LG Alumni Connection and Resource Center User Guide

If you have any difficulty logging in or need assistance with any other tasks in the Alumni Hub, please email our Manager of Operations, Amy Hobbs, at manager@leadershipgeorgia.org or call 404-223-2294.

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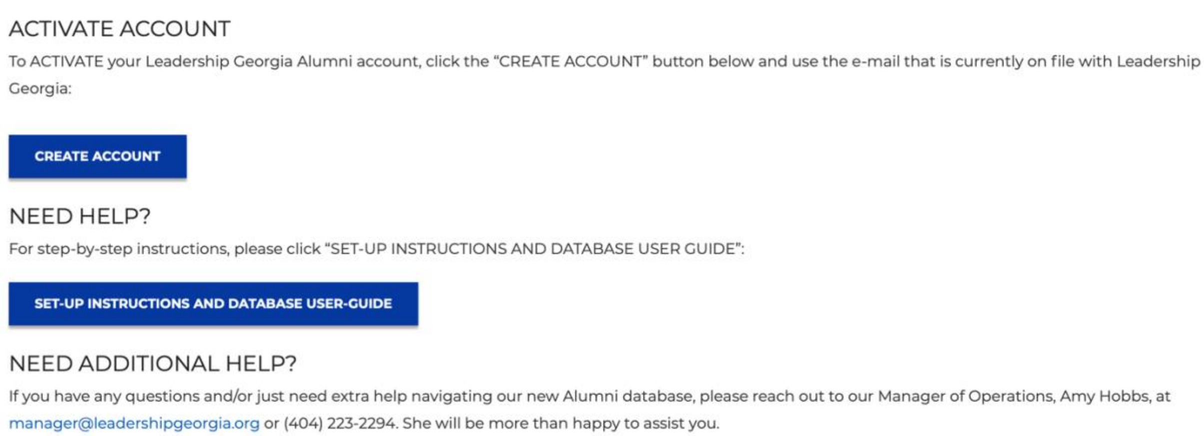
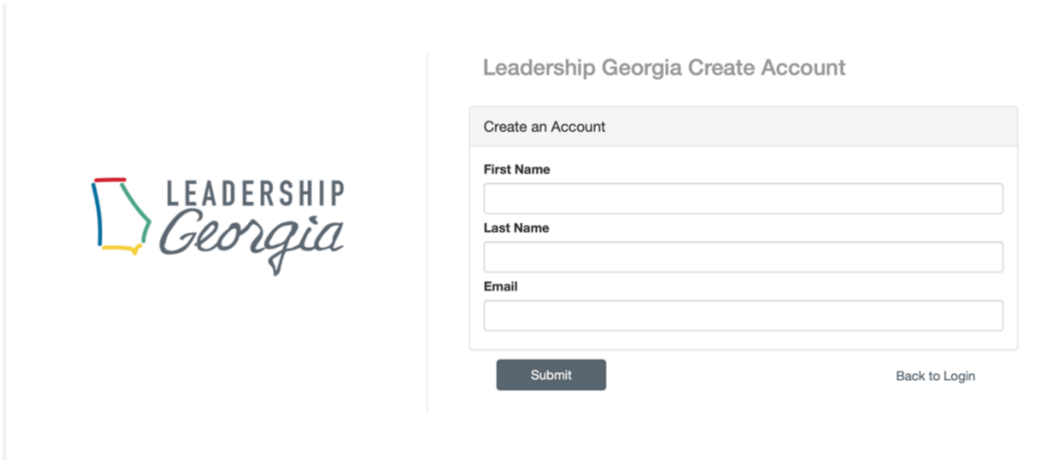
Getting Started – Activating Account and Initial Log-in

