



Ten Mile Lake Association Newsletter

Special Edition Winter 2018

Dedicated to the Preservation and Improvement of Ten Mile Lake and its Environment

The Anchor Update and User's Manual

As of Valentine's Day we have 500 of our approximately 600 members registered in the system. Thanks to all of you who signed up online!

We are preparing for publication of the **2018 Directory**. If you have not yet paid your dues, please either go to the website and click on the Anchor button on the home page and then log in to the Anchor, or mail in your information and dues check today.

- You may pay your dues online after logging into the Anchor, or
- If you **DO NOT WANT TO PAY ONLINE**, mail in a check to: TMLA Membership, P O Box 412, Hackensack, MN 56452.

The deadline for the 2018 Directory is March 25th 2018.

You must pay your dues by then or you will not be included in the printed **2018 Ten Mile Lake Directory**.

Questions? Contact Annie, membership@tenmilelake.org, 218-429-1164.

If you filled out the online form and you have paid your dues, you will receive an email with a link to The Anchor sign-in page. Type in your email address as your username, and then decide on a password. Type it in and click on Log In.

This Special Edition Newsletter is an instruction manual for the new membership system. While it may seem overwhelming, please keep in mind that you usually only need one single part or another to solve whatever problem you are having. Just keep this document on hand, and when you get stuck, or want to know how to change something, take it out and find your answer.

Most things in this system are fairly intuitive – easy to figure out by just looking. But there are lots of little nooks and crannies, and some areas that are not yet functional. So...**tuck this newsletter under your keyboard or pin it on your bulletin board and when you get stuck, check it out.**

The Anchor

Once you have set up your username and password and accessed The Anchor section of the website, you will find the following tabs on the left side of your screen:

- Home
- My Info (listed in two places)
- Subscriptions
- Events
- Directory Listings
- Resources
- Active Member Directory

What follows is a description of each available area, how to change the information found there, and how to use what you find. I have used my membership as an example throughout.

Home- When you enter your **username and password and click on Log In**, this is the screen that will appear. It will indicate that you are logged in under your name, and there is a welcome message with a list of options available to you. The next few upcoming events on the TMLA Calendar are listed on the upper right.

Logged in as Annie Swanstrom
My Info »

Home

Subscriptions

Events

My Info

Directory Listing(s)

Resources

Active Member Directory

Welcome to your Ten Mile Lake Member Connection & Resource Center!

First, thank you for becoming a Member of the Association. It is your enthusiasm and love of our lake that fuels the work of the Association. Many of you are volunteers. Many of you make donations well beyond your dues. Many of you have sent us great suggestions to make this Association one of the best in the state. Thank you!

We hope you will make the most of the Anchor site. Once you are signed in you should FIRST check your personal information and update it. Then you can:

- Find up-to-date Association Directory information (find a friend!)
- Check the calendar for upcoming events (and even register!)
- Pay your dues on-line in the Account area (reminders will be sent automatically and your history is saved!)
- Return to update your personal information whenever something changes.

If you have questions about the Anchor, please let us know. We love hearing from you!

Email: association@tenmilelake.org

Ten Mile Lake Association
membership@tenmilelake.org

UPCOMING EVENTS

Thursday, May 17, 2018 4:00:00 PM	Communication and Technology Committee Meeting	Ten Mile Lake Association
Saturday, May 19, 2018 9:00:00 AM	TMLA Board Meeting	Ten Mile Lake Association
Saturday, June 16, 2018 9:00:00 AM	TMLA Board Meeting	Ten Mile Lake Association
Saturday, July 21, 2018 9:00:00 AM	TMLA Board Meeting	Ten Mile Lake Association

REFER OTHERS

Do you know someone who would benefit from being a part of Ten Mile Lake Association?

[Refer them today!](#)

My Info - Clicking on this link (or the same link above by your name) will bring you to an area where you can enter and edit your personal information. There are seven tabs across the top: **Contact Info, Membership, Account, Related Organizations, Related Families, Related Contact and Refer Others**. Clicking on each

