

# 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](mailto:manager@leadershipgeorgia.org) or call 404-223-2294.

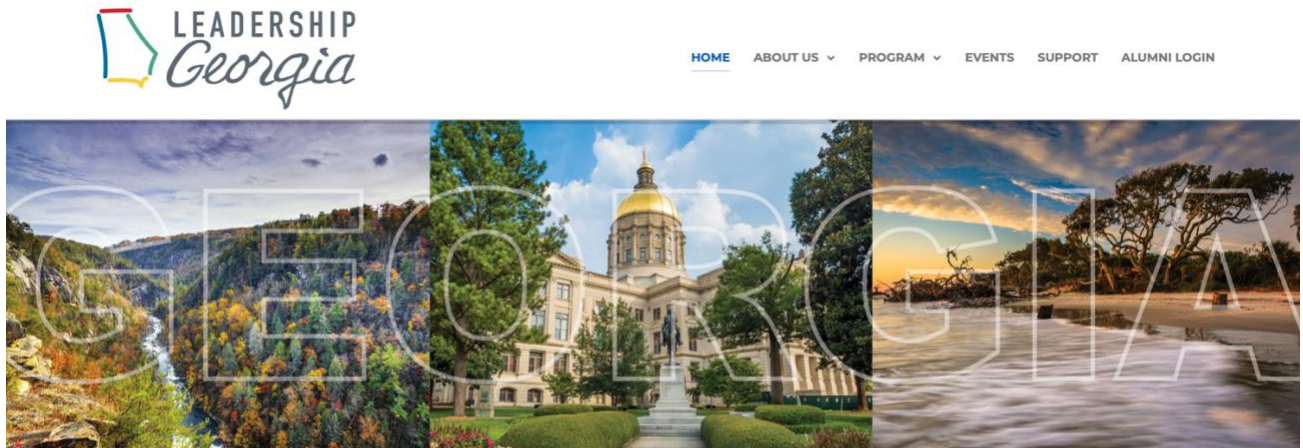
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# Getting Started – Activating Account and Initial Log-in

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1. Go to [www.leadershipgeorgia.com](http://www.leadershipgeorgia.com)
2. Click on “ALUMNI LOGIN” in top right corner.



## Welcome to Leadership Georgia

One of the nation's oldest and most successful leadership training programs for young business, civic, and community leaders that have the desire and potential to work together for a better Georgia.

"The purpose of Leadership Georgia is to prepare strong and effective leaders for the future development of this state. Those who participate are young people coming from every nook and cranny of Georgia...the small town, the open country, the big city." J.W. Fanning

3. Click on the blue “CREATE ACCOUNT” button.

### ACTIVATE ACCOUNT

To ACTIVATE your Leadership Georgia Alumni account, click the “CREATE ACCOUNT” button below and use the e-mail that is currently on file with Leadership Georgia:

[CREATE ACCOUNT](#)

### NEED HELP?

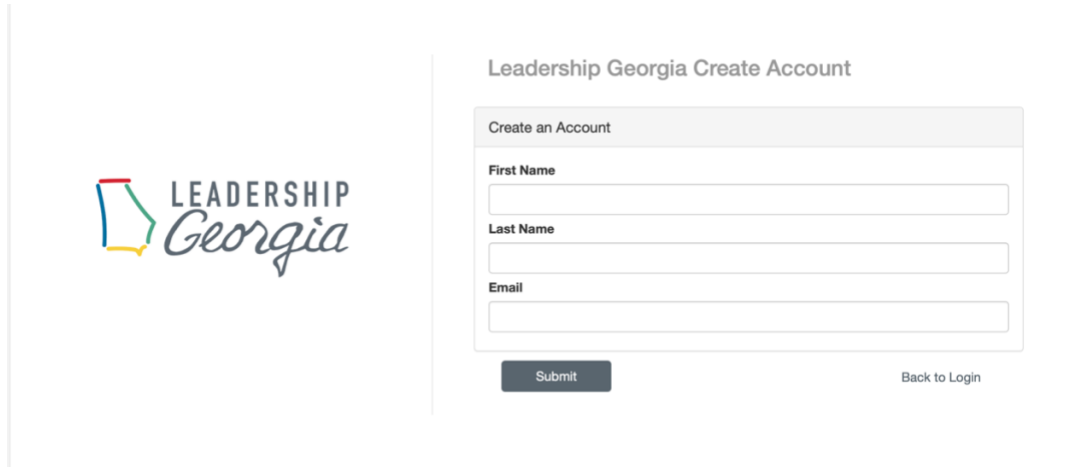
For step-by-step instructions, please click “SET-UP INSTRUCTIONS AND DATABASE USER GUIDE”:

