

## ***Light & Life* magazine is FREE?**

Yes, since January 2006, every Free Methodist family has been eligible to receive *Light & Life* magazine for free. In order to make this happen, we are asking you to visit the [www.fmdata.org](http://www.fmdata.org) website and add subscribers to your church list. The instructions below will walk you through this process.

*Light & Life* is an award-winning publication that comes out six times a year. For more information on this program go to [www.freemethodistchurch.org/Magazine/Promo](http://www.freemethodistchurch.org/Magazine/Promo).

We sincerely hope you and your congregation will be as excited about welcoming the magazine into your homes as we are about becoming an integral part of your Christian walk and church's ministries.

### **Instructions**

#### **Logging on:**

- Go to [www.fmdata.org](http://www.fmdata.org) and log in with the same account number and password used for submitting your church's Annual Report.

#### **Adding subscribers:**

- Click on the "my organization" tab.
- Click on "light and life subscribers".
- Click on the red "ADD new subscriber" button.
- Press the "Save" button when you are finished.
- Add as many subscribers as you need. There is no charge for exceeding your quota.

#### **Changing subscriber information:**

- Change or correct your list anytime. *Each church is responsible for maintaining their list. Most churches keep track of members' address changes anyway, so when you make those corrections, make them to your subscription list as well. (Changes must be submitted 25 days prior to magazine issue dates. i.e. 25 days prior to January, March, May, July, September & November.)*
- Find the name of the person you want to change.
- Click on the blue "EDIT" button to the left of the name.
- Change the information.
- Remember to press the "SAVE" button.

#### **Deleting a subscriber:**

- Find the name of the person you want to delete.
- Click on the gray "DELETE" button to the left of the name.

#### **Temporarily stopping a subscription:**

- Click on the "EDIT" button next to their name.
- Look at the "Status" field.
- Click the "Inactive" button.

\* This will stop the magazine from being sent to this subscriber's address without deleting them from your list. Once you do find the correct address for this person, change the address in the database and click on the "Active" button, so that they can start receiving the magazine again.

\*\*If a subscriber's information appears faded or light gray on your subscription list, this means they are inactive and not receiving the magazine.

The number of magazines your church receives is called a quota. If your quota is 20, and you have 18 subscriptions on your list, the remaining 2 magazines will be automatically mailed to the church address. If you ever need to increase your church's quota, in order to receive more magazines at the church address, we can do that for you. You can also have a set amount of magazines delivered to your church by adding your church to the subscription list as many times as needed.

**Have questions regarding your church's subscription list?  
Contact Kelly Sheads at 800-342-5531 ext. 313 or email [KellyS@fmcna.org](mailto:KellyS@fmcna.org).**