

GrowthZone Alumni Hub User Guide

If you have any difficulty logging in or need assistance with any other tasks in the Alumni Hub, please email updateinfo@leadershipgeorgia.org or call 706-443-1424.

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Getting Started – Creating Account and Initial Log-in

1. Go to www.leadershipgeorgia.com
2. Click on “ALUMNI LOGIN” in top right corner



3. Click on “CREATE AN ACCOUNT”

– To create your account please use your email that is already on file with Leadership Georgia as your new login.

– To create your account click here:

[CREATE ACCOUNT](#)

– For step-by-step instructions please click here:

[SET-UP INSTRUCTIONS AND DATABASE USER-GUIDE](#)

– If you have trouble logging in, please email your name, email address, and class year to updateinfo@leadershipgeorgia.org or call (706) 443-1424.

4. **Log in:** To create your account please use your email that is on file with Leadership Georgia. If you are unsure what email address to use please contact us at updateinfo@leadershipgeorgia.org or at 706-443-1424

Leadership Georgia Create Account

Create an Account

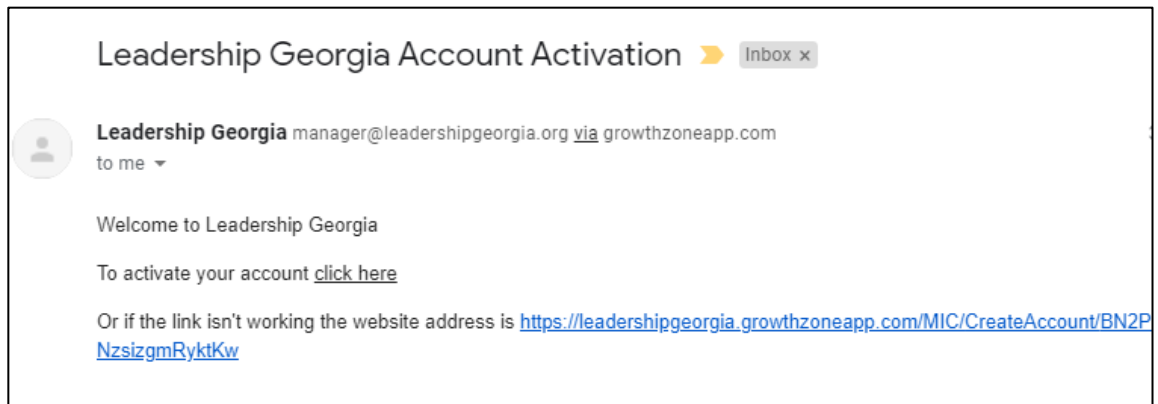
First Name

Last Name

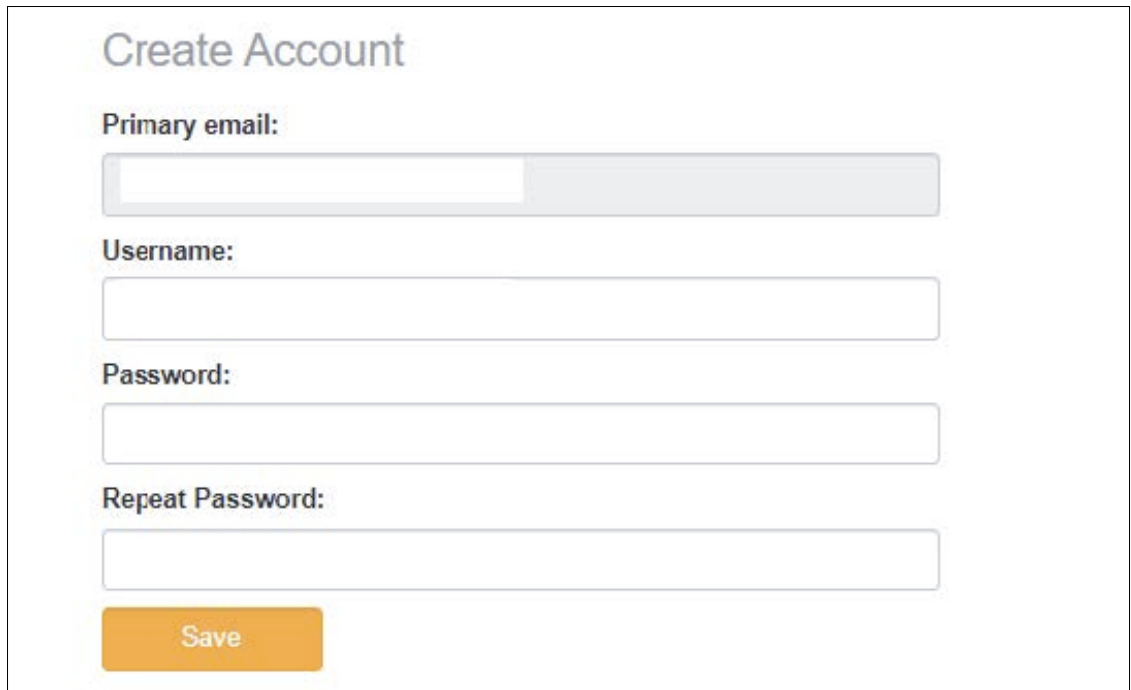
Email

Submit [Back to Login](#)

5. **After pressing submit you will be sent an activation email to continue setting up your account. Click the link in the email to continue activating your account.**



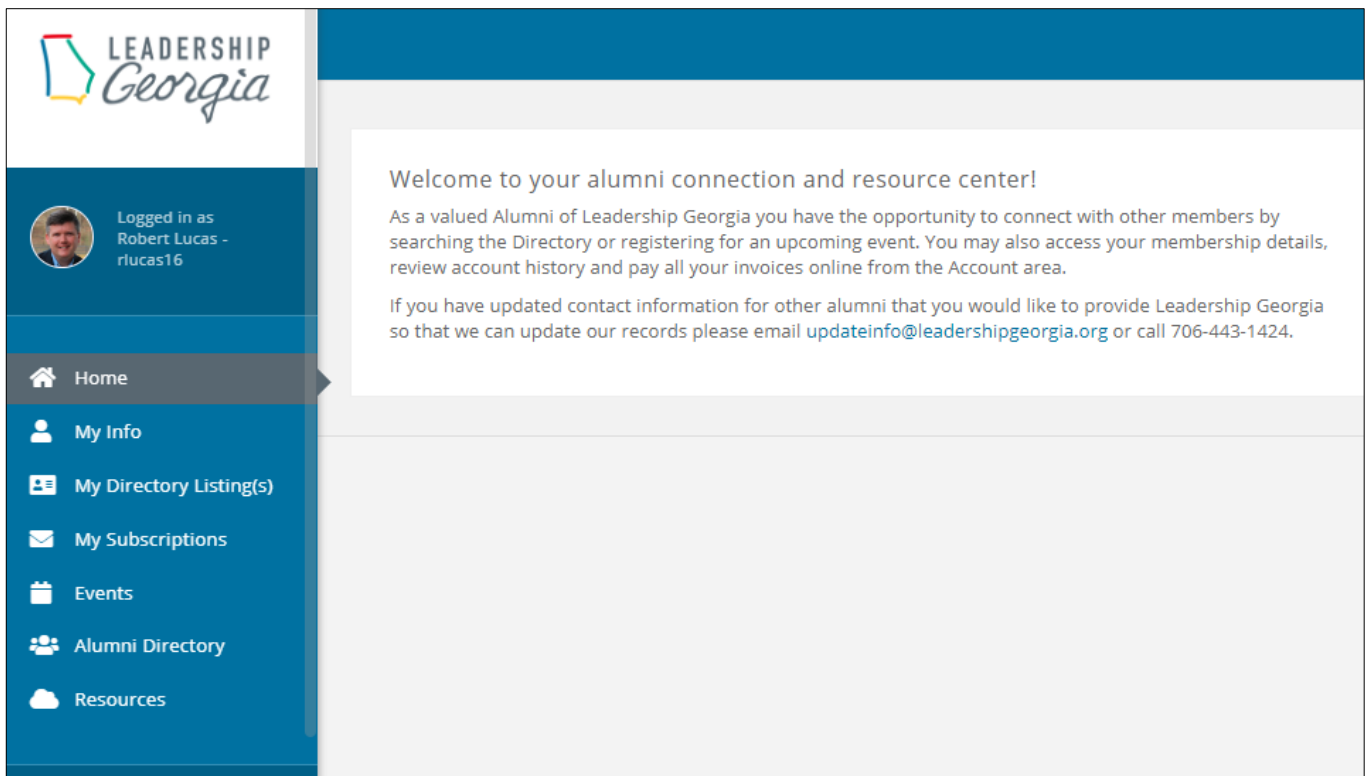
6. You will then be prompted to set-up a password. Please enter a password and press save.