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

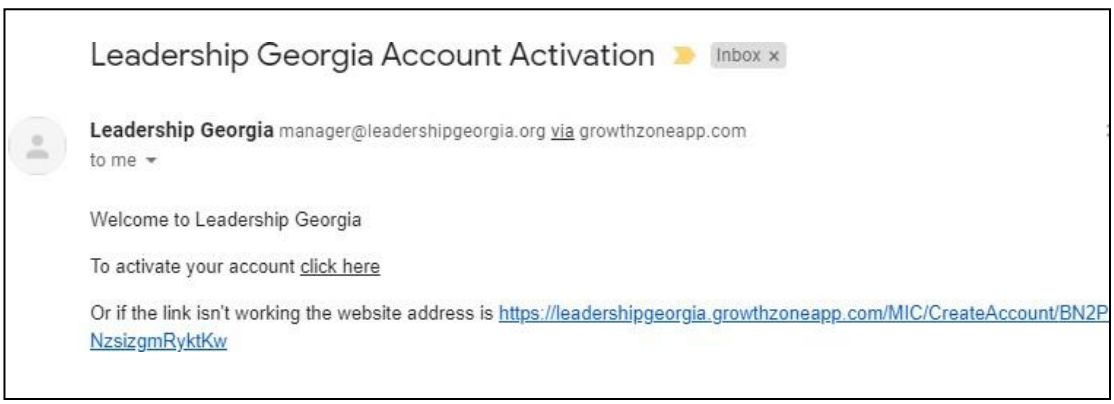
3. Click on the blue "CREATE ACCOUNT" button.



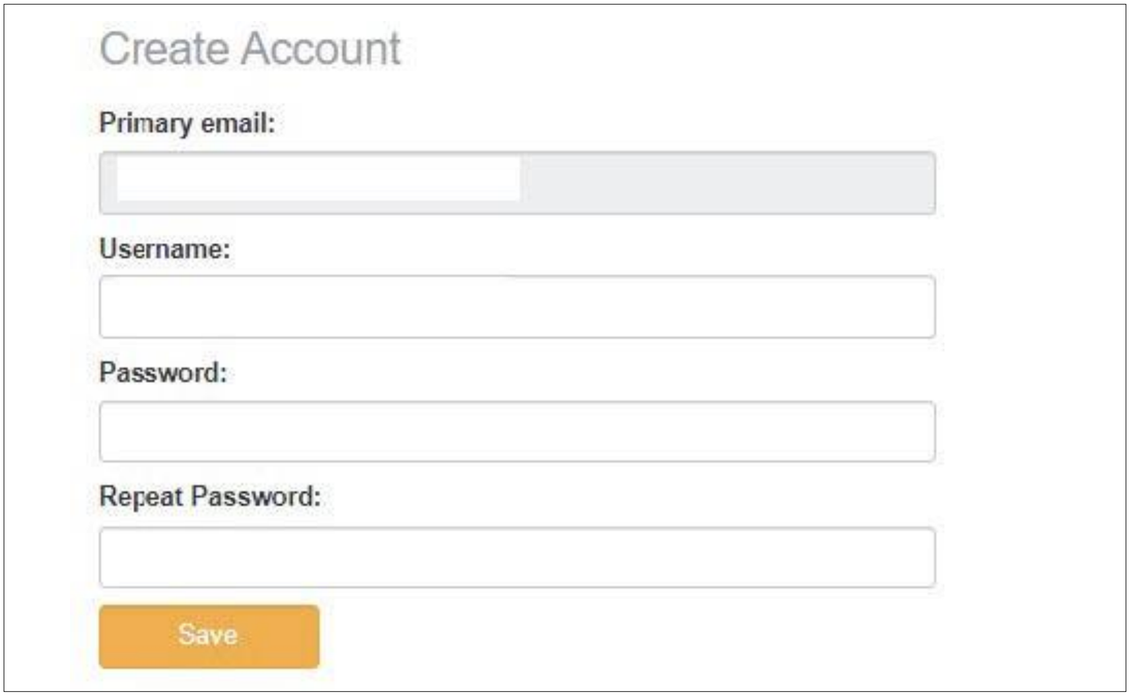
4. Log in: To create your account please use your email that is on file with Leadership Georgia. If you are unsure what email address to use please contact us at manager@leadershipgeorgia.org or 404-223-2294.



