How to Send a WLA E-list Message in MemberClicks

1) Log in to MemberClicks with your Username & Password here: https://www.wisconsinlibraries.org

2) Travel to the “My Profile” menu item, located about halfway down the page in the light gray menu.
3) Travel to the “E-lists” menu item located under the “My Features” menu item.

4) Click the Title of the E-list that you would like to send a message to. *Note: you will only see the Units that you belong to. You chose units when you took either the Member Application form or the Member Renewal form.
5) The main message page for this E-list will appear. To write a new message, click the Post a New Message in the button.

6) Draft your message in the box that pops up. Click Send Message button in the bottom right hand corner.
7) To view past messages sent to this E-list, click the title of the message you want to view.