

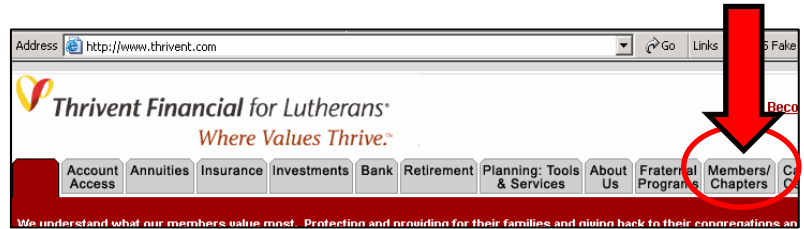
How to Create a Chapter Mailing

Step-by-step guide

Through the Chapter Mailing Service, chapters can send four chapter member newsletters per year, one election invitation per year, and an unlimited number of chapter activity and Thrivent Builds postcards and congregational coordinator newsletters per year, free of charge.

STEP 1

- ☑ Go to www.thrivent.com and click on **Members/Chapters**.
- ☑ On the Login page, type your User ID and Password and click **Login**. *Note: If this is your first visit to Members/Chapters, click **Register Now** and follow the prompts to register.*
- ☑ Chapter leaders: On the Members/Chapters page, click **Chapter Leaders Only**. Then click **Administration Menu**, and **Manage Chapter Newsletters**.



Thrivent Builds chapter specialists: On the Members/Chapters page, click **Thrivent Builds Leaders Only** and then **Thrivent Builds Chapter Mailings**.

*Note: A "Security Alert" message box may appear depending on your computer settings. Click **Yes** to proceed.*

STEP 2

- ☑ On the Manage Chapter Newsletters page, click **Guidelines/Examples/Suggestions** and **Step-By-Step Guide**.
- ☑ Carefully read and review the guidelines and step-by-step instructions. If desired, print for future reference.
- ☑ When you're finished reviewing the guidelines and instructions, close those windows to return to the Manage Chapter Newsletters page.
- ☑ Click **?Help** located at the upper right corner of the screen for instructions and tips for using this page.

Manage Chapter Newsletters ? Help

You have submitted 0 of 4 newsletters for 2006.

After you submit your mailing request to Thrivent Financial, it will be printed and mailed within three to eight business days. You will receive an e-mail confirmation as soon as the request is placed into the approved status, and it will immediately be posted to your chapter Web site. The election invitation, activity postcard, and Thrivent Builds postcard requests will be mailed first-class, and members should receive these mailings within one to two weeks of submitting your request. Other requests will be mailed at the nonprofit rate and may take longer--U.S. Postal Service delivery rates vary in different parts of the country. Base the estimate of when members will receive your mailing on prior delivery time cycles that you have experienced in your area.

[Create a new mailing](#)

View Newsletter / Status	Print Preview	Update Newsletter	Type of mailing	Submit for Approval	Delete Newsletter	Updated / Submitted By	Last Updated	View Mailing Options
September 2004-cong coord Returned to Leader Comments	Preview	Update	Two page newsletter Change Type	Submit	Delete	Peter Grund	06/27/2005	Congregational Coordinators Details
Golf Fore Kids Benefit Returned to Leader Comments	Preview	Update	Activity announcement Change Type	Submit	Delete	Peter Grund	06/22/2005	Entire Chapter Details
November 2004-members			Four page			Peter		Entire Chapter

[Download Adobe Acrobat Reader \(needed to preview newsletter\)](#)

Done

*Note: You can click **Done** at any time to go back to your Administration home page.*

STEP 3

- On the Manage Chapter Newsletters page, click **Create a new mailing**.

Important: The recommended browser for use with the Chapter Mailing Service is **Internet Explorer 5.0 or higher**. Full functionality may not be available with other browsers such as Netscape or a lower version of Internet Explorer.

Manage Chapter Newslet

You have submitted 0 of 4 newsletters for 2006.

After you submit your mailing request to Thrivent Financial, it will **three to eight business days**. You will receive an e-mail confirmation into the approved status, and it will immediately be posted to your chap invitation, activity postcard, and Thrivent Builds postcard requests will b should receive these mailings within one to two weeks of submitting you mailed at the nonprofit rate and may take longer--U.S. Postal Service of the country. Base the estimate of when members will receive your ma that you have experienced in your area.