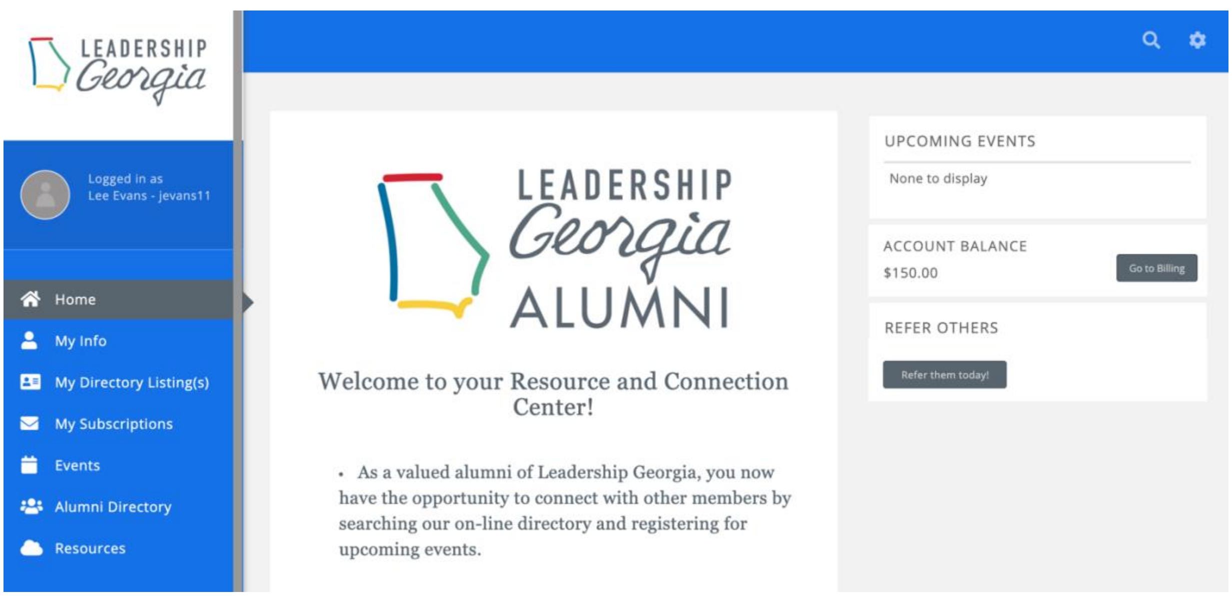
5. After clicking " submit" you will be sent an activation email to continue setting up your account. Click the link in the email to continue activating your account.



6. Set up your personalized password and save.



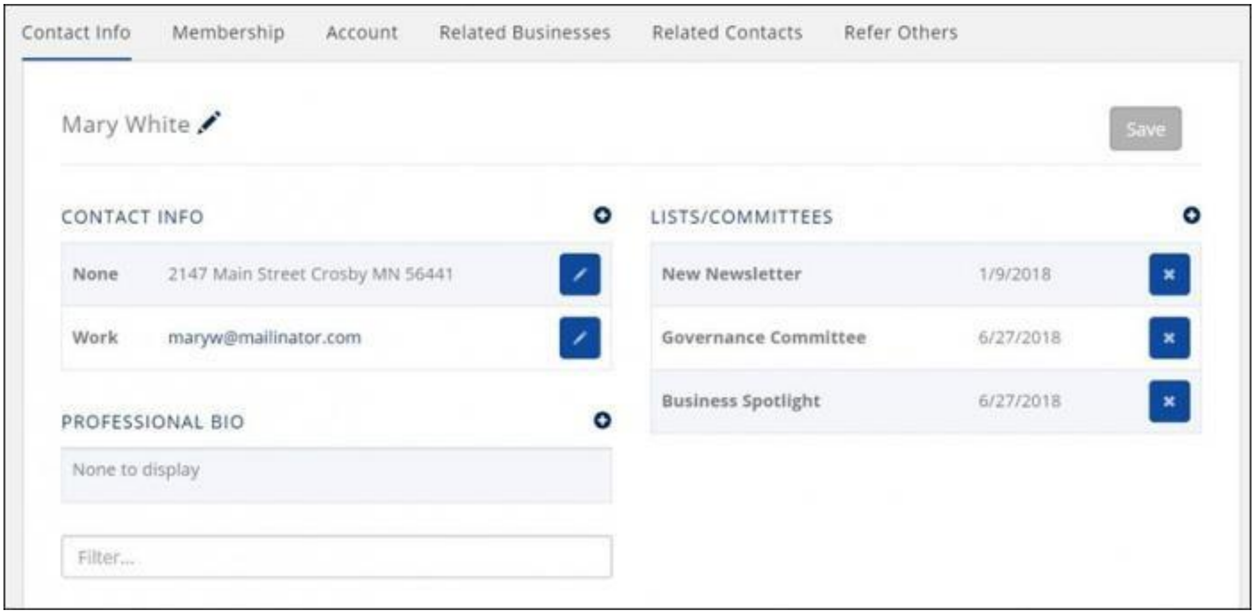
7. After setting up your password, you will be taken to the Connection and Resource Center main page.

