

## How to sign up for a WLA E-list in MemberClicks

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

The screenshot shows the top section of the WLA MemberClicks website. At the top is a teal search bar with the text "Search our site" and a "Search" button. Below this is the WLA logo, which consists of a stylized "WLA" in orange and blue, followed by the text "WISCONSIN LIBRARY ASSOCIATION". To the right of the logo is a login form with fields for "Username" and "Password", a "Keep me logged in" checkbox, and a "Log In" button. Below the login form is a teal navigation bar with the following menu items: HOME, ABOUT US, EVENTS & CONFERENCES, LEGISLATIVE, AWARDS & SCHOLARSHIPS, UNITS, FOR MEMBERS, and FOUNDATION. Below the navigation bar is a large banner with a yellow spotlight effect and the text "WLA MEMBER SPOTLIGHT" and "These members have crushed it!". At the bottom left, there is a "Welcome!" message with the URL "https://www.wisconsinlibraries.org/member-spotlight". At the bottom right, there is a "Quick Links" section with a "WLA Home" button.

- 2) Travel to the "My Profile" menu item, located about halfway down the page in the light gray menu.

The screenshot shows the "My Profile" page on the WLA MemberClicks website. At the top is a teal search bar with the text "Search our site" and a "Search" button. Below this is the WLA logo, which consists of a stylized "WLA" in orange and blue, followed by the text "WISCONSIN LIBRARY ASSOCIATION". To the right of the logo is a "Log Out" button. Below the logo and button is a teal navigation bar with the following menu items: HOME, ABOUT US, EVENTS & CONFERENCES, LEGISLATIVE, AWARDS & SCHOLARSHIPS, UNITS, FOR MEMBERS, and FOUNDATION. Below the navigation bar is a large banner with a dark background and the text "HELLO my name is" and "Hannah R Bunting Wisconsin Library Association". Below the banner is a light gray menu with the following items: My Profile, Member Directory, Event Calendar, and Community Forum. The "My Profile" item is highlighted with a red box. Below the menu is a "Welcome to the Members-Only area!" message with the URL "https://www.wisconsinlibraries.org/my-profile-". At the bottom right, there is a "Quick Links" section with buttons for "WLA Home", "WLA Blog", "My Profile", "Join", "Renew", "Member Directory", and "Library Jobs Board". Below the "Quick Links" section is an "Announcements" section with the text "Don't Miss Out on WLA".

3) Travel to the “E-lists” menu item located under the “My Features” menu item.

The screenshot shows the top navigation bar with a search box and a 'Log Out' button. Below the navigation bar is the WLA logo and a main menu with items: HOME, ABOUT US, EVENTS & CONFERENCES, LEGISLATIVE, AWARDS & SCHOLARSHIPS, UNITS, FOR MEMBERS, and FOUNDATION. The 'My Features' dropdown menu is open, showing options: Circles, Photos, and E-lists. The 'E-lists' option is highlighted with a red box. The user profile for Hannah R Bunting is visible, showing a post from 1 hour ago and a 'My Status' section.

4) Toggle on the “Subscribe” button located to the right of the Unit name you’d like to subscribe 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.*

The screenshot shows the 'E-lists' page with a table of units and their subscription status. The 'Association of Wisconsin Special Librarians | AWSL' unit is highlighted with a red box. The table has columns for 'E-list Name', 'Subscribed', and 'Email Delivery'. The 'Subscribed' column has a green 'ON' button and a toggle switch. The 'Email Delivery' column has a green 'ON' button and a toggle switch.

E-list Name	Subscribed	Email Delivery
1 WLA Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alumni SIG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Association of Wisconsin Special Librarians   AWSL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community for Open WI SIG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Government Information SIG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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