The image shows a 'Create Account' form with the following fields and a button:

- Create Account** (Section Header)
- Primary email:** [Text input field]
- Username:** [Text input field]
- Password:** [Text input field]
- Repeat Password:** [Text input field]
- Save** (Orange button)

7. After setting your password you will be taken to the info hub.



The image shows the Leadership Georgia 'Info Hub' interface. It features a blue sidebar on the left with the Leadership Georgia logo and a navigation menu. The main content area on the right has a white background with a blue header and contains a welcome message and contact information.

Leadership Georgia

Logged in as Robert Lucas - rlucas16

- Home
- My Info
- My Directory Listing(s)
- My Subscriptions
- Events
- Alumni Directory
- Resources

Welcome to your alumni connection and resource center!

As a valued Alumni of Leadership Georgia you have the opportunity to connect with other members by searching the Directory or registering for an upcoming event. You may also access your membership details, review account history and pay all your invoices online from the Account area.


If you have updated contact information for other alumni that you would like to provide Leadership Georgia so that we can update our records please email updateinfo@leadershipgeorgia.org or call 706-443-1424.


Update Contact Information in the Info Hub



All Alumni may update their own existing contact information or add new contact information in the Info Hub. All of the information you enter under “My Info” will be seen by the LG staff for operational purposes, but only portions of it will be seen publicly in the Alumni Directory.


1. Click **My Info** in the Navigation Panel. The screen will display the **Contact info** tab.

Contact Info Membership Account Related Businesses Related Contacts Refer Others

Mary White  Save


CONTACT INFO 




None	2147 Main Street Crosby MN 56441	
Work	maryw@mailinator.com	

PROFESSIONAL BIO 


None to display


Filter...


LISTS/COMMITTEES 


New Newsletter	1/9/2018	
Governance Committee	6/27/2018	
Business Spotlight	6/27/2018	

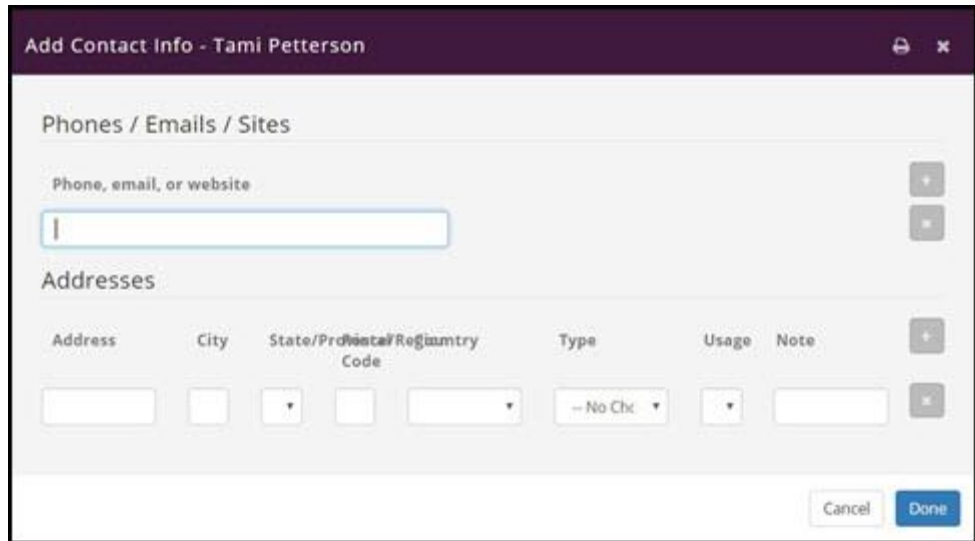
Search Additional Info


Children 

Employment 

Personal Information 

2. Click the  icon in Contact Info to add additional contact details OR click the pencil icon to edit existing contact details.



3. The LISTS/COMMITTEES section will display committees to which this member belongs.
 - The member can click the X adjacent to a list/committee that they no longer wish to belong to, OR
 - The member can click the  icon in the Lists/Committees section to view the lists/committees available to join and join.



