in an Excel format via e-mail or on a disk**. You can then take the same actions asked of you on the paper printout (delete, change, add, etc.). Instructions will accompany each file. To request an Excel file, e-mail your request to **conglis@uscj.org**, and the file will be e-mailed to the address you e-mailed from. If you prefer a disk, please give the address the disk should be mailed to. Be sure to specify your congregation ID number and name.

Technical questions should be directed to the Department of Information Technology at 212-533-7800, ext. 2402. Please call Rochelle Kraut, ext. 2600, for general information on the membership update process.

TURN OVER FOR SPECIFIC INSTRUCTIONS

INSTRUCTIONS FOR FILE OUTPUT

Congregations use various database programs; we are not able to accept a simple copy of your membership file. Instead, we require that you submit your list of members in a formatted file using the file type as **comma separated variable text** or **ASCII delimited text** (the file type may be appear in your program with a slightly different name). This is a standard export feature in nearly every database program. Your consultant or the manual for your database program should be able to explain how to export the data from your database in the correct format. This should be a quick and uncomplicated procedure. Please call us if you need help.

In addition to text formats, we can now accept files created in **Access, Excel, Lotus 123, Quattro Pro**, and software packages that use a ***.DBF file format**. The same information is required in separate fields as indicated below.

The following fields must be included, separated by commas and quotes (if possible) and in the same order listed below. Please be sure that the data is packed (eliminating all extra spaces).

Standard Record Layout:

□ Salutation□ ,□ First_Name□ ,□ Last_Name□ ,□ Street_Address□ ,”City□ ,□ State□ ,
□ Zip_Code+4□ ,□ Phone#(include area code)□

For example:

□ Mr. & Mrs.□ ,□ Mark□ ,□ Cohen□ ,□ 155 Fifth Avenue□ ,□ New York□ ,□ NY□ ,□ 10010-1016□ ,□ 212-533-7800"

Preferred Name Record Layout:

If you have members with special name requirements, **we can now accept files using a preferred name field**. Should this be the case, please use the following record layout:

ASalutation@,AFirst_Name@,ALast_Name@,APreferred_Name@,AStreet_Address@,ACity@,AState@,
□ Zip_Code+4□ ,□ Phone#(include area code)□

For example:

“Mr.”,”Jack”,”Schwartz”,”Mr. Jack Schwartz & Ms. Judy Cohen□ ,□ 155 Fifth Avenue□ ,□ New
York□ ,□ NY□ ,□ 10010-1016□ ,□ 212-533-7800"

X **Please save the file using the congregational code number** (to be found above the name of your congregation on the attached Congregational Mailing List Update form) with the appropriate extension for the format you submitting.

Example: The ASCII file name for Temple Israel with Cong. Code# 000999 is simply 000999.txt

X **If sending by E-mail (preferred)**, please send the list as an **attached file** to **conglis@uscj.org**

X **If sending by disk**, we prefer that you use the standard IBM/PC Compatible format on a 3 1/2 " High Density diskette. We can accept Double Density and Macintosh formatted diskettes, but submit such a disk only if your system requires it. Be sure to attach a diskette sticker with the file name, the name and address of your congregation and a contact person.