THE CLASSICAL

Difference

BRINGING LIFE TO THE CLASSROOM

Instructions for Sending Parent Subscription Information to The Classical Difference

Member Schools,

Each year, we update each school's mailing list for *The Classical Difference*. Please follow these instructions carefully. This should only take a few minutes.

Each year (or anytime really) you can send us a new list in the same way as indicated below. Each new list you send should contain EVERYONE you want to receive the magazine, even people on your previous list. Our system will replace your old list with your new list.

To send these addresses, please follow these procedures:

1. Please send an Excel-formatted spreadsheet with the following information for every address, in **one sheet**.

2. Create a completely new list each year that includes all families who are currently at your school. You can also add teachers and staff that might like to receive a copy. This personal information is not shared with anyone.

3. Please format the Excel sheet with **NINE COLUMNS:**

   1. **School Name**

   2. **First Name** ("Andy & Charlotte" or "Mr. & Mrs." works fine), do not combine with last name,

   3. **Last Name**

   4. **Address 1**

   5. **Address 2**

   6. **City**

   7. **State**

8. **Zipcode**

9. **Email (one only)**

Note: Except for first names, do NOT combine data within columns. For example, Last Name, Address, City, and State must be in four separate columns, not combined into one column.

Here is an example of the headers that should be in row 1 or 2. **Rows 3 on should contain only the actual mailing data.** Address2 may often be blank. It is for apartment numbers, etc. Leave it in the sheet and leave it blank where appropriate.

	A	B	C	D	E	F	G	H	I
1	If married, list both first names in this column.	*Please, only one copy per household. Married couples should appear listed together, not separately.							
2	School Name	First Name (or First Names)	Last Name	Address1	Address2	City	State	Zip	Email
3									
4									

Email addresses are required for each subscription. Email addresses are used as the identification number for every person on your list (to prevent duplicates, for example). Please include only one e-mail address. Also, we use them to manage the mailing list. For example, emailing the parent to allow them to continue receiving *The Classical Difference* when their name is no longer on the school's list.

<u>Directions for exporting from RenWeb:</u>

1. In RenWeb, create a "directory text file." This will pull all custodial parents. This function is normally used for creating a school directory, but we'll use the same report to get addresses for *The Classical Difference*.

> A. Report Manager
> B. Directory
> C. Family Directory Text File (District) [print]
> D. The report will be saved in a file named FamilyDirectory.txt in the RenWeb folder, possibly C:\RenWeb\RenWeb.com\RWUserFiles.

2. Open FamilyDirectory.txt.
3. Select all and copy into an Excel spreadsheet.
4. Put your school name in the first column of the sheet. Create a column if one does not exist. **Your school name should be in the first column on every line.** This allows us to notify your parents that the magazine is a gift from your school.
5. Delete columns of information not needed leaving only School Name, First Name, FamilyName, FStreet, FCity, FZip, FState, Greeting4, and P1Email.

Send the information to us at info@accsedu.org

Thank you!