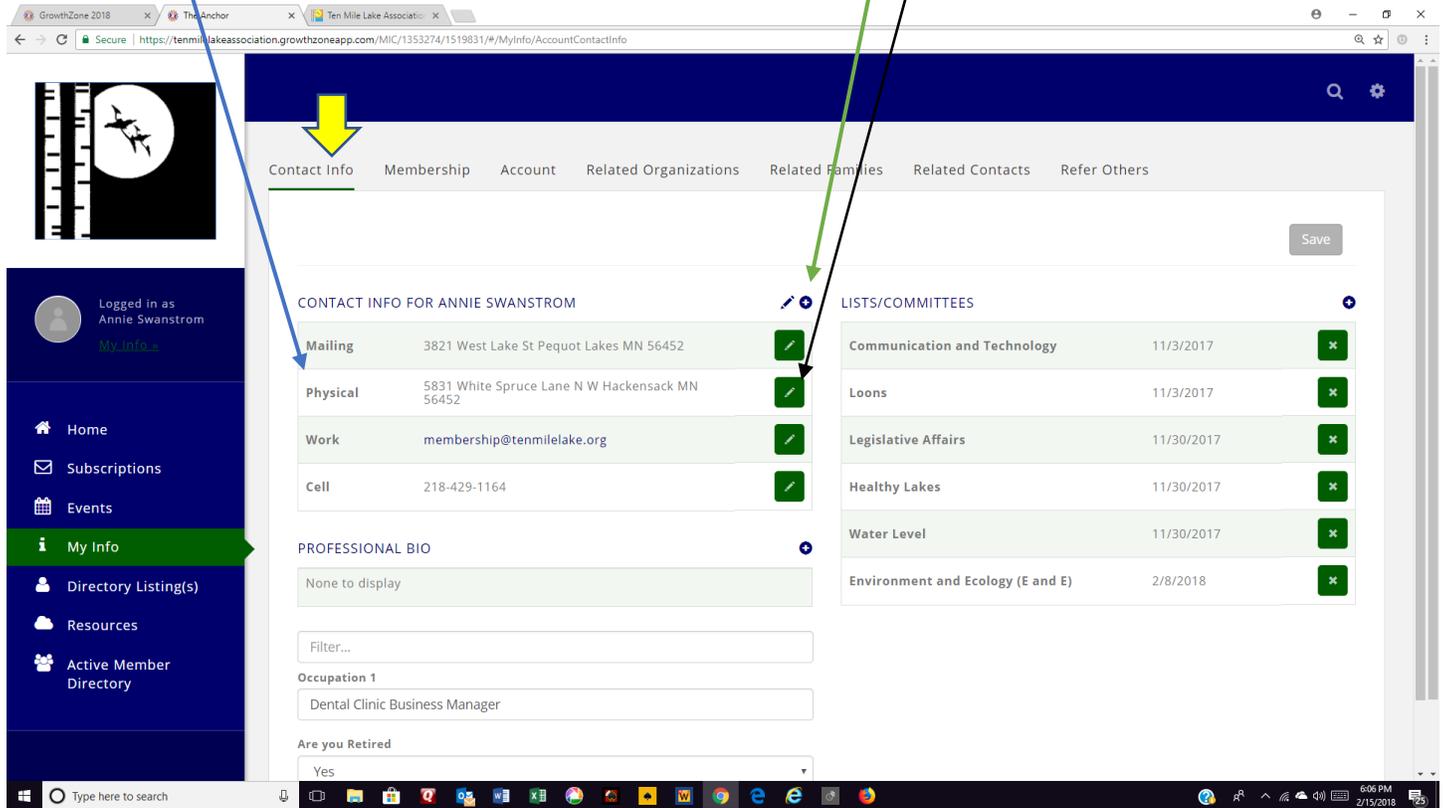
tab accesses a page (or several pages) with more information on it. The following is an explanation on those pages.

Contact Info-this area shows your **mailing address** (that's your permanent residence if you don't live on TMLA full-time), your **physical address** (the location of your summer cabin), and any email addresses and phone numbers you want available to members. To edit this area, click on the pencil icon to the right of the item you want to change. To add more info to this area, click on the plus sign icon to the right of your name.

Click on the plus sign by the appropriate field and start typing – the system will recognize if you are entering an email address, your website or a phone number. **You may enter as many numbers and addresses as you choose** – just click on the plus icon again, and a new field will appear for you. To delete a line click on the X.

(You may ignore the fields marked USAGE and NOTE – we are not using those).

Please note: it is critical that we have an off-season mailing address for everyone. If you do not live on Ten Mile Lake year-round, make sure you enter both your cabin address and your home address.



In the Lists and Committees area on the right, clicking on the plus will give you a list of TMLA committees. You may choose which committees you want to “follow”; when there is information or an event involving that committee you will be notified. You can edit your choices at any time. Use the X to delete a committee.

Membership-This area shows your membership status. If you have not paid your dues it will say Inactive. Many of you who have paid did not indicate which type of membership you wanted, so I made educated guesses. If you would like to change your membership type I will need to do it for you – you cannot edit this page. Here are the membership types and descriptions. If I have categorized you incorrectly, let me know at

membership@tenmilelake.org

- o **\$40 Category A** - Property owner and spouse/partner, dependent children under 18 and parents who previously owned this property. This membership is entitled to one vote at the TMLA Annual Meeting in August and has password privileges. You may choose Family or Individual.
- o **\$40 Category B** - Adult children of Property owners and spouse/partner and their dependent children under 18. This is a voting membership and has password privileges. You may choose Family or Individual.
- o **\$40 Category C** – General public, relatives, friends and visitors. This is a non-voting membership, and has no password privileges. You may choose Family or Individual.

