

Cradle Crier and Toddler Tales Label Generation

Revised February 27, 2008

1. Cradle Crier is mailed out once a month to parents of children ages 1 month to 12 months. Toddler Tales is sent out every 2 months to parents of children ages one year to two years. (Toddler Tales is mailed monthly.)
2. Cradle Crier and Toddler Tales are mailed the end of the third week of each month.
3. You will receive completed applications from UNH by mail and email.
4. If the subscriber lists their email address, subscribe them by email at http://cecf1.unh.edu/cctt/index.cfm?fuseaction_subscribe.EmailSignupForm and send them a confirmation email. Here's a sample:

Subject: Your request to receive Cradle Crier electronically

Message: Your request to receive Cradle Crier electronically has been entered online. You should have or will shortly receive, an automated email message asking you to confirm your subscription. Just reply to that email and you'll be receiving your next newsletter 'just in time' based on your child's birth date. This confirmation step is necessary for that to happen.

You will need Adobe Acrobat Reader to view the newsletter. You can download it at: <http://www.adobe.com/products/acrobat/readstep2.html>

Thank you,
Administrative Assistant's name

5. To enter information about new subscribers into the database, open "Extension Mail Manager." Use "Caps Lock" to save time when entering subscribers.
6. Choose "Edit / Add Addresses".
 - a) From the "Contact Listing" window, choose "Add Contact".
 - b) Enter "First Name".
 - c) Enter "Last Name".
 - d) If there are two names listed on the form, enter the second person's name (first and last) into the first "Address" text box. Because of UNHCE's civil rights policy, if you have both names, both parents should be included on the address label. Names may be put in the order they appear on the form so that father's names are not always first on the address labels, or mother's names are not always first.
 - e) Enter the address into the first "Address" text box (or into the second "Address" text box if there was a second person's name to enter into the first "Address" text box).
 - f) The focus jumps to "Zip Code". Enter the zip code. The program will automatically enter the city, state, and county. Check to be sure that the correct city has been entered because some zip codes represent more than one city.
 - g) After "Mailing Lists:" type "CC" for Cradle Crier and Toddler Tales.
 - h) The focus jumps to "Child's Birth date". Enter the child's birth date in MMDDYYYY format.
 - i) If the subscriber filled out the line on the form, "I received this order blank from:" tab to "Contact Type ID" and fill in that information.
 - j) Click "Add Contact" and repeat steps a) – i) until all new subscribers have been entered.

