

CMSC Database Updates
FACT SHEET
HOW TO SUBMIT DATABASE UPDATES

USE

This database is used for the mailing of the Sitzmark to all CMSC club's members and other Vendors/Resorts/Miscellaneous ski related companies and individuals.

DEADLINES

We all have them, so does the *Sitzmark*. All articles must be submitted no later than 5 p.m. on the following dates:

PRE-SEASON ISSUE (AUG/SEPT/OCT)	AUGUST 14, 2009
NOVEMBER ISSUE (NOV/DEC)	OCTOBER 2, 2009
MID-SEASON ISSUE (JAN/FEB/MAR)*	JANUARY 4, 2010
SKI SEMINAR/WRAP-UP ISSUE (APRIL)	MARCH 12, 2010

**Please note this is a Monday.*

INFO YOU NEED TO SUBMIT:

You need to submit the proper mailing information for each member. This should be a USPS address with proper abbreviations and zip codes. The post office prefers capital letters for easy mailing. The preferred database is in excel. If you do not have excel, please use Microsoft Word or CSV. If you don't have access to that we may need to resort to a hard copy. Please contact Geri Weis at cmscsitzmark@yahoo.com to arrange for another database to be used before the deadline for submission.

Periodically a database for your club will be supplied to your club for review. If you would like the current one to review request it from Geri Weis at cmscsitzmark@yahoo.com .

INFORMATION NEEDED: Please make certain it is clear which club is submitting the listing. For each member a complete address should be listing in the following order with each:

- FIRST NAME
- LAST NAME
- STREET ADDRESS
- CITY
- STATE
- ZIPCODE
- 4 DIGIT ZIPCODE (if available)
- Email address (if available)

HOW TO SUBMIT:

- e-mailed to cmscsitzmark@yahoo.com
- Mail to: Geri Weis, 34895 Lakeview Drive, Solon, Ohio 44139
- Do not wait until 5 p.m. on the deadline date to submit

Please remember the Sitzmark is an important communication tool with all members of ski clubs. Make certain that you have proper addresses so that your members will continue to receive this communication.