NEW THIS YEAR

- o **\$10 NEW 2017-18 only Category B** - If you were a dependent child on your parent's membership but are now over 18 and no longer on their membership, you and your spouse/partner and dependent children under 18 can become members again for this **introductory rate of only \$10**. Parents – this makes a great holiday or birthday gift for your adult kids who may have dropped off our mailing list. This is a non-voting membership but does have password privileges. You may choose Family or Individual.

The screenshot displays a web application interface for membership management. The main content area features a table with the following data:

Membership	Status
Category A -Family	Active

The navigation menu includes: Contact Info, Membership (highlighted with a yellow arrow), Account, Related Organizations, Related Families, Related Contacts, and Refer Others. The left sidebar shows the user is logged in as Annie Swanstrom and provides links to Home, Subscriptions, Events, My Info (highlighted), Directory Listing(s), Resources, and Active Member Directory.

Account – This area will show your financial transactions with TMLA. At the top you will see your membership status again – so you can check and see if you have paid your dues yet – and the date and amount of your next membership dues notice. The Payment Profile field is where you can add, delete or change your credit or debit card information. At this time, we are not set up for direct bank account debits, but we will be in future. This is where that can be set up as well. Click on the plus button to edit any time you want to add, delete or change your credit or debit card.

Account

SCHEDULED BILLING ITEMS

Description	Frequency	Next Bill Date	Quantity	Price	Payment Profile	Bill Contact Name	Membership Name	Actions
Category A	Annually	9/1/2018	1.00	\$40.00		Annie Swanstrom	Category A -Family	
Category A	Annually	9/1/2018	1.00	\$40.00			Category A -Family	

PAYMENT PROFILES

None to display

BALANCES

Balance	Credit Balance	Open Invoice Amount
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00

OPEN INVOICES

Type	Transaction Date	Reference Number	Detail Items	Amount	Balance	Actions
None to display						

As you page down through this window you will come to a list of invoices and payments. Your donation history will also be listed here.

My Info

OPEN INVOICES

Type	Transaction Date	Reference Number	Detail Items	Amount	Balance	Actions
None to display						

BILLING HISTORY

Type	Transaction Date	Reference Number	Detail Items	Amount	Balance	Actions
Invoice	11/3/2017	108	\$40.00 Category A	\$40.00	\$0.00	Actions
Payment	11/3/2017	ch_BhZ0MvjYBksIVT	\$40.00 108	\$40.00	\$0.00	Actions
Invoice	10/27/2017	13	\$40.00 Category A	\$40.00	\$0.00	Actions
Payment	10/27/2017	Via PayPal	\$40.00 13	\$40.00	\$0.00	Actions

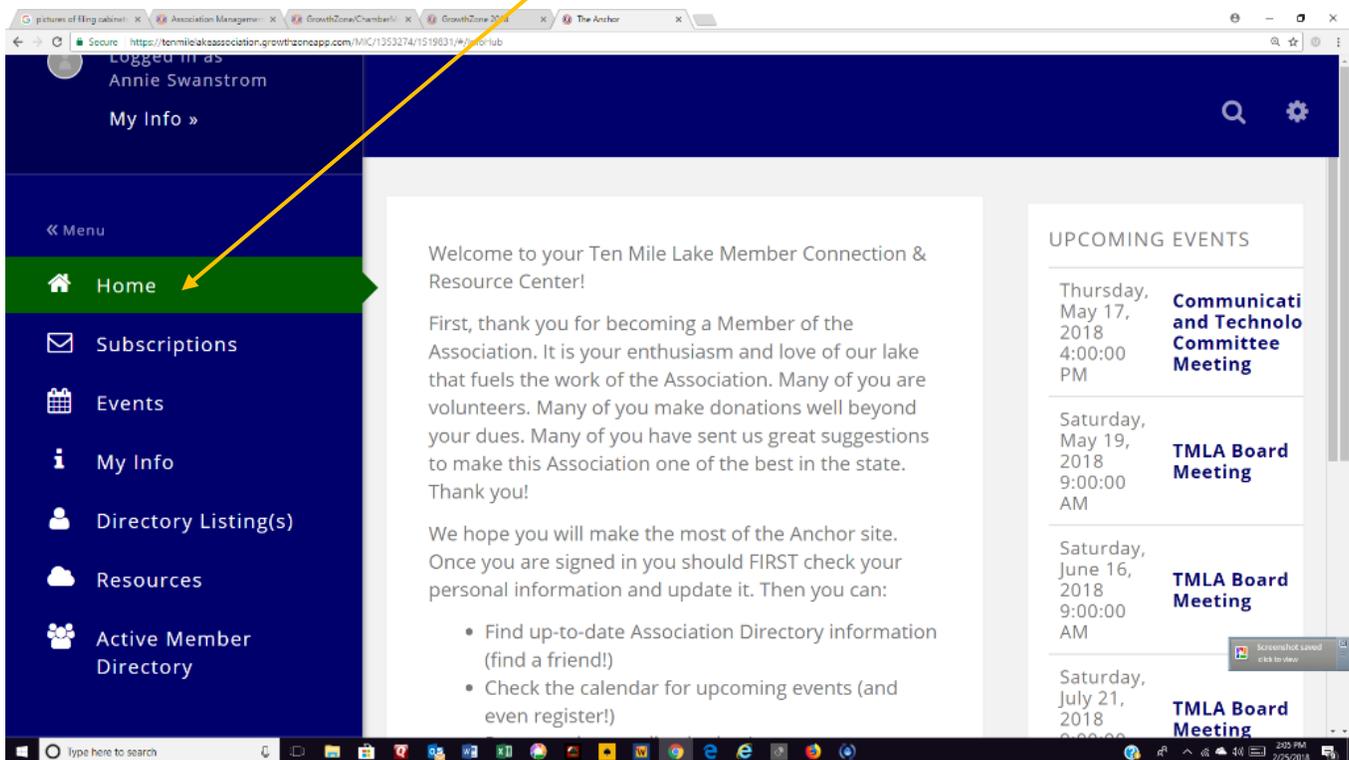
This can be confusing – this system was not originally designed for direct sales so we have gone through several updates and changes since October in our planning and design. In some cases it may appear that charges and invoices are wrong or incomplete. This is an artifact of updating a financial system. Since money is involved there are strict rules about changing invoices and payments. Some of our earlier errors or inconsistent programming could not be deleted so instead were credited or debited again.