Category	Name	Description
Committees	Governance Committee	Governance Committee
Member Engagement	Business Spotlight	Business Spotlight
Member Engagement	Hot Deals Weekly Emails	Hot Deals Weekly Emails
Committees	Educational Committee	

Update Directory Listing Information in the Info Hub

The settings available to be updated will be dependent on the directory listing type this member has been provided:

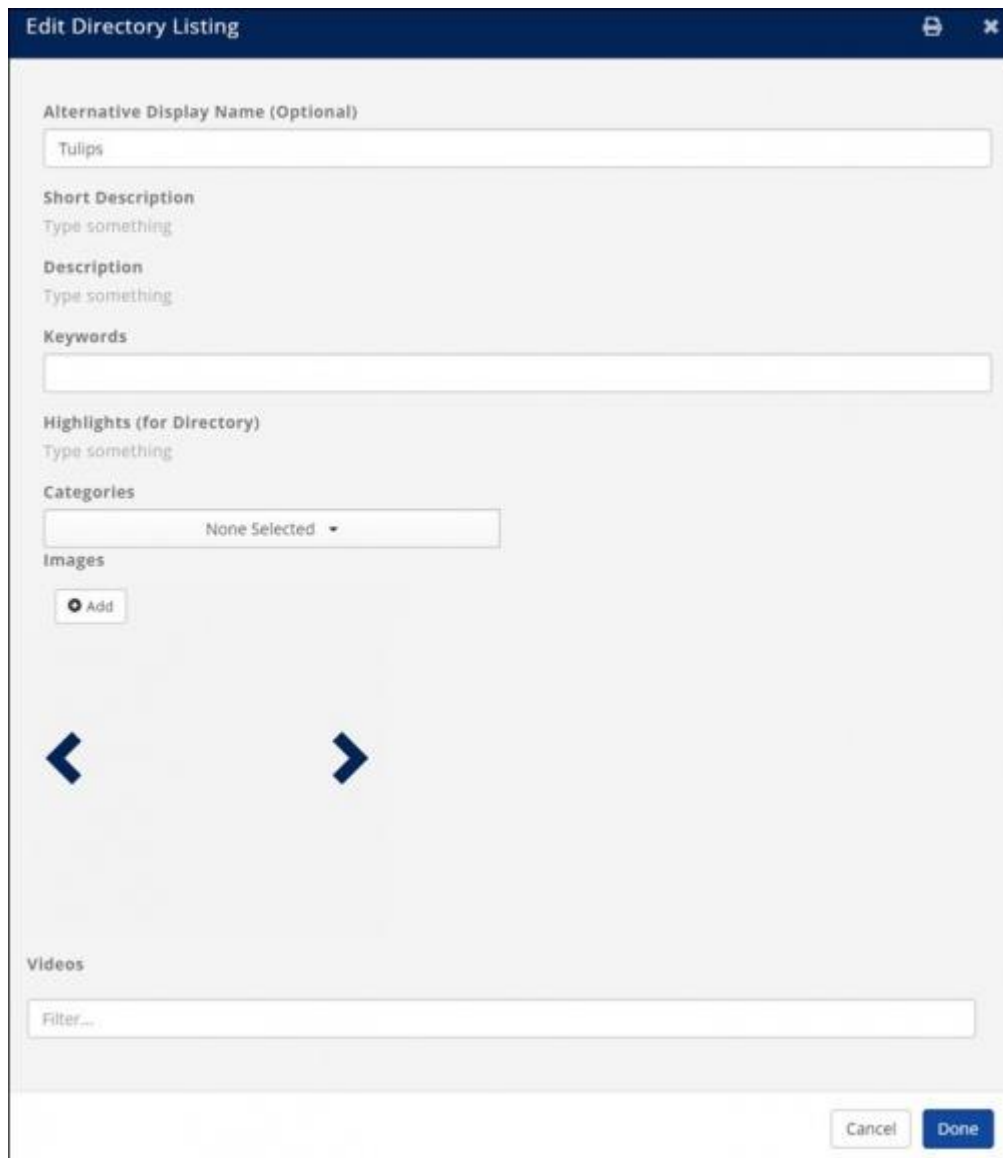
1. Click **Directory Listing** in the Navigation Panel. The current directory listing type will be displayed.



A screenshot of a table titled "My Directory Listing". The table has four columns: "Type", "Directory Name", "Owner", and "Actions". The first row contains the following data: "Super Deluxe" under Type, "Active Member Directory" under Directory Name, "Tulips" under Owner, and a pencil icon under Actions.

Type	Directory Name	Owner	Actions
Super Deluxe	Active Member Directory	Tulips	

2. In the **Actions** column, click the pencil icon.



A screenshot of a form titled "Edit Directory Listing". The form contains several sections with input fields and buttons:

- Alternative Display Name (Optional)**: A text input field containing "Tulips".
- Short Description**: A text input field with the placeholder "Type something".
- Description**: A text input field with the placeholder "Type something".
- Keywords**: A text input field.
- Highlights (for Directory)**: A text input field with the placeholder "Type something".
- Categories**: A dropdown menu showing "None Selected".
- Images**: A button labeled "Add" with a plus icon.
- Videos**: A text input field with the placeholder "Filter...".