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

### NEED ADDITIONAL HELP?

If you have any questions and/or just need extra help navigating our new Alumni database, please reach out to our Manager of Operations, Amy Hobbs, at [manager@leadershipgeorgia.org](mailto:manager@leadershipgeorgia.org) or (404) 223-2294. She will be more than happy to assist you.

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](mailto:manager@leadershipgeorgia.org) or 404-223-2294.



Leadership Georgia Create Account

Create an Account

First Name

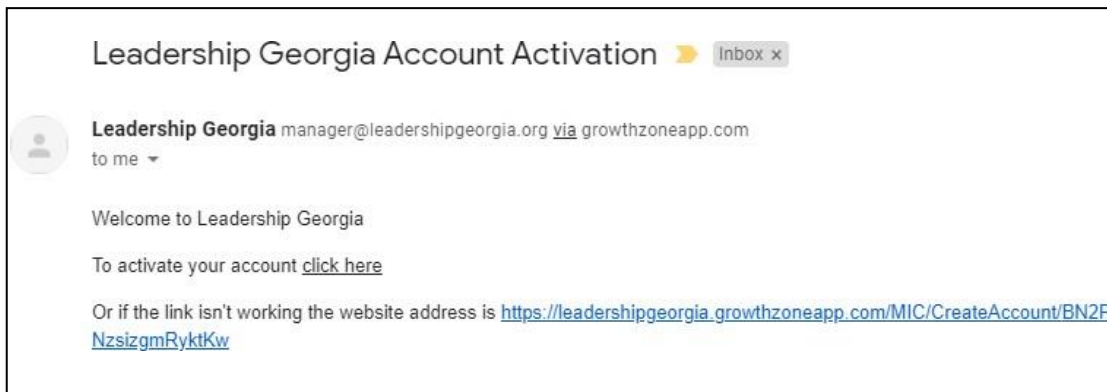
Last Name

Email

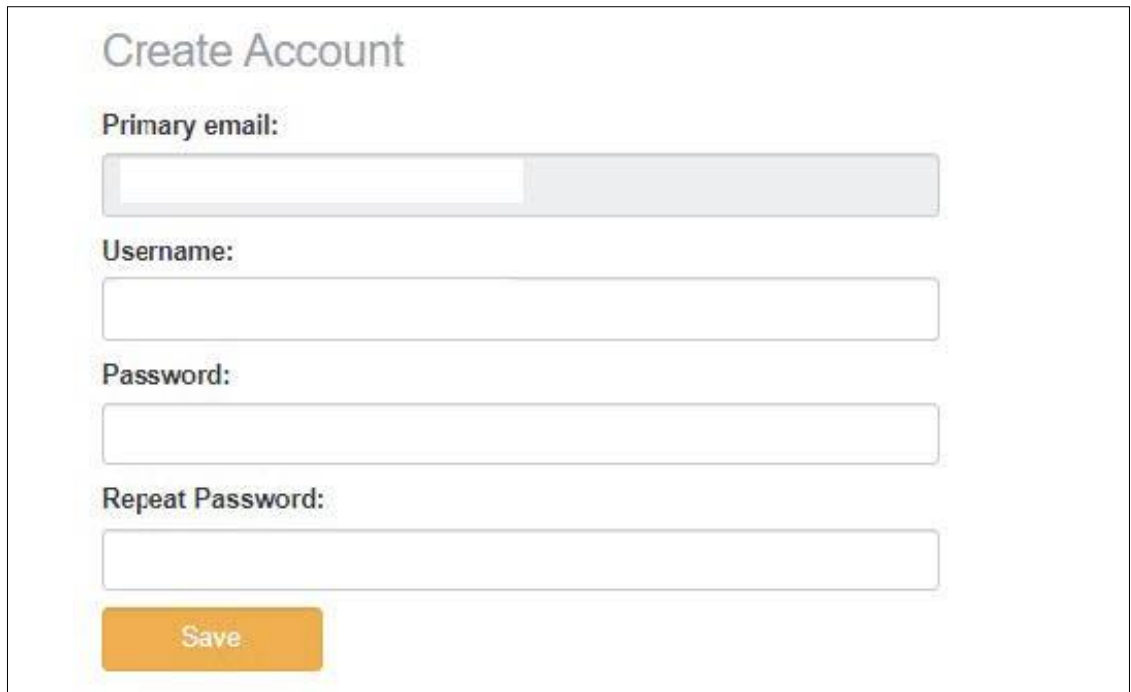
Submit

Back to Login

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.



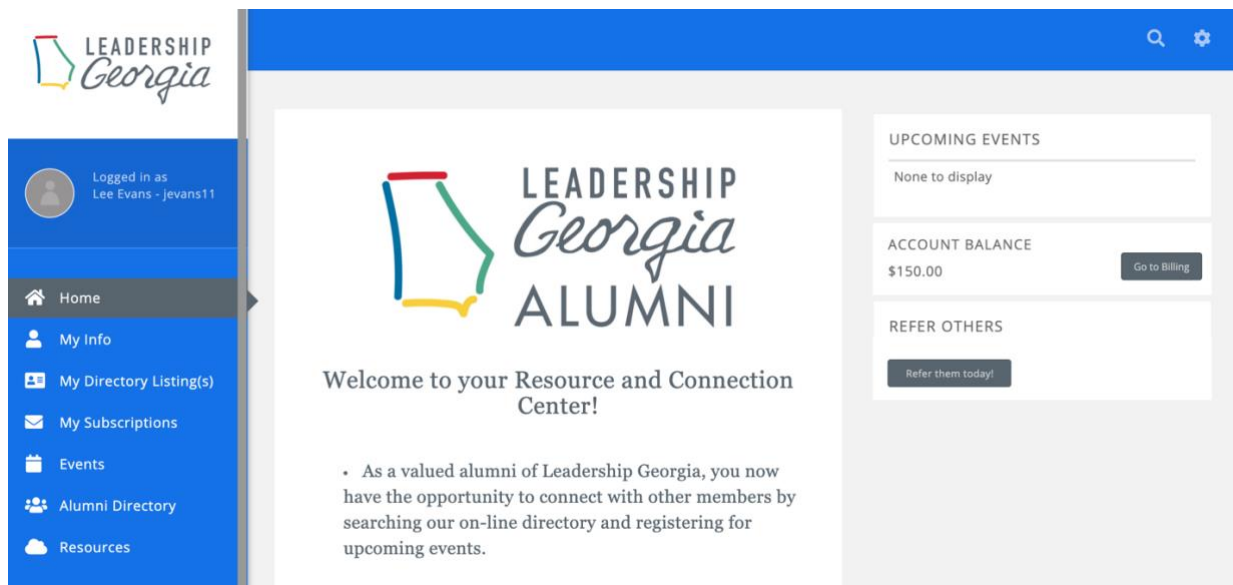
6. Set up your personalized password and save.



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



The image shows the main page of the Leadership Georgia Alumni Resource and Connection Center. The page features a blue header with the Leadership Georgia logo and a search icon. A left sidebar contains navigation links: Home, My Info, My Directory Listing(s), My Subscriptions, Events, Alumni Directory, and Resources. The main content area displays the Leadership Georgia Alumni logo and a welcome message: "Welcome to your Resource and Connection Center!". Below the welcome message is a bullet point: "As a valued alumni of Leadership Georgia, you now have the opportunity to connect with other members by searching our on-line directory and registering for upcoming events." On the right side, there are three sections: "UPCOMING EVENTS" (None to display), "ACCOUNT BALANCE" (\$150.00 with a "Go to Billing" button), and "REFER OTHERS" (with a "Refer them today!" button).

# 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.

The screenshot displays the 'Contact Info' tab for a user named Mary White. The interface includes a navigation bar with tabs: Contact Info, Membership, Account, Related Businesses, Related Contacts, and Refer Others. The main content area is divided into three sections: CONTACT INFO, LISTS/COMMITTEES, and PROFESSIONAL BIO. A 'Save' button is located in the top right corner.