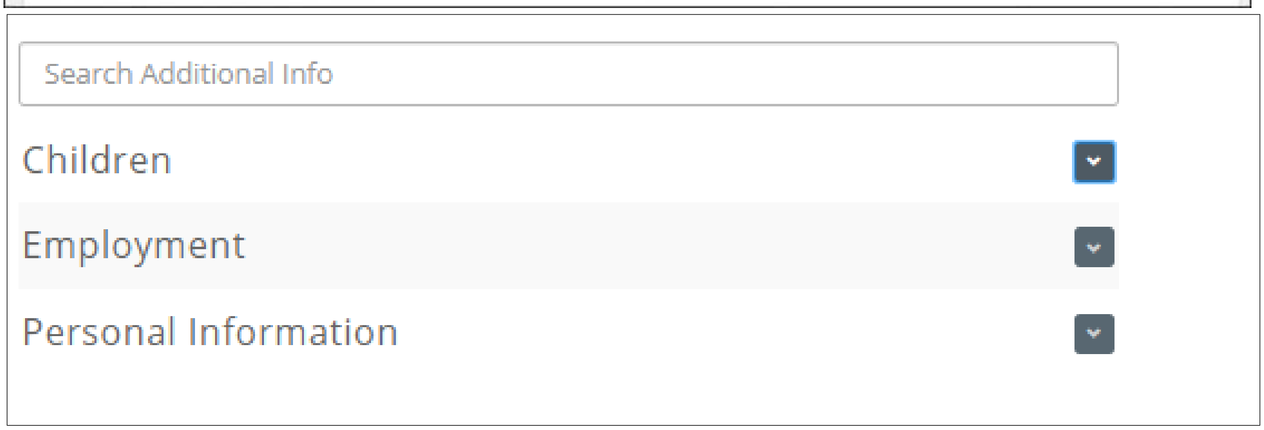


Update Contact Information in the Info Hub

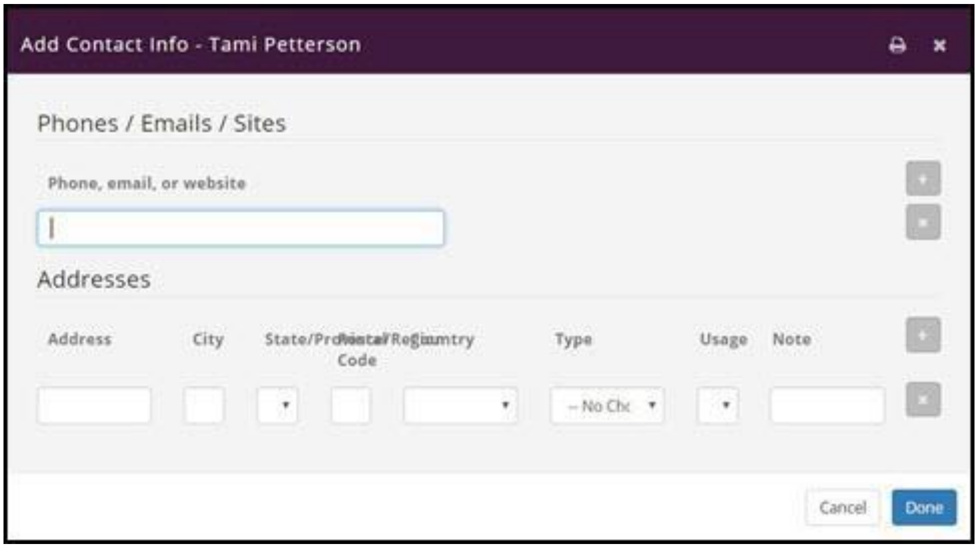
All Alumni may update their own existing contact information or add new contact information in the Info Hub. All of the information you enter under "My Info" will be seen by the LG staff for operational purposes, but only portions of it will be seen publicly in the on-line and print Alumni Directory.

