Go into Reports/Members and press **List Active Members with a Member Type** and choose member type **Convenor.** This includes members acting as Co-Convenors. Let's call this list LIST A.
Now when you want to send out email in UMAS to all members with Member type = Convenors it is according to LIST A. Also, when we are counting number of Convenors and Co-Convenors, we should use list A.

What can be quite confusing is a list of all members that either are Convenors or Co-Convenors but not Convenor members.

Goto Reports/Members and press **Display Convenor not a Convenor member.** Let's call this LIST B. This is a list of active members who all have a member type not Convenor. Mostly member type FULL. This would be mostly member who in the past have acted as either Convenor or Co-Convenor but it is possible that some of these member currently are acting as Convenor or Co-Convenor.

We can select an activity and press edit followed by close. Now we can see several options. Press List **Convenors.** Let's call this LIST C.

LIST C is equal to list A plus list B plus a few other members. These additional members are all non-active with member type = CONVENOR and have acted as Convenor or Co-Convenor in the past.

When we add a new activity in U-MAS and want to assign a Convenor and Co-Convenor there will be a drop-down menu. This is as per LIST C.

Now when adding an activity, we must be careful. We select the Convenor and Co-Convenor from the drop-down menu but important to check that their member type is CONVENOR. If not, we need to change their member type.