



West Virginia Elks Association  
CLMS  
Coordinator Ashley M. Martin, III  
PSP

8/11/2011

West Virginia Elks Association  
% William R. Lambert, PSP  
Secretary West Virginia Elks Association

Members All:

As of August 8, 2011 we have 17 of our 21 lodges converted to and using CLMS2 Web , one lodge is in conversion que for 8/15/2011 and four lodges have not yet taken the first step to request migration to CLMS2 Web.

Some of the seventeen lodges that are now using CLMS2 Web, have not yet downloaded and used CLMS2 PC. CLMS2 Web is where all data entry and changes in records and membership is maintained. As this is a web access program, you can access this file from any pc using your pc browser and the appropriate url ( address). CLMS2 PC is where almost all of your printing including membership cards and reports are done. Please remember to ensure that all windows updates have been installed. Just having your pc set to automatically download windows updates is not sufficient. You must go to Windows update and manually select any updates that are available, before you download and install CLMS2 PC. CLMS2 PC is a very large file and will take approximately an hour to download. This program can be installed on as many PC s as you wish for convenient Lodge printing applications. When you download this file you should save it to either your pc hard drive or an external thumb drive, for convenient access for multiple installations that will save the one hour download time for each installation.

Respectfully Submitted

*Ashley M. Martin III*

Ashley M. Martin, III  
CLMS Committee Chairman  
West Virginia Elks Association