Creating a Mail List
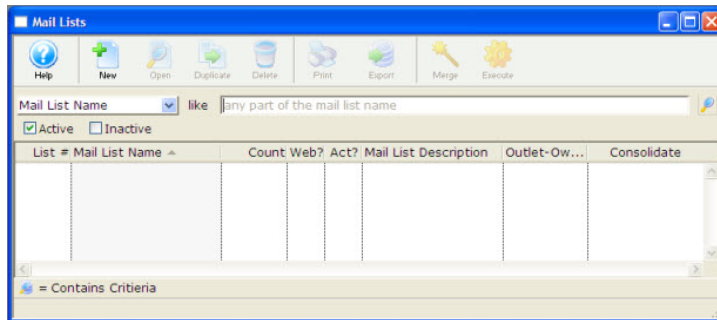
This example is the same as in the Mail List SCREENCAST for a Mail List of current subscribers.
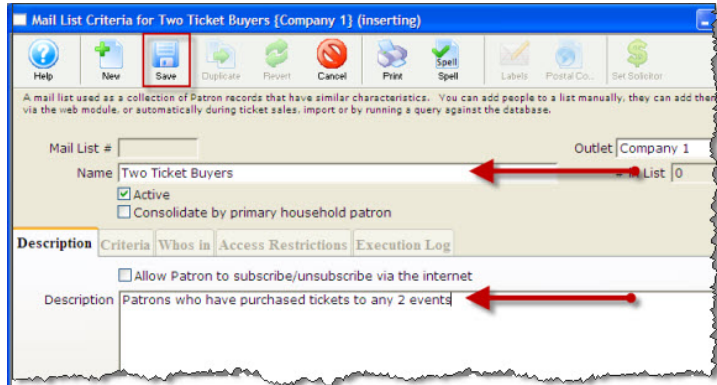
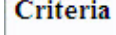|	
1. Click **Setup > Mail List** in the menu bar.	OR, click the **Mail Lists** button in the Theatre Manager Ribbon bar.

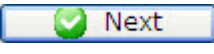|	
	The Mail List search window opens. 2. Click the **New** button. The Mail List Criteria window opens.

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	3. Enter a detailed name for the list. **Current Subscribers** 4. Enter a detailed description of the mail list. **This mail list is of all the current subscribers** 5. Click the **Save** button .
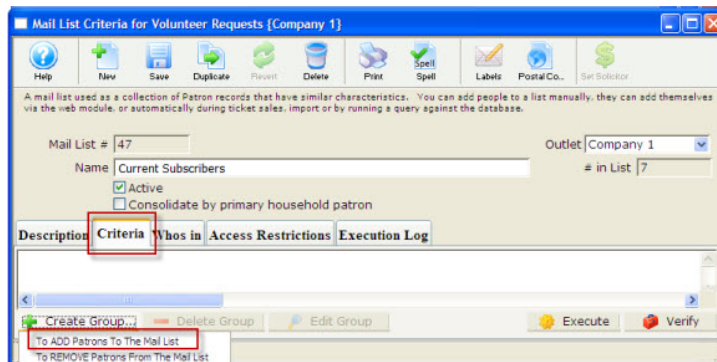
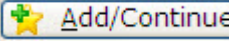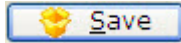|	
	6. Click the **Criteria** tab. 7. Click the **Create Group** button in the lower left corner of the window and select **To Add Patrons to a Mail List**. The Mail List dialog opens.
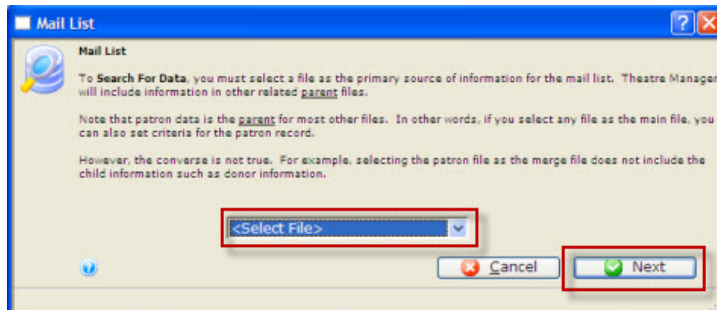
|	
	8. From the <Select File> drop down list, Choose the "**Ticket data per Performance**" file. 9. Click the **Next** button. The Parameters window opens.