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





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



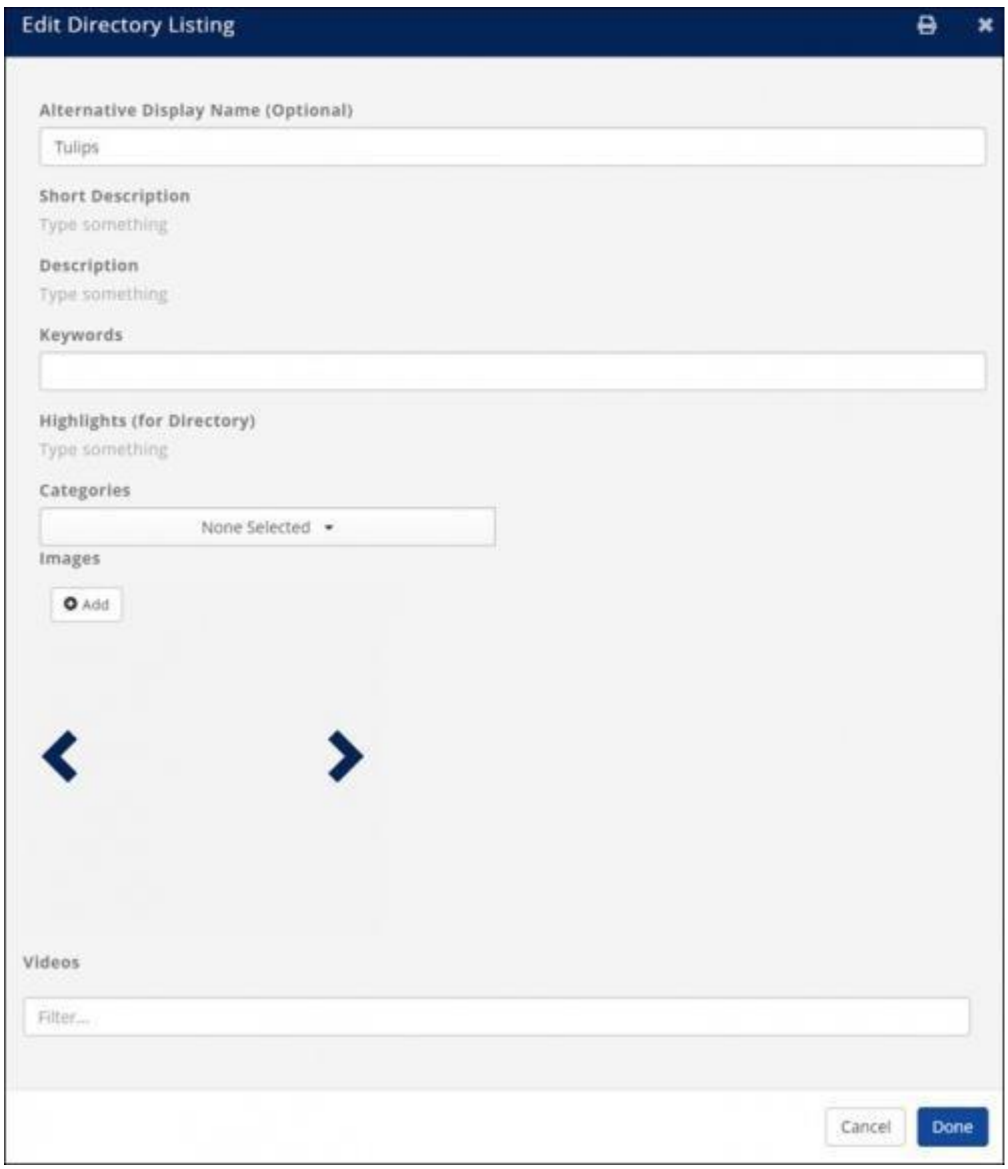
3. The LISTS/COMMITTEES section will display committees to which this member belongs.
   - The member can click the X adjacent to a list/committee that they no longer wish to belong to, OR
   - The member can click the icon in the Lists/Committees section to view the lists/committees available to join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

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.