7. Click "Return to main menu".
8. To check to see if there are duplicate entries, click "Utilities", "Duplicate Contact Report". Delete any subscribers with the exact same name, address, and child's birth date.
9. To print mailing labels for Cradle Crier and Toddler Tales, click "Create Mailing Labels". Click "Create labels for Cradle Crier or Toddler Tales". If you print the labels with the dot matrix printer, you can use the labeler to put the labels on. (The labels may not print correctly on a dot matrix printer.)
 - a) Enter month and year of labels in MMY format.
 - b) Choose correct type of labels.
 - c) Select "Cradle Crier" or "Toddler Tales".
 - d) Choose "Yes" or "No" under "Have you printed for this month before?" Choose "Yes" ONLY if you have not printed for this month before. When you choose yes, an "append query" is run to update the number of the issue to be sent to each subscriber and the report on the number of the issues sent that month. (If you choose "No" more than once in a month, the number of issues reported for that month will be multiplied by the number of times you choose "No". Contact Steve Judd for help to correct the data.)
 - e) You may be warned that some data may not be displayed, Click "OK".
 - f) You will be warned that you are about to run an append query on the database. Click "OK" ONLY if you have not printed the labels for this month already.
 - g) Click "Preview Labels".
 - h) Print labels. The laser labels are set up to print from the manual feed tray on the printer.
 - i) Choose "Close" after labels have printed.
 - j) Repeat steps a) – i) to print the labels you did not print for the month.
10. Single issues of Cradle Crier and Toddler Tales are sent as one bulk mailing.
11. For each new subscriber, check the order form to see if they received the first issue. Write "Y" on the label if they received the first issue, or "N" if they did not. If someone's first issue in the bulk mailing is #3, send them issues 1 (if they did not already receive it) and 2 in the envelope as well as issue 3. Be sure to include the enclosure(s) with Cradle Crier issue 12, and Toddler Tales 6, if you are sending those issues. To catch them up, you can put up to two issues in a regular envelope. Use a large envelope if there are more than two issues needed to catch them up to the first issue that will be sent to them. Send the UNHCE Family & Consumer Resources Publications Brochure for your county with Cradle Crier 12. These envelopes cannot be sent with the others as bulk mail.
12. For issue 12 of Cradle Crier, add three enclosures. From the "Cradle Crier" folder, take the masters for the Cradle Crier 12 letter, the Cradle Crier evaluation, and the publications listing. Make enough copies of each to mail with the issues of Cradle Crier 12. These envelopes cannot be sent with the others as bulk mail.
13. For issue 6 of Toddler Tales, send the Toddler Tales evaluation. These envelopes cannot be sent with the others as bulk mail, as they are too heavy. Note: Some counties have found that including a self-addressed envelope with the evaluation dramatically increases the number of responses.
14. Create a report each month for Cradle Crier and Toddler Tales. To create a report, print the Cradle Crier and Toddler Tales reports in Extension Mail Manager. Choose "Create Reports" and "Cradle Crier / Toddler Tales Reports". Select the program year, the program quarter, "Cradle Crier" or "Toddler Tales", and "Preview Report". Print out the report. Use the data from the report to create your report. Include catchup issues in the report and save the report.

15. To find a subscriber to Cradle Crier or Toddler Tales, open "Extension Mail Manager" on your desktop. Choose "Edit / Add Addresses (All lists)". From the "Contact Listing" window, click in the "Last Name" field, and click "Find Contact". When the "Find and Replace" window opens, enter the last name in the "Find What:" field. Under "Look In:" choose "Last Name". Under "Match:" choose "Any Part of Field". Under "Search:" choose "All". Click "Find Next". If the name displayed is not the name you are looking for, click "Find Next" until the correct name is displayed. Change the information as needed.
16. When you get applications for Toddler Tales, you do not need to enter the subscribers because they are automatically subscribed to Toddler Tales after Cradle Crier. Check to be sure their address is correct.
17. If you receive Cradle Crier or Toddler Tales mail back because the address has changed, enter the new address if the subscriber is still in your County. If not, email the correct county with the address and date of birth. If the subscriber has moved out of state, delete the subscriber from Extension Mail Manager.
18. If you receive Cradle Crier or Toddler Tales mail back because the address has expired, delete that subscriber from Extension Mail Manager.
19. If a Cradle Crier or Toddler Tales email bounces, unsubscribe the invalid email address at http://cecf1.unh.edu/cctt/index.cfm?fuseaction_subscribe.StopEmailForm
20. Enter Cradle Crier and Toddler evaluations online at the web page address on the evaluation.
21. At the end of the fiscal year, print out a report for Cradle Crier and Toddler Tales, and give to the Educator. In Extension Mail Manger, choose "Create Reports" and "Cradle Crier / Toddler Tales Reports". Select the program year, "Whole year", "Cradle Crier" or "Toddler Tales", and "Preview Report".
22. At the end of the fiscal year, send the total amount spent on mailing Cradle Crier and Toddler Tales, including both the bulk mail cost and the regular mail cost, to the Educator, the bookkeeper, the County Office Administrator, and to Kim Johnson at the UNHCE Business Service Center.
23. If Cradle Crier doesn't add up to 200 pieces, you can make up the difference by sending the new subscribers the catch-up issues as part of the bulk mailing. If someone's first issue in the bulk mailing is #3, send them issues 1 (if they did not already receive it) and 2 in the bulk mail as well as issue 3, all in separate envelopes.
24. Questions about Extension Mail Manager should be directed to Stephen Judd.

Thanks to Lynn Harrison for working on documenting this application.