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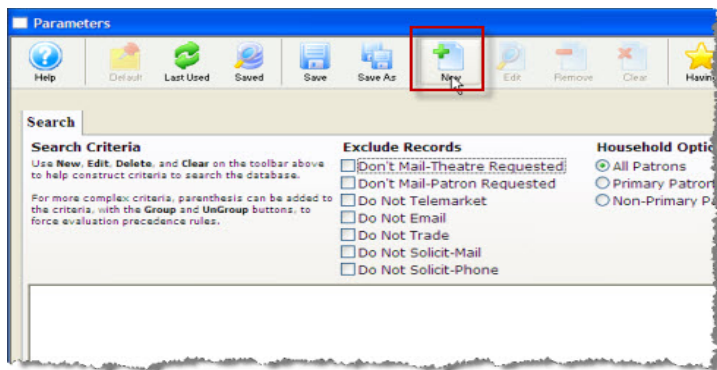
10. Click the **New** button. The Add/Edit Parameter window opens.
11. Choose the **Field**:
 Play #
12. Then select the **Conditions**
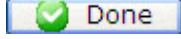 The plays in the season subscription package.
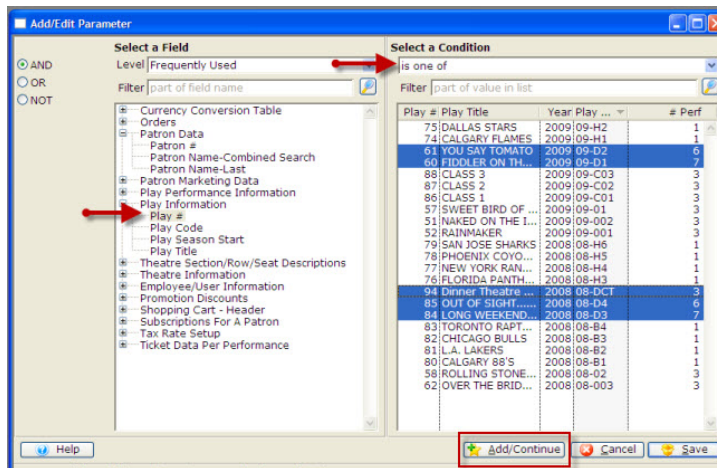
13. To add more fields click the **Add / Continue** button.
 In this example: Choose the **Field Promotion #**
 Select the **Conditions** for all of the subscription types.
 Subscription and
14. ` **Subscription Early**
15. When complete, Click the **Save** button. You are returned to the Parameters window and the Mail List criteria are displayed
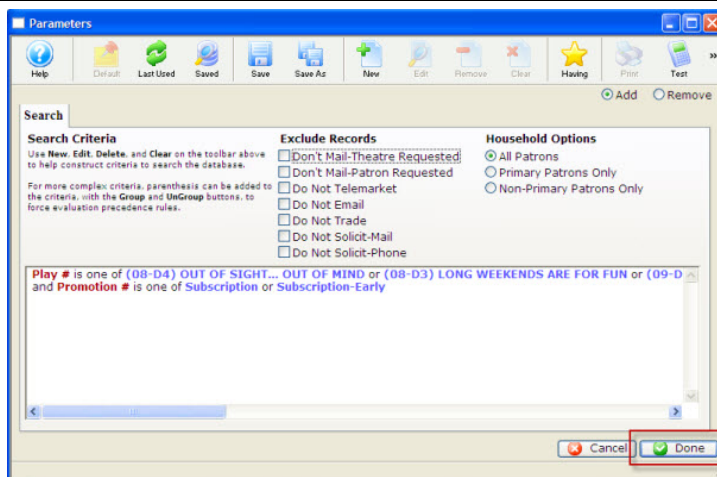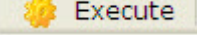

Note:
If the criteria is left in the order shown (searching for promotion # first) the query takes a longer time. The way the query is currently ordered, it will search every ticket in the database for the Subscription and Subscription-Early promotions, then search the matching tickets for the matching performance codes.

To optimize the search--switch the criteria. The performance code is searched first, then from those results, the matching promotion # will be returned.

16. Click the **Done** button. You are returned to the Mail List Criteria window.
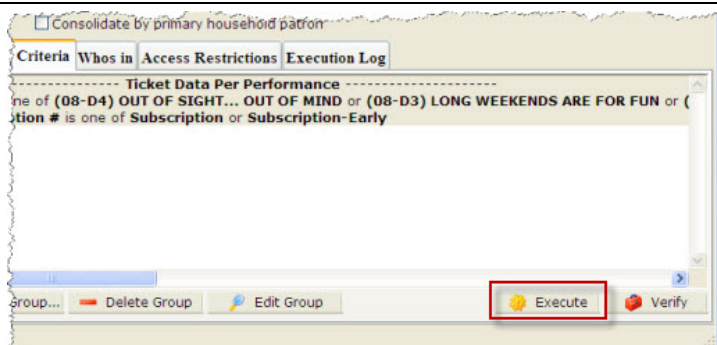
17. Click the **Execute** button to run the Mail List.

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