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



3. The following directory listing settings may be updated.

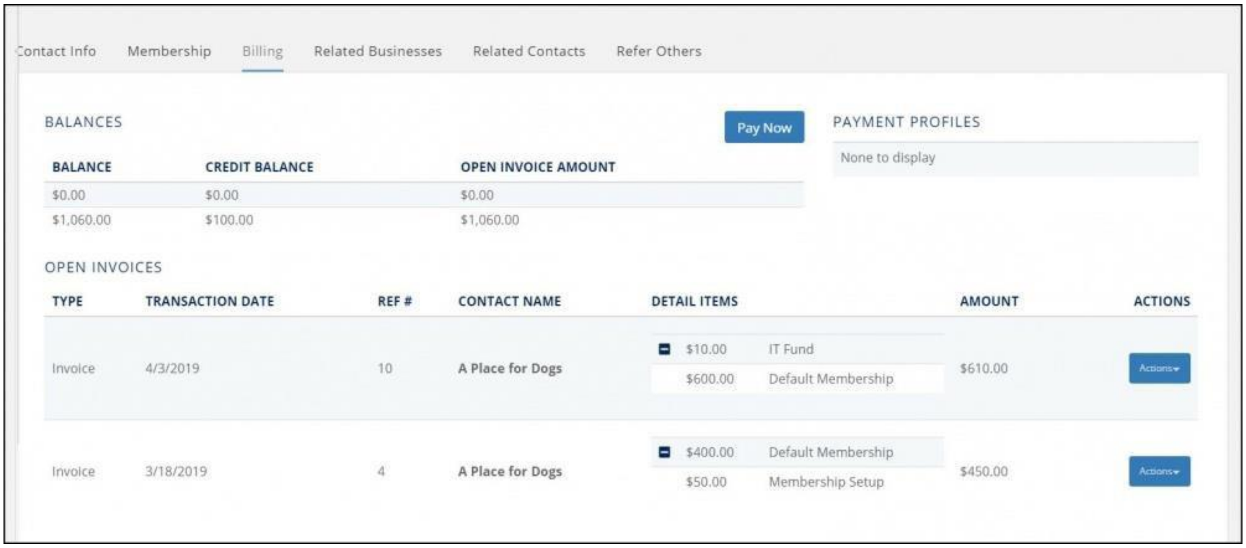
    - **Alternative Display Name (Leave Blank if Same as Contact)** - This is the name of the organization that will be displayed in the directory.
    - **Short Description** - The short description is displayed with the search results.
    - **Description** - The description is displayed when the organization 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.

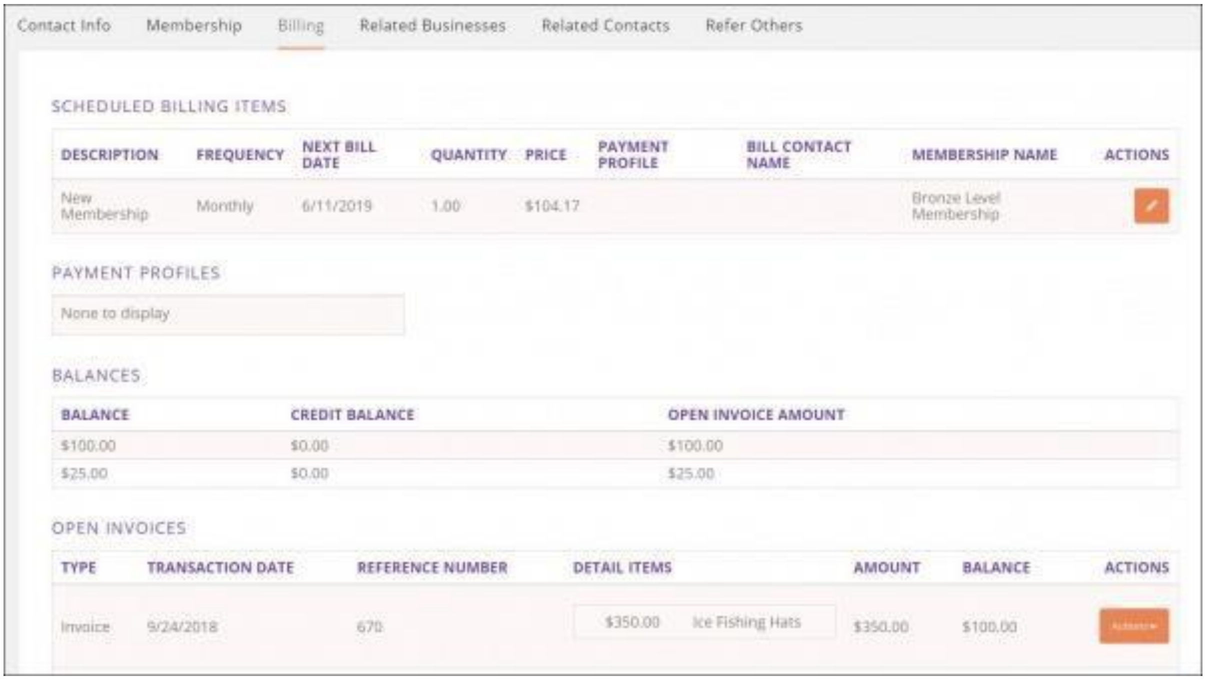
1. Click **My Info** in the Navigation Panel.
2. Click the **Billing** tab.