Example: mine appears to have two invoices and payments. This is because I incorrectly added my payment as Paypal but it was actually a credit card. I didn't discover the error during the short period of time when I was allowed to delete and start over. As a result, adding the correct info caused a double invoice and payment. As time passes these old errors will drop off and the new accounting data will remain. Contact me if you think there is a serious problem with your account – but I have reviewed every account, and the books balance. I apologize for any confusion or concern this may cause. Please contact me if you want more information.

The last four areas available in this section are Related Organizations, Related Families, Related Contacts, and Refer Others. We are not using these areas at the current time. You can change and edit the data in these fields **but I would prefer that you didn't.** I cannot turn them off, but we are not entirely done with formatting the way these pages perform. Input from some of you has caused unexpected issues with family connections – please wait until we complete these areas.

If you want people to know your connection to other TMLA families, or your TML history, you can do that, as I have done, in Edit Directory Listing, see later in this article.

Now – if you return to the home page by clicking on Home in the blue bar on the left we can move on to the rest of the system.



Subscriptions—Click on this to pick your options for electronic or paper newsletters and the TMLA Directory, and email alerts and updates. As noted on this page, we must have an email address on file if you choose any electronic items. There is a dropdown arrow on the far right. Choose the email address to which you want these items sent. You can change your options, or address, at any time.

Subscriptions

Email Address
membership@tenmilelake.org

Subscriptions

<input type="checkbox"/>	List Name	Description
<input checked="" type="checkbox"/>	Email Newsletter Only	Receive TMLA Newsletter by email only - we must have your email address
<input type="checkbox"/>	Print Newsletter Only	Receive TMLA Newsletter on paper through regular mail
<input type="checkbox"/>	Print Directory Only	Receive only the printed TMLA Directory, mailed every other year
<input checked="" type="checkbox"/>	Email Directory Only	Use the online directory, available online and updated daily - we must have your email address
<input checked="" type="checkbox"/>	Email Safety Alerts	Receive emails regarding safety issues such as weather, crime and other events - we must have your email address
<input checked="" type="checkbox"/>	Email Legislative Alerts	Updates concerning legislative actions that impact TML and its environment - we must have your email address
<input checked="" type="checkbox"/>	Email Updates	Updates on TMLA business, sent after every board meeting - we must have your email address

Events – The next few months of TMLA events will be listed here. You may search for particular days, or for events not visible, in the search bar at the top. In future you will be able to add events, which will be published after approval by the relevant committee chair or officer.

Search...