At the bottom of the form, there are two navigation arrows (left and right) and two buttons: "Cancel" and "Done".

3. The following directory listing settings may be updated.
 - **Alternative Display Name (Leave Blank if Same as Contact)** - This is the name of the organization that will be displayed in the directory.
 - **Short Description** - The short description is displayed with the search results.
 - **Description** - The description is displayed when the organization is selected from the directory.
 - **Keywords** - Keywords are used to search the directory.
 - **Highlights (for Directory)** - Provides ability to add additional description of the organization in the directory.
 - **Categories** - Select the business categories under which the organization will be displayed in the directory.
 - **Images** - Click the **Add** button to add images to be displayed in the directory.
4. Click **Done**.

View Billing Transactions and Pay Invoices in Info Hub

Members may view their account history, and pay bills within the Info Hub.

1. Click **My Info** in the Navigation Panel.
2. Click the **Billing** tab.

BALANCES			PAYMENT PROFILES	
BALANCE	CREDIT BALANCE	OPEN INVOICE AMOUNT	None to display	
\$0.00	\$0.00	\$0.00		
\$1,060.00	\$100.00	\$1,060.00		

OPEN INVOICES						
TYPE	TRANSACTION DATE	REF #	CONTACT NAME	DETAIL ITEMS	AMOUNT	ACTIONS
Invoice	4/3/2019	10	A Place for Dogs	<ul style="list-style-type: none">\$10.00 IT Fund\$600.00 Default Membership	\$610.00	Actions
Invoice	3/18/2019	4	A Place for Dogs	<ul style="list-style-type: none">\$400.00 Default Membership\$50.00 Membership Setup	\$450.00	Actions

- **Balances:** The balances section will display the current balances.
- **Open Invoices:** The open invoices section will display all of your open invoices
- **Billing History:** This section will display all transaction history, including payments, invoices, refunds, credits and so on.

Pay an Invoice in the Info Hub

1. Click **My Info** in the Navigation Panel.
2. Click the **Billing** tab.

Contact Info Membership **Billing** Related Businesses Related Contacts Refer Others

SCHEDULED BILLING ITEMS

DESCRIPTION	FREQUENCY	NEXT BILL DATE	QUANTITY	PRICE	PAYMENT PROFILE	BILL CONTACT NAME	MEMBERSHIP NAME	ACTIONS
New Membership	Monthly	6/11/2019	1.00	\$104.17			Bronze Level Membership	

PAYMENT PROFILES

None to display

BALANCES

BALANCE	CREDIT BALANCE	OPEN INVOICE AMOUNT
\$100.00	\$0.00	\$100.00
\$25.00	\$0.00	\$25.00

OPEN INVOICES

TYPE	TRANSACTION DATE	REFERENCE NUMBER	DETAIL ITEMS	AMOUNT	BALANCE	ACTIONS
Invoice	9/24/2018	670	\$350.00 Ice Fishing Hats	\$350.00	\$100.00	Actions

3. Click the arrow on the **Actions** button for the invoice to be paid.

OPEN INVOICES

TYPE	TRANSACTION DATE	REFERENCE NUMBER	DETAIL ITEMS	AMOUNT	BALANCE	ACTIONS
Invoice	9/24/2018	670	\$350.00 Ice Fishing Hats	\$350.00	\$100.00	Actions
Invoice	11/1/2018	691	\$75.00 Annual Dinner Registration	\$75.00	\$	

BILLING HISTORY

TYPE	TRANSACTION DATE	REFERENCE NUMBER	DETAIL ITEMS	AMOUNT	BALANCE	ACTIONS
Invoice	9/24/2018	670	\$350.00 Ice Fishing Hats	\$350.00	\$100.00	Actions

4. Click **Enter Credit Card**.

Payment From
 Allison Wilson

Stored Payment Methods
 -- Select a Stored Payment Method --

Enter Card Information

Card Number Month Year CVC

Address Line 1

Address Line 2

City State/Province Postal Code Country Code

Store Payment Info For Future

Payment Date Amount

<input type="checkbox"/>				
<input checked="" type="checkbox"/>	670	9/24/2018	\$350.00	\$100.00
<input type="checkbox"/>	691	11/1/2018	\$75.00	\$25.00

