

Unsubscribing a Parishioner from Faith Magazine

If a family contacts you and requests removal from the Faith Magazine mailing list, please add the letter "c" to the end of their parish envelope number. (For example 103c.)

If you were marking these families by using the email address nomagainze@faith.org or nofaithlifemagazine@faith.org, we ask you to use the "c" instead. Likewise, if you were marking families who request removal from the Faith Magazine mailing list by checking the "Send No Mail" box, we ask that you use the "c" instead.

Special instructions for the sync.

During the sync, if you have a specific range of envelope numbers keyed into the **"Only Include Families with ID/ENV Numbers:"** portion of the Sync screen, you will have to delete that entry and use the **Additional Selections** section instead. If you do NOT use the "Only Include Families with ID/ENV Numbers:" section now, you do not need to change the way you do the sync.

Synchronize with Diocese

Select the families to send to the diocese from your data

Synchronize with Diocese Option

Only Include Families With the Synchronize with Diocese Checkbox Marked.

Active / Inactive Restrictions

Include Active Families.
 Include Inactive Families.

ID / Envelope Numbers

Only Include Families With ID/Env Numbers:

Additional Selections

Choose records where **All** of the conditions in the following sub-section are true

1 **Any** of the conditions in the following sub-section are true

1.1 **Fam.ID/Env Number is between 1 and 900** or

1.2 **Fam.ID/Env Number contains c**

[< Click here to add new condition >](#)

Exclude rather than include the selected records.

1. Click the blue **Click here to add new condition** link.
2. Click the **Fam** Category.
3. Choose **ID/ENV Number** from the field list.
4. Click the blue **is equal to** link to change it to **"is between"**.
5. Click the first blank line and type the beginning of the envelope range you sync. (For example: if you sync 1-900, you would type **1** here.)
6. Click the second blank line and type the end of the envelope range you sync. (For example: if you sync 1-900, you would type **900** here.)
7. Click the icon that has a **1 with a circle around it**.
8. Choose **Indent**.
9. Click the blue link next to the number 1 that now reads **All** and change that to **"Any"**.
10. Click the blue **Click here to add new condition** link.
11. Click the **Fam** Category.
12. Choose **ID/ENV Number** from the field list.
13. Click the blue **is equal to** link to change it to **"contains"**.
14. Click the blank line next to the words contains and type **"c"**.