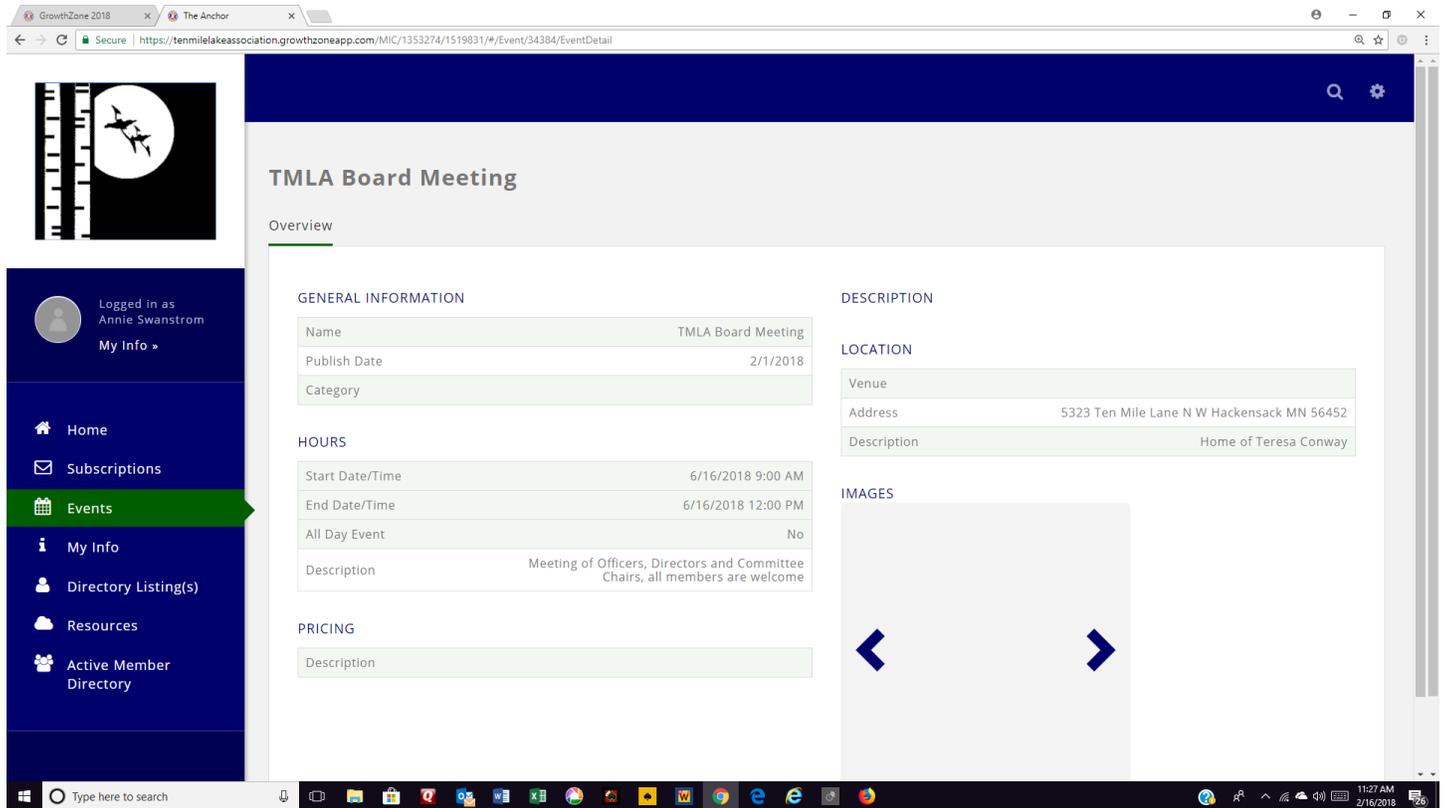
Future Customize Results...

StartDateBetween: between 2/15/2018 and 12/31/2027 [Clear All]