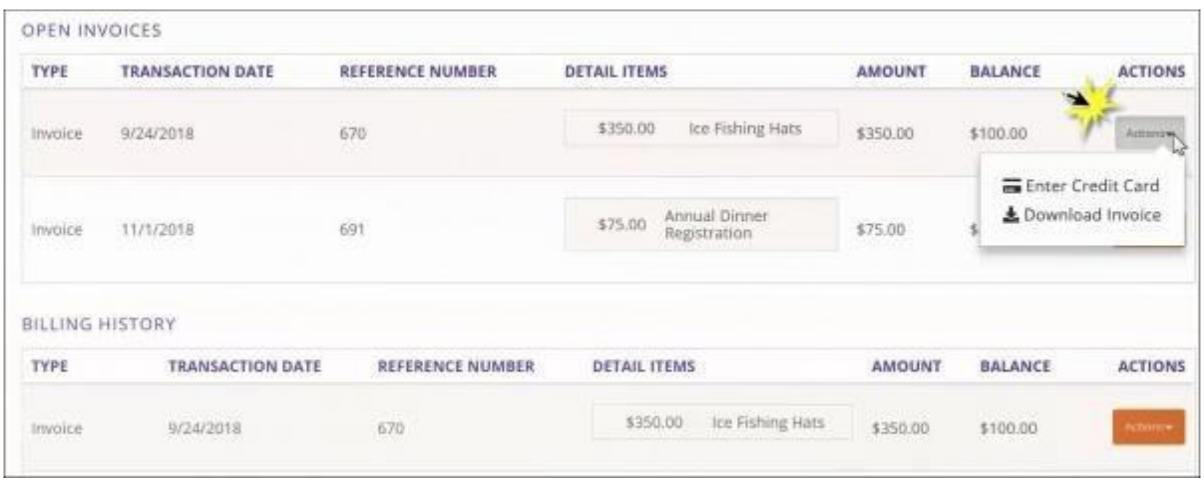
- Balances: The balances section will display the current balances.
- Open Invoices: The open invoices section will display all of your open invoices
- Billing History: This section will display all transaction history, including payments, invoices, refunds, credits and so on.

Pay an Invoice in the Info Hub

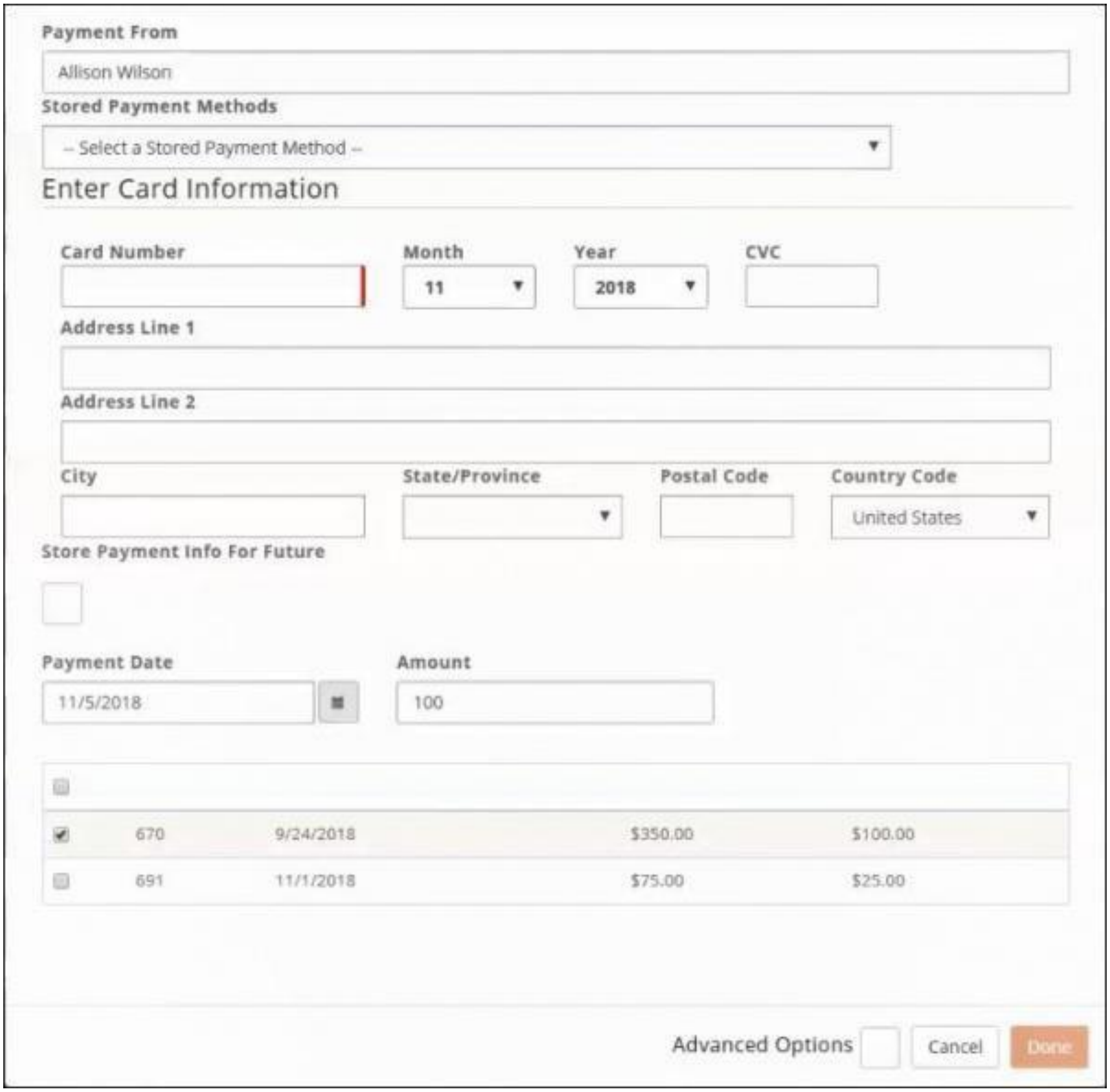
1. Click **My Info** in the Navigation Panel.
2. Click the **Billing** tab.