View Newsletter / Status	Print Preview	Update Newsletter	Type of mailing	Submit for Approval	Delete Newsletter
September					

- On the Add a Mailing page, the available types of chapter mailings are displayed. Click on the layout you would like for your mailing (Two-page Newsletter, Four-page Newsletter, Activity Announcement Postcard, Election Invitation or Thrivent Builds announcement postcard).

Note: The following steps and screens are for the "Two-page Newsletter" or "Four-page Newsletter" mailing options. The steps and screens for all other mailing options are comparable to these.

Add a Mailing ? Help

Click on the layout graphic you would like to use.

Layouts

Two page newsletter Four page newsletter Activity announcement postcard

Election invitation Thrivent Builds announcement postcard

Cancel

STEP 4

For two-page or four-page newsletters:

- On the Add/Update Newsletter page, type the newsletter name.

Note: Only you will see this name to help you identify this newsletter. Make sure to include the date.

- Type the newsletter title.

Note: This will show at the top of your newsletter.

- Type the headline for article 1 and select either **Left** or **Center** justification for how the headline is aligned on the page.

- Click the **Save**** button at the top of the screen. A message will be displayed saying, "Newsletter Saved Successfully."

Add / Update Newsletter ? Help

[Download Adobe Acrobat Reader \(needed to preview newsletter\)](#)

This newsletter will be sent to all of your chapter members unless specified under Mailing Options. Use Print Preview to verify the length of your newsletter.

Save Common Articles Mailing Options Change Layout Print Preview Manage Chapter Newsletters Home

Enter the name for newsletter: August 2006 (required)
(This will not be displayed as part of your newsletter.)

Enter the title for newsletter:
Oakland County Chapter of Thrivent Financial Newsletter, August 2006

Enter the headline for article 1:
Chapter leadership board

Justification: Left Center

****Important:** Continue to **Save** your newsletter often to assure that your data is stored. **Saving does not** submit your newsletter to the Operations Center. It only saves (stores) your additions and changes.

STEP 5

- ☑ On the Add/Update Newsletters page, click **Common Articles**.
- ☑ Review and use all or part of the articles and terms available by clicking on the specific link. Articles are available for chapter member and congregational coordinator mailings (including Thrivent Builds).
- ☑ Use the 'copy and paste' features of your computer to copy text from the Common Articles page into your newsletter articles (see Step 6 for more details).

*Note: Click **?Help** on the Common Articles page for help in copying and pasting text from Common Articles into your newsletter.*

- ☑ Click **Close Window** at the bottom of the page.

Common Articles ? Help

[Printer Friendly](#)

To help you provide accurate content about Thrivent Financial for Lutherans, its chapter system and chapter Care programs, prewritten paragraphs of various chapter-related topics and descriptions of common chapter terms have been prepared that you can copy and paste into your chapter newsletters.

Feel free to use those paragraphs that will help you communicate information you'd like to send to your chapter members. In many cases, you may want to combine paragraphs to help convey your message. In other cases, you may only need to use part of a prewritten paragraph. [Information in brackets should be replaced with appropriate information.]

TIP: Feel free to use wording from Chapter News or CHIP regarding policies/guidelines members should know if they are participating on chapter service teams.

If there are other chapter-related topics where a prewritten paragraph would be helpful, please [E-mail us](#).

Articles	Chapter Terms
<p>Below are sample paragraphs you may want to use in your newsletter regarding various chapter-related topics.</p> <p>Chapter Member Newsletters</p> <ul style="list-style-type: none"> • Benefits of Membership <ul style="list-style-type: none"> ◦ Benefits to enhance quality of life • Care Abounds in Communities® <ul style="list-style-type: none"> ◦ Use Care Abounds in Communities® to help others ◦ Funding provided through Care Abounds in Communities® ◦ Show you care for your community ◦ Tool for getting a community service team started ◦ ABC 1-2-3 ◦ Funds available to help others through volunteer service • Care in Congregations® <ul style="list-style-type: none"> ◦ How to help your congregation • Chapter Changes <ul style="list-style-type: none"> ◦ New Chapter Name - Same Opportunities to Help Others • Chapter Web Site <ul style="list-style-type: none"> ◦ Your chapter Web site • Congregational Coordinator/Chapter Leader Recruiting Message <ul style="list-style-type: none"> ◦ IMAGINE what a difference you can make! ◦ Who Wants to Help Determine Funding for Those in Need? • Elections <ul style="list-style-type: none"> ◦ Your Vote Matters! ◦ Please vote for next year's chapter leadership board ◦ Chapter Leader Template (ballot) • Financial Representative Recruitment Message <ul style="list-style-type: none"> ◦ Who Values Your Opinion ◦ Review your needs as a Thrivent Financial member 	<p>Following is a list of key chapter terms and their definitions in alphabetical order. These may be helpful as you describe elements of the chapter system and the chapter Care programs in your newsletter. In addition, please see the Glossary in CHIP, the online chapter resource guide in the Chapter Leaders Only section in the Members/Chapters area of thrivent.com, for official definitions of other chapter-related terms.</p> <ul style="list-style-type: none"> • Care Abounds in Communities® • Care in Congregations® • Care in Regions® • Chapter • Chapter leadership board • Chapter service teams • Community service team • Congregational service teams • Fund-raiser activity • Hands-on service activity • Lutheran Community Services (LCS) Team • Manager of Lutheran community services (MLCS)