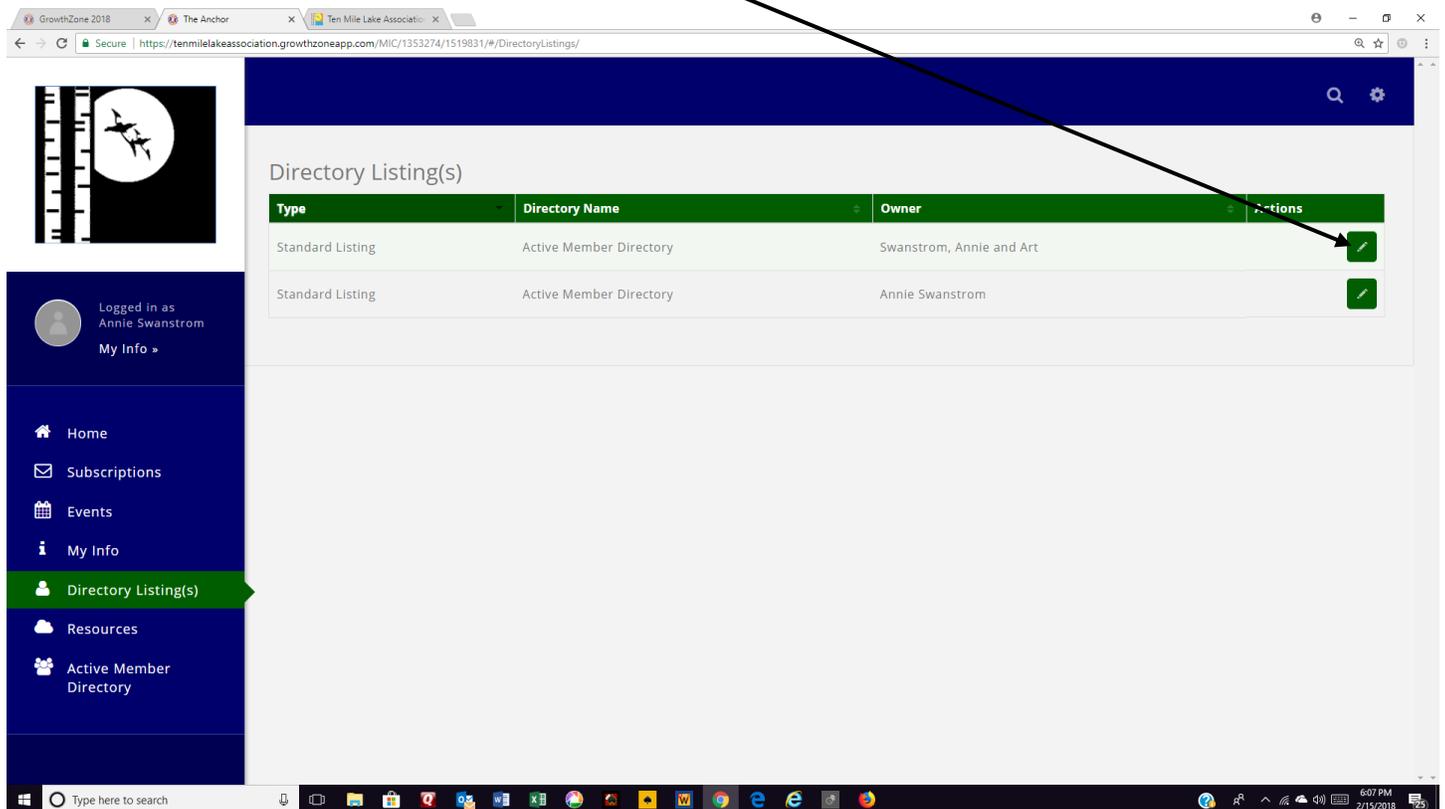
Add New Event

Event Name	Start Date	Description	Actions
Communication and Technology Committee Meeting	5/17/2018	All committee members are invited to attend	
TMLA Board Meeting	5/19/2018	Meeting of Officers, Directors and Committee Chairs, all members are welcome	
TMLA Board Meeting	6/16/2018	Meeting of Officers, Directors and Committee Chairs, all members are welcome	
TMLA Board Meeting	7/21/2018	Meeting of Officers, Directors and Committee Chairs, all members are welcome	

If you click on the name of a scheduled item you are interested in, you will see more information, see below. In the future this area will include maps, directions and pictures. This is where you will soon be able to register for events online, and pay as well, if there is an event fee.



Directory Listings- This area shows what Directory listings you have. In the future you will be able to choose if you want to be listed as an individual, a family or both, as I am. Right now only standard listing is available – but we may add deluxe listings later with more info and pictures. You will be able to choose which you would prefer. You may edit your listing, or delete it, by clicking on the pencil icon to the right.



As I stated earlier, this is where you may add family names and history or other items in the available fields, as I have done below.

Alternative Display Name (Leave Blank if Same as Contact)
Annie Swanstrom

Short Description
My dad was Warren Goss, one of the founders of the TMLA.

Description
Our tiny cabin has been remodeled and rebuilt over the years but still includes the original one room that Elmer Gookin built in the 1930's.

Keywords

Categories
None Selected

Filter...