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



4. Click **Enter Credit Card**.



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**.

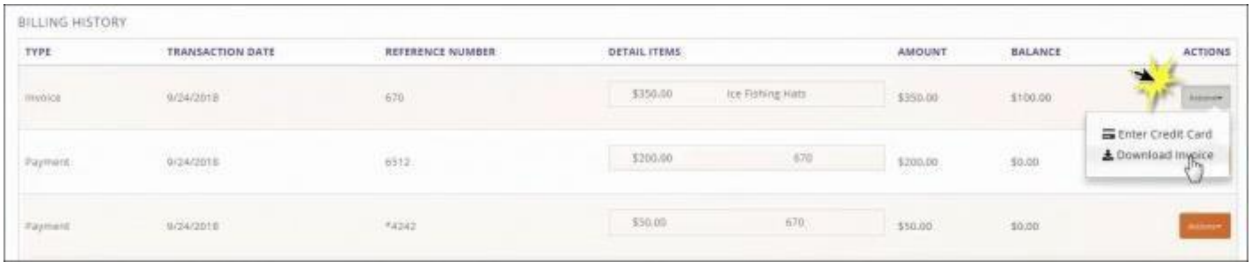
6. Select the invoices you wish to pay. **NOTE:** If you wish to pay invoices for other contacts related to the organization, enable the **Advanced Options** and enable the **Display Related Contacts' Invoices**. The invoices for all contacts related to the organization will be displayed in the invoice 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.



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 MobileApp

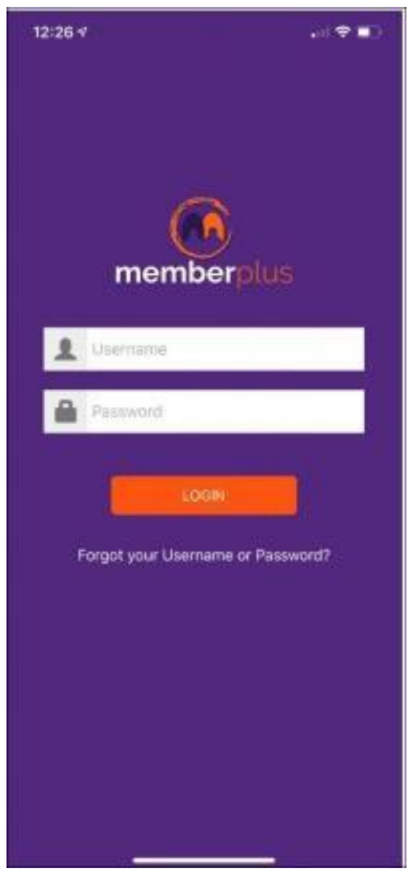
Download the App

- 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.