



## Member Management System Data Definitions Draft of April 9, 2022

LCIA members may store information about their membership and their properties within the Member Management System. Only four information fields are required to establish LCIA membership. Most information fields are optional but are provided to help members interact with the LCIA. Please review the information provided below about each of these fields. We encourage you to maintain as much information as you wish within the Member Management System and to periodically review your membership information to ensure everything is up to date.

1. Name – First and Last Name of member (required to establish your account). For families, this should be the name of the family member responsible for most of their interaction with the LCIA. Couples can list their name as e.g. “Jane and John Smith.”
2. Email Address – Primary Email address used for the Member Management System login (required to establish your account). This login address and associated password should be shared with family members accessing LCIA member records. If you change the primary e-mail address from one family member to another, this will change the ID used to log in to the Member Management System, but your data will not be lost. You may store another e-mail address as an LCIA custom field (see below).
3. Address – Address fields are used as the “billing address” of the member (required to establish your account). The Address will be used by the LCIA for mailings. There are other address fields defined by the LCIA that are used to support inspections. Members can swap addresses during the year to set a different address to receive mailings.
4. Home Phone Number – Primary phone number associated with primary residence (required to establish your account). This phone does not need to be a landline. We suggest that this phone number be the primary phone number associated with the member responsible for interaction with the LCIA.
5. Mobile Phone Number – A mobile phone number associated with Primary Email address (optional). You may store another phone number as an LCIA custom field (see below).
6. Date of Birth – This is an optional field but will appear when someone joins the LCIA.
7. Spouse/Partner First Name – First name of spouse or partner associated with the account (optional). Members can “swap” member and spouse/partner information within the Member Management System if they wish. Changing the name and e-mail address will change the e-mail address associated with the account. Members can later add family member names and relationships to their Member Management System profile using the Update My Profile/Family Members dialog, but this information is not used by the LCIA.
8. Spouse/Partner Last Name – Last name of spouse or partner associated with the account (optional).
9. Spouse/Partner Email address – Email address associated with the spouse/partner (optional). Most LCIA e-mail messages will be sent only to the primary e-mail address. We encourage families to define an auto-forward from the primary e-mail address to other family members who wish to receive LCIA e-mails.
10. Spouse/Partner Phone – Mobile phone or landline number associated with the spouse/partner (optional).

11. Commercial Member Business Name – Used only by members representing a local business (optional). Local businesses can also define a website by updating their profile.
12. Other Phone – Additional phone number that can be used for contact (optional). This may be your local landline at your LCI location, or the number of a family member. Caretaker information is stored in other custom fields (see below).
13. Secondary Street Address – Street address associated with a residence other than the primary “billing” address, e.g. a winter home (optional). This address will not be used by the LCIA for mailings. Members can “swap” their secondary address with their “billing” address if they wish to receive mailings at the other address during certain months of the year.
14. Secondary City – City of residence other than the primary “billing” address (optional).
15. Secondary State - State residence other than the primary “billing” address (optional).
16. Secondary Zip – Zip code of residence other than the primary “billing” address (optional).
17. Property Caretaker Name – Name of a caretaker employed by the member for their Les Cheneaux property (optional). Members can enter a caretaker name even if they do not purchase inspections. Some members may want to use this field to identify a family member or friend who acts as their representative for property issues.
18. Property Caretaker Email – Email of caretaker employed by the member (optional). We strongly encourage members to provide an e-mail address for their caretaker.
19. Property Caretaker Phone – Phone number of caretaker employed by the member (optional). We strongly encourage members to provide a phone number for their caretaker.
20. Local LCI Address – This is the Les Cheneaux street address most frequently used by the member when visiting the LCI. City, State, and Zip are not needed for this field. This address should be the official “911 address” of the property. This field should be used even if members do not plan to purchase property inspections, and does not need to be the same as either of their inspection addresses.
21. First Inspection Structure Street Address – The LCI street address (no city or zip code required) of the member’s first inspection structure (optional). This address should be an official “911” street address. Members can define one or two inspection structure addresses even if they do not purchase inspections. Members should not use the “Second Inspection Structure Street Address” (see below) if they only have one structure that may be inspected. Note that the “first” inspection address should be selected when paying for winter inspections if that property is to be inspected.
22. First Inspection Number of Additional Structures – This field shows the number of significant structures in addition to the primary structure located at the first inspection location (optional). For example, a member would enter “3” if the inspection location includes a boathouse and two guest cottages in addition to the primary structure.
23. First Inspection Member Notes – This field allows the member to provide any specific information about the first inspection structure or additional structures that could be helpful to the LCIA inspector (optional).
24. First Inspection Paid Thru (view only) – This field shows the date through which the member has paid for an inspection on their first structure, and is entered by the LCIA Manager after the member has paid for an inspection. For example, the LCIA Manager would enter “7/1/2023” to show that inspection is for through the winter of 2022-2023. If a member has not paid for an inspection during the current year, this field will show the last year paid. Members can view but not edit this information.
25. First LCIA Property Inspector Name (view only) – This field shows the name of the LCIA property inspector assigned to inspect the first structure, and is entered by the LCIA Manager when inspection assignments are made. No inspector name will appear if the member has not paid for the current year. Members can view but not edit this information.

26. Second Inspection Structure Street Address – The LCI street address (no city or zip code required) of the member’s second inspection structure (optional). This address should be an official “911” street address of the property. Members should not use this field if they have only one property that may be inspected. Note that the “second” inspection address should be selected when paying for winter inspections if that property is to be inspected.
27. Second Inspection Number of Additional Structures – This field shows the number of significant structures in addition to the primary structure located at the second inspection location (optional). For example, a member would enter “3” if the inspection location includes a boathouse and two guest cottages in addition to the primary structure.
28. Second Inspection Member Notes – This field allows the member to provide any specific information about the second inspection structure or additional structures that could be helpful to a LCIA inspector (optional).
29. Second Inspection Paid Thru (view only) – This field shows the date through which the member has paid for an inspection on their second structure, and is entered by the LCIA Manager after the member has paid for an inspection. Members can view but not edit this information.
30. Second LCIA Property Inspector Name (view only) – This field shows the name of the LCIA property inspector assigned to inspect the second structure, and is entered by the LCIA Manager when inspection assignments are made. Members can view but not edit this information.
31. Inspection Contact Method – Members choose to be notified of problems observed by LCIA inspectors in one of three ways: 1) to the member only, 2) to their caretaker only, or 3) to both member and caretaker. The default is for the member to be notified. Members wishing that a family member be notified of inspection issues should list that family member’s information in the “Caretaker” fields.
32. Member Since – Members can choose to enter the year in which they first joined the LCIA (optional).
33. Referred By – Members can choose to enter the name of the member who encouraged them to join the LCIA (optional). This field may also be used by the LCIA Manager to note referrals as part of membership campaigns.