Cancel Done

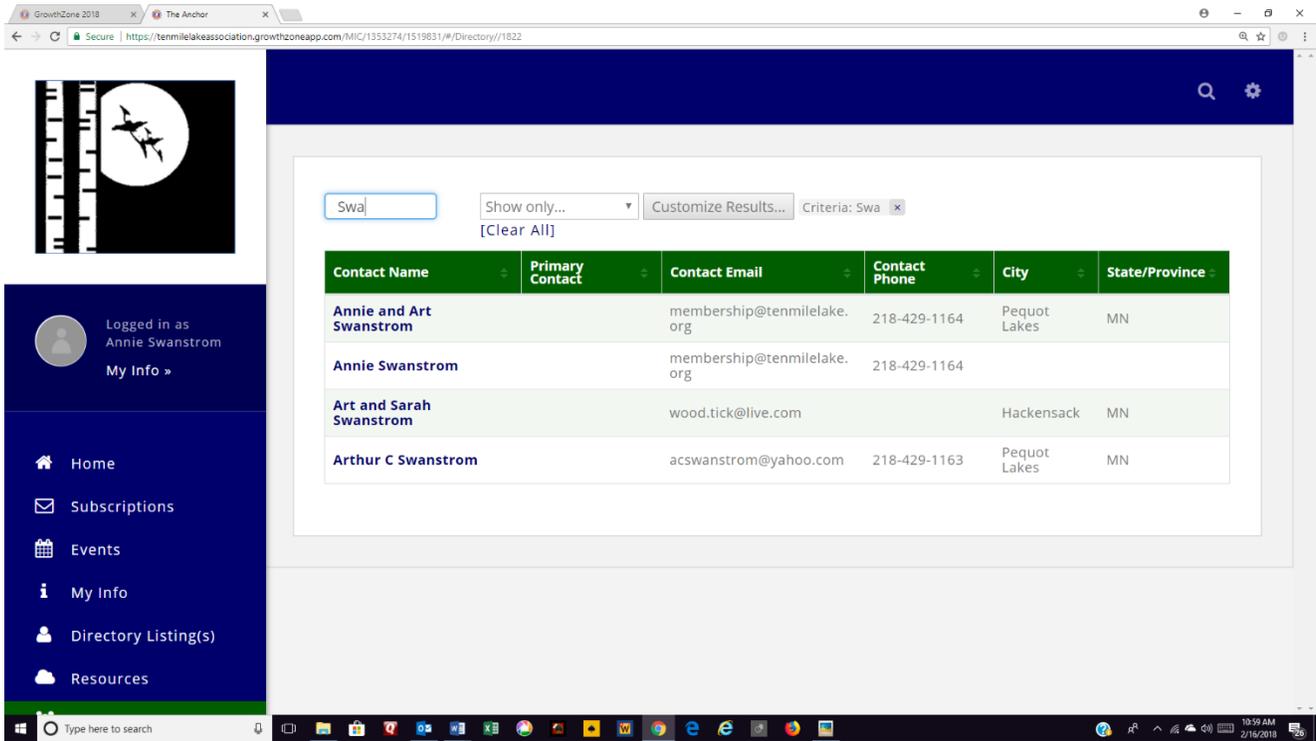
This is the appropriate spot for letting people know that even if I am now a Swanstrom, it is still the GOSS CABIN. I know many of you second and third generation neighbors feel that way too.

Resources - this area is for future use and is not yet active. Much of the information on our website will be moved here to be available only to members who have a username and password, not the general public.

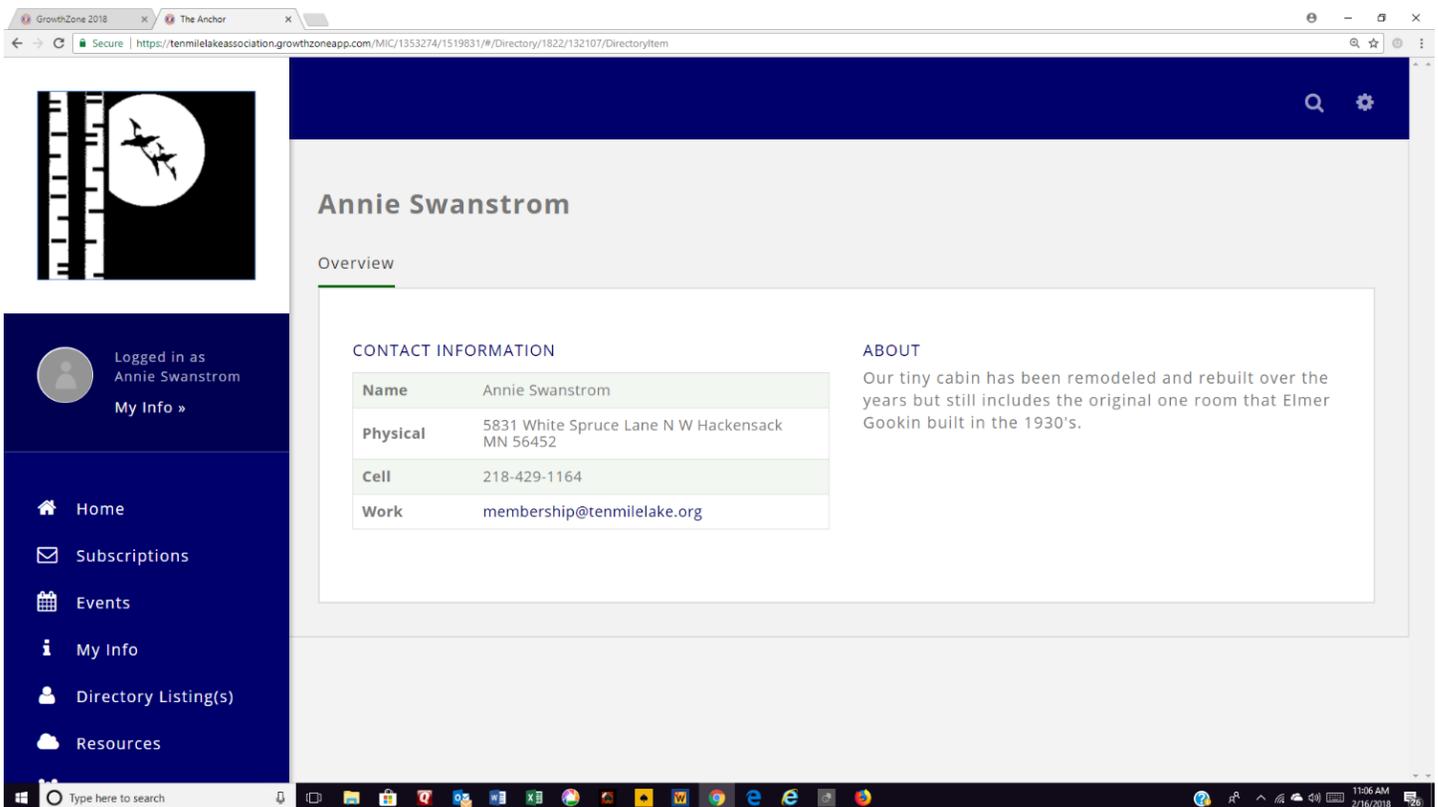
This will include items such as committee meeting agendas and minutes, financial reports and budgets, scientific data and reports and many of the archives which are now on the main TMLA website.