STEP 6

- ☑ On the Add/Update Newsletter page, type or paste the text for article 1. Then select either **Left** or **Left and Right** Justification.

Note: You may want to add a blank line after your text for spacing.

- ☑ Type the headlines and text for the remaining articles.

*Note: Remember to click **Save** often.*

- ☑ After entering the final article, click **Save**.**

****Important:**

Saving does not submit your newsletter to the Operations Center. It only saves (stores) the additions and changes you've made.

Add / Update Newsletter ? Help

[Download Adobe Acrobat Reader \(needed to preview newsletter\)](#)

This newsletter will be sent to all of your chapter members unless specified under Mailing Options. Use Print Preview to check the length of your newsletter.

Save Common Articles Mailing Options Change Layout Print Preview Manage Chapter Newsletters Home

Enter the name for newsletter: (required)
(This will not be displayed as part of your newsletter.)

Enter the title for newsletter:

Enter the headline for article 1:

Justification: Left Center

Enter text for article 1:

Justification: Left Left and Right

Enter the headline for article 2:

Justification: Left Center

Enter text for article 2:

Justification: Left Left and Right

STEP 7

- ☑ On the Add/Update Newsletter page, click **Print Preview**.

*Note: Adobe Acrobat Reader is needed for Print Preview. Most computers already have this software installed. However, if you need this for your computer, click **Download Adobe Acrobat Reader** at the top of the screen.*

- ☑ Carefully proofread** your newsletter to assure that the information is accurate. Scroll down to the bottom of the last page to see if the text fits on the format you selected. You may want to print the mailing and ask someone else to help you proofread.

****Important: You are responsible for assuring that the information is accurate and the format and organization is appropriate.** This includes proofreading for accurate activity information, punctuation, spelling, grammar, names, titles, phone numbers, email addresses, dates, day of week related to date, etc. The Operations Center will not be proof-reading your newsletter for these items.

- ☑ Click the "X" in the upper right corner of the Print Preview screen to close this window.
- ☑ On the Add/Update Newsletter page, make changes or corrections to the article titles and text if needed. You can also change the current newsletter layout (2- or 4-page) by clicking on **Change Layout**. See Step 8 below for further instructions.
- ☑ Continue to use the **Print Preview** option to help you finalize your newsletter. Remember to click **Save** often as you make changes.

Add / Update Newsletter

[Download Adobe Acrobat Reader \(needed for Print Preview\)](#)

This mailing request will be sent to all of your chapter member households unless you select Mailing Options. **Note, the election invitation request does not include the Mailing Options because it will automatically be mailed to all chapter member households.

Use Print Preview to verify the length of your mailing request.

Save Common Articles Mailing Options Change Layout **Print Preview**

Enter the name for newsletter: (This will not be displayed as part of your newsletter.)

Enter the title for newsletter:

http://staging.lutheransonline.com/servlet/lo_ProcServ/dbpage=site...

File Edit View Favorites Tools Help

Thrivent Financial for Lutherans™

Newsletter for Thrivent Financial Members of the South Brown County Chapter Funds available to help others through volunteer service

Show your care for your community through an exciting Thrivent Financial program called Care Abounds in Communities™. Through this program, Thrivent Financial provides funding to support members like you who want to make a difference. Accessing supplemental funds for fund-raising efforts or funds to purchase supplies for hands-on service activities is easy through the chapter leadership board. Your first step is to form a community service team—a team of individuals from six separate Thrivent Financial member households that volunteers to conduct an activity to help individuals, families and/or qualified not-for-profit organizations. Then you can contact the chapter leadership board for more information and help.

