**Fr. Hennepin Provence** 

Brother Navigator,

Have you ever wished for a **Direct Mail Label listing**  for 3rd Degree members in the Councils your Assembly supports..??

Try this..

1/ With the help of the **Council Grand Knight**, or the **Council Financial Secretary** , or even **the District Deputy** that supports your target Council, ask for a Member Roster from Supreme in **Excel** format.

2/ Select all the columns you do **NOT** need and Delete them, leaving **ONLY** the Columns that have the **FIRST & LAST NAME, ADDRESS, CITY, STATE, ZIP, THIRD DEGREE,** and **ASSM** data.

3/ Now select and delete all Members that are already 4th Degree members.

4/ Select and Delete all Members that are **NOT** 3rd Degree members.

5/ Save this file as: **Council xxxx Mailing data**.

Now open **Microsoft Access**

1/ Create a new Blank database.

2/ Under **External Data,** select Excel.

3/ Navigate to your file (Council xxxx Mailing data) and import it.

4/ Under **Create,** select Labels.

5/ Follow the steps listed to create your mailing labels.

If you need help creating the Labels, you can email your **Council Mailing data** to aarrdy@sbcglobal.net
and they will be generated and returned to you. You can then print them out on Avery 8460 label paper.

That’s all there is to it.

Best,
SK Ken Watterson
Provincial Webmaster