Active Members Directory – This is where you can find any member who has joined the TMLA and wishes to be in the Directory. Click in the search area and start typing a name. You will get a dropdown list of all members whose names meet the criteria you have typed. The more you type the shorter the list will get. You can search by first name or last name or nickname, although if we don't have the nickname on file that might not work.



For more info click on the person's name and you will get an expanded area of information, see below.



That's it for now. As new items become available we will let you know. As you can see, the main purpose of this system is to allow members to control their own information. If you want all your initials included, or not, if you want your pre-marriage family name listed, if you want your nickname included, if you want to connect yourself to other TML families – you can arrange your listing however you want it to appear. If you move or change email addresses or add family members – you can decide for yourself what you want listed.

Note: I have changed some family last names by adding first names. Example: Brandts. There are so many Brandts on the lake that I needed a way to easily distinguish each family as I worked on them, so I listed them as Marty and Diane Brandt, and Tom and Patty Brandt, etc. You can change it back to just your last name if you want. It was for my own convenience and ease of use as I was wading through 1200 names in 600 families while I set up the system.

You may decide to just have a family profile, with only one email address. There are drawbacks to this. If each family member has their own email address and password, each can select their own individual choices and options of committees to follow, emails to receive and paper vs. electronic media. But if your family is in agreement about those options, you can stick with one email address and password, and a family profile. Each family member can still be listed, they just won't receive emails through the system.

Having more than one email address per family does help me out when I get snail-mail or emails returned to me. A second address is another contact for me to use to find out what went wrong and correct it.

A word about donating to TMLA online....this is still under development, so it requires two steps:

- 1. Please sign into The Anchor first.**
- 2. Then exit from The Anchor and go to the Giving page. When you get to the box asking for your name, type in your last name. The system will provide a drop-down list for you - pick your name from the list. Your information will be filled in for you.**

We are working on correcting this to one-step ease of use. If you don't find your name immediately, try a variation, for example if your name is Bob - try Robert, or William - try Bill. **If you cannot find your name it's OK** – you can make a donation anyway, with your name as you want to enter it. The system will notify me that a non-member (a name it doesn't recognize) has made a donation. I will investigate and contact you if I need to. **(This is how non-members, or people not set up in The Anchor can donate as well).**

You may enter ANONYMOUS and the system will still post your donation. Unfortunately, if you do that you won't get a thank you or a tax receipt, and it will not appear in your record. If you would like to make an anonymous donation but still receive a thank you and tax receipt, contact me at membership@tenmilelake.org and I will make that happen.

Thank you to all the very generous members of the Ten Mile Lake Association who support our mission to protect this beautiful place.

Not Signed Into The Anchor Yet?

We are preparing for the new 2018 TMLA Directory – please help by signing into The Anchor on the TMLA Website (www.tenmilelake.org) and paying your dues **before March 25th 2018**.

If you prefer to remain computer-free, contact the Membership Coordinator

Annie Swanstrom, 218-429-1164, membership@tenmilelake.org, 3821 West Lake St, Pequot Lakes, 56472.

Whether you are signed into the Anchor or not, we would like to make sure the new Directory is accurate and complete.

These new obituaries are now listed on the
TMLA website – www.tenmilelake.org

Richard Garbisch

Richard Gaskins

Alice Pewick

Ruth June “Judy” Macklin