For 2005, the South Brown County chapter has \$23,463 of funds available for Care Abounds in Communities activities. The chapter is accepting requests for activities. Requests for funding should be submitted a minimum of 45 days before the activity. Contact a chapter leader below for more information.

Who are your chapter leaders?

Your chapter's leadership board is listed below. If you see a need that can be met through your efforts, please contact one of us so we can let you know how the chapter can help you.

President: Michelle Burhite, 499-5509, mburhite@new.rr.com
Vice President: David Wentland, 337-0349, dwentland@coastalplanning.com
Records Director: Patti Leitermann, 532-4230, patti@laborers330.org
Financial Director: Carol Koomen, 864-7873, carolkoomen@aol.com
Congregational Service Team Director: Linda Hankermeyer, 863-5666, revralph@charter.net
Communications Director: Cathy Van Eperen, 532-4848, cathy.vanepere@thrivent.com

All members are invited to chapter leadership board meetings

The chapter leadership board meets once a month to discuss requests for activities and funding, and to discuss other chapter business. All members are invited to attend these meetings. We meet the first Tuesday of each month at 6:30 p.m. at Hope Lutheran Church, 700 South Superior St., DePere. All dates and times are subject to change, so please contact a leader to verify that the date, time and place are still correct.

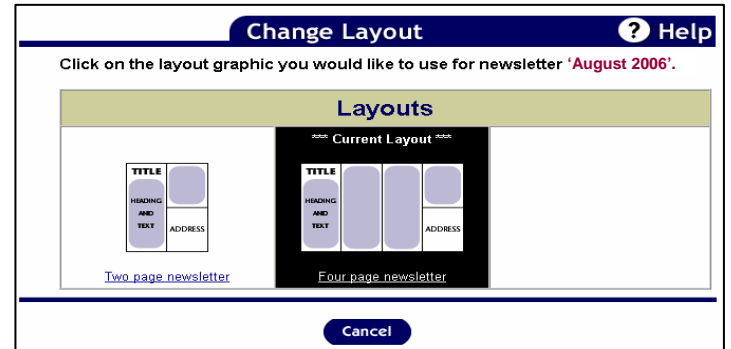
Take me out to the ballpark...Thrivent Financial for Lutherans Night at the Timber Rattlers

Mark your calendars for Friday evening, June 10, and join us for a fun night of baseball, fireworks and fellowship at Thrivent Financial for Lutherans Night at the Timber Rattlers. What a great chance to enjoy some baseball while getting to know other Thrivent Financial members. Please plan to attend this fun event with your family and friends. More details will be coming soon, but we can say there will be discounted tickets and a volunteer activity to help meet needs in our community.

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STEP 8 (Optional)

- ☑ To change the layout of your newsletter, click on **Change Layout** on the Add/Update Newsletter page.
- ☑ On the Change Layout page, the current layout is indicated. Place your mouse over the layout desired.
- ☑ Click on the layout desired. The layout is changed and you are taken back to the previous page.

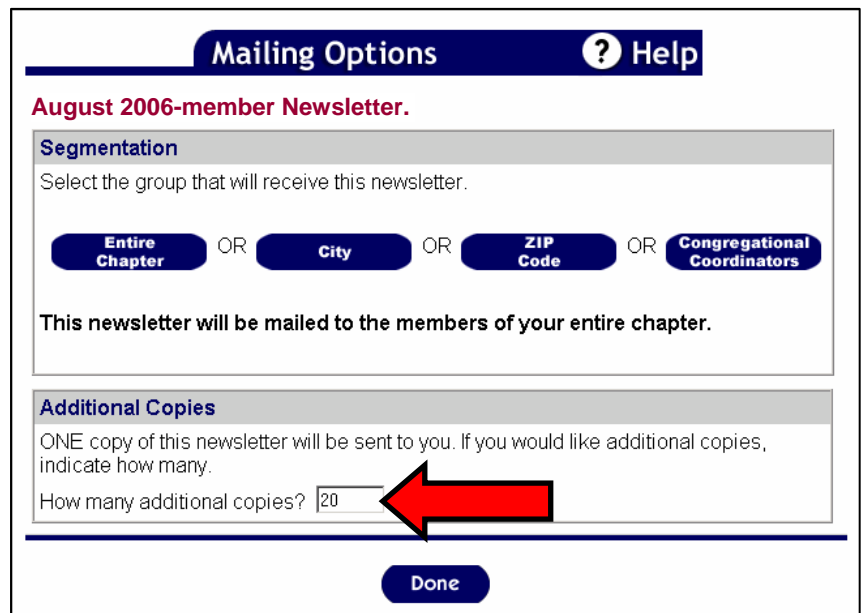


STEP 9

- ☑ On the Add/Update Newsletter page, click **Mailing Options**.