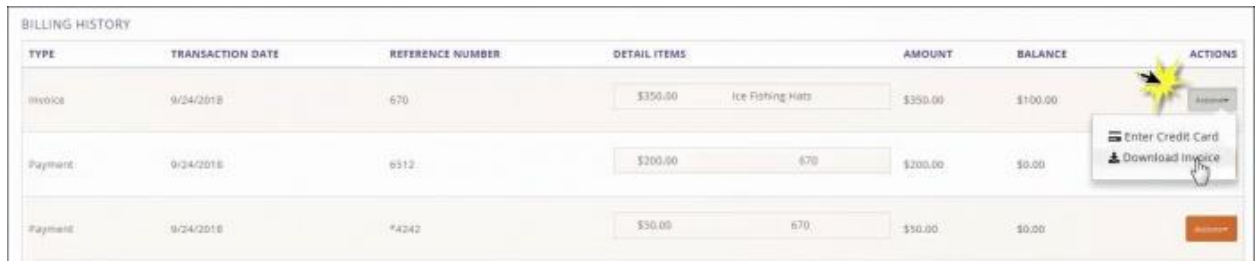
Advanced Options Cancel Done

5. Enter Credit Card Information **OR** select a previously stored credit card. If entering a new credit card, you may elect to store the credit card for future purchases by enabling **Store Payment Info For Future**.
6. Select the invoices you wish to pay. **NOTE:** If you wish to pay invoices for other contacts related to the organization, enable the **Advanced Options** and enable the **Display Related Contacts' Invoices**. The invoices for all contacts related to the organization will be displayed in the invoice list for selection.
7. Click **Done**.

Download an Invoice from the Info Hub

If you wish a copy of an invoice, you may download it from the **Account** tab in the InfoHub.

1. Click **My Info** in the Navigation Panel.
2. Click the **Billing** tab.



The screenshot shows a table titled "BILLING HISTORY" with the following columns: TYPE, TRANSACTION DATE, REFERENCE NUMBER, DETAIL ITEMS, AMOUNT, BALANCE, and ACTIONS. The table contains three rows of data. A yellow starburst icon is positioned over the "Actions" button for the first row. A dropdown menu is open, showing two options: "Enter Credit Card" and "Download Invoice".

TYPE	TRANSACTION DATE	REFERENCE NUMBER	DETAIL ITEMS	AMOUNT	BALANCE	ACTIONS
Invoice	9/24/2018	670	\$350.00 Ice Fishing Hats	\$350.00	\$100.00	Actions
Payment	9/24/2018	6512	\$200.00 670	\$200.00	\$0.00	
Payment	9/24/2018	*4242	\$50.00 670	\$50.00	\$0.00	

3. In the **Open Invoices** or **Billing History** section, click the arrow on the **Actions** button for the invoice you wish to download.
4. Click **Download Invoice**.

Downloading the Mobile App

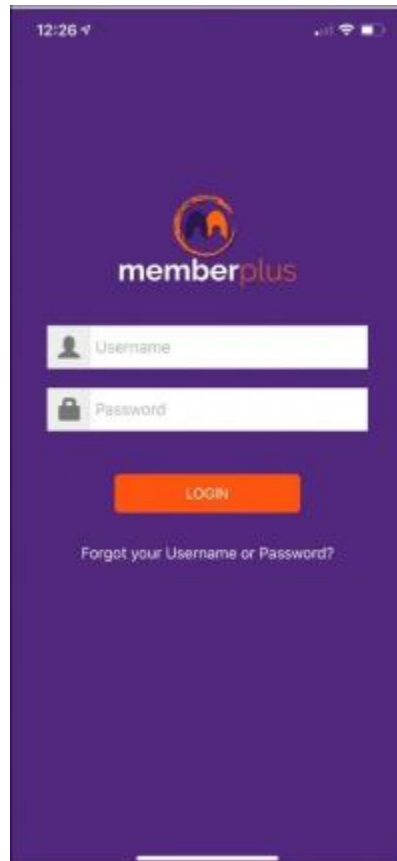
Download the App

- Download from the iTunes store here - [MembersPlus iOS version](#)
- Download from the Google Play store here - [MemberPlus Android version](#)

Logging in to the MemberPlus App

****You will use your newly created login and password for the app****

1. Click the MemberPlus App  icon on your device.



2. Enter **Username**
3. Enter **Password**.
4. Click **LOGIN**.