On the Mailing Options page, you will see that this newsletter will be mailed to the entire chapter (which is the default for every newly created newsletter).

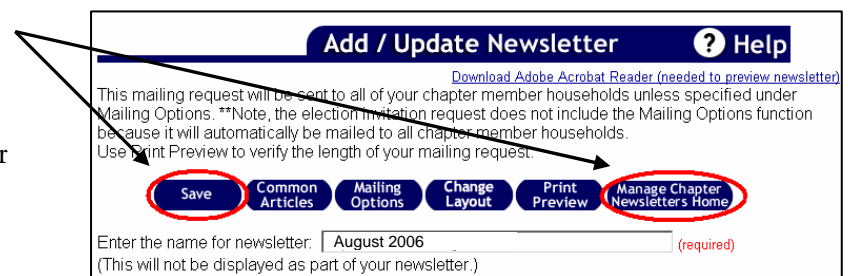
- ☑ To change mailing options and have this newsletter mailed to a targeted group, click **City, ZIP Code or Congregational Coordinators**. *Note: Click ?Help to get additional instructions.*
- ☑ To order additional copies of this newsletter, type the number wanted in the Additional Copies section. *Note: The additional copies will be mailed to the chapter leader who submits this newsletter.*
- ☑ Click **Done**.



STEP 10

- ☑ On the Add/Update Newsletter page, click **Save**** and then click **Manage Chapter Newsletters Home**. You will return to the Manage Chapter Newsletters page where your newsletter status will be "Saved."

****Important:** Clicking **Save** does not submit your newsletter to the Operations Center. You must return to the Manage Chapter Newsletters Home page where you can submit your newsletter (see Step 11).



STEP 11

Now it's time to submit your mailing!

- ☑ On the Manage Chapter Newsletters page, locate the mailing you want to submit, click **Submit** and then click **OK**. A message will be displayed saying your mailing was submitted successfully.
- ☑ After submitting your mailing, the status will change from "Saved" to "Submitted for Approval (current date)."

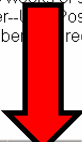
Important: The Operations Center will then approve, deny or return your mailing, and an automated e-mail message is sent to the leader who submitted the newsletter with specific instructions on how to proceed.

- ☑ Check back in three days to confirm that the mailing was approved. The status will be displayed as "Approved."

Manage Chapter Newsletters ? Help

You have submitted 0 of 4 newsletters for 2006. [Guidelines/Examples/Suggestions](#)
[Step-By-Step Guide](#)

After you submit your mailing request to Thrivent Financial, it will be printed and mailed within three to eight business days. You will receive an e-mail confirmation as soon as the request is placed into the approved status, and it will immediately be posted to your chapter Web site. The election invitation, activity postcard, and Thrivent Builds postcard requests will be mailed first-class, and members should receive these mailings within one to two weeks of submitting your request. Other requests will be mailed at the nonprofit rate and may take longer--but Postal Service delivery rates vary in different parts of the country. Base the estimate of when members will receive your mailing on prior delivery time cycles that you have experienced in your area.



» [Create a new mailing](#)

View Newsletter / Status	Print Preview	Update Newsletter	Type of mailing	Submit for Approval	Delete Newsletter	Updated / Submitted By	Last Updated	View Mailing Options
September 2004-cong coord Saved	Preview	Update	Two page newsletter Change Type	Submit	Delete	Peter Grund	06/27/2005	Congregational Coordinators Details
Golf Fore Kids Benefit Returned to Leader Comments	Preview	Update	Activity announcement Change Type	Submit	Delete	Peter Grund	06/22/2005	Entire Chapter Details
November 2004-members Returned to	Preview	Update	Four page newsletter Change Type	Submit	Delete	Peter Grund	05/10/2004	Entire Chapter Details
August 2004 Submitted for Approval 03/02/04	Preview		Four Page			Peter Grund	03/02/04	Entire chapter Details
August 2004 Approved 03/02/04	Preview		Four Page		Delete	Peter Grund	03/02/04	Entire chapter Details

Questions? The Fraternal Service Center staff is available to answer your chapter-related questions. To speak with a staff member or leave a message, call **1-800-236-3736** or send an e-mail to fraternal@thrivent.com.