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

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

PROFESSIONAL BIO: None to display

Filter...

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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.
  - o The member can click the X adjacent to a list/committee that they no longer wish to belong to, OR
  - o 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

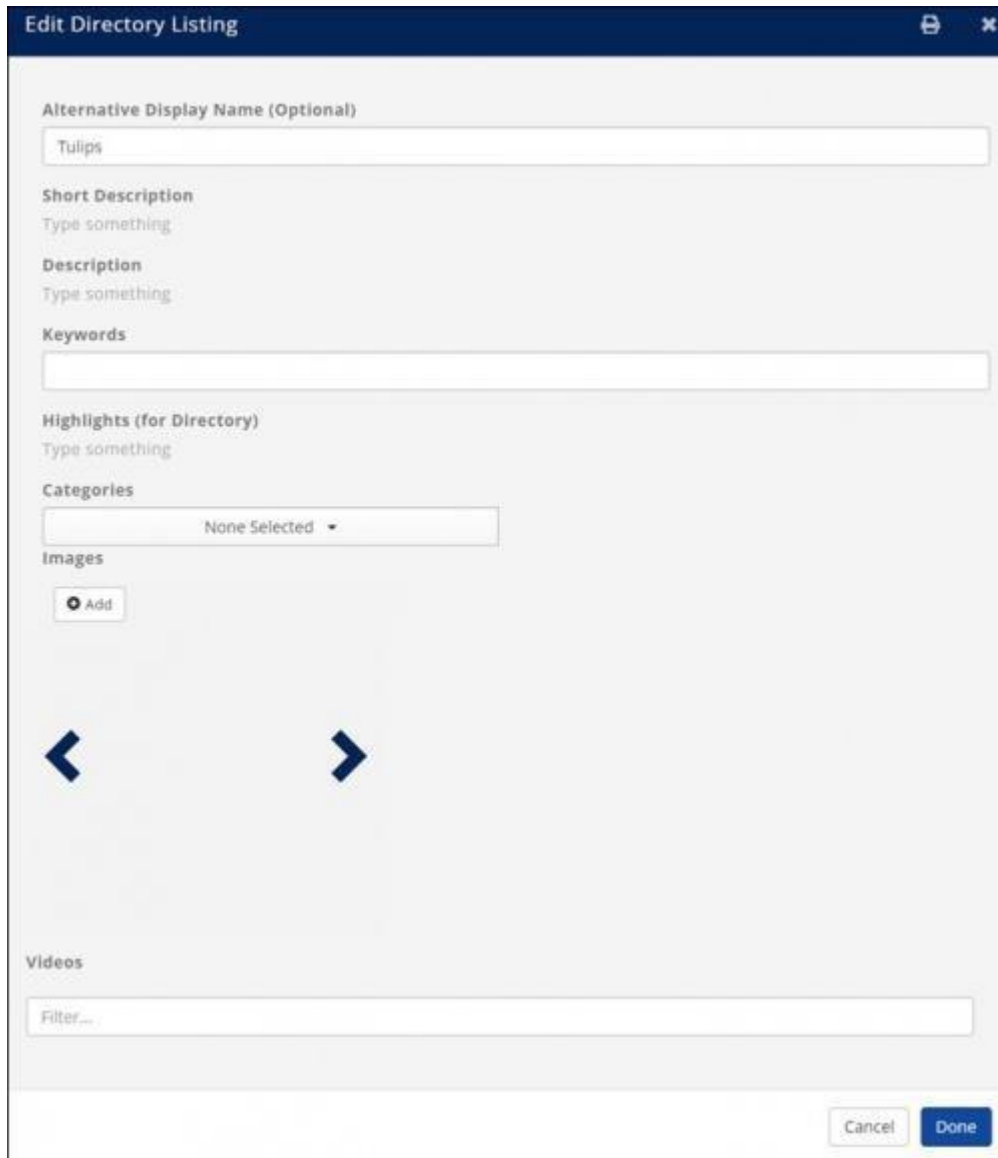
The settings available to be updated will be dependent on the directory listing type this member has been provided:

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



Type	Directory Name	Owner	Actions
Super Deluxe	Active Member Directory	Tulips	

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



**Edit Directory Listing**

Alternative Display Name (Optional)  
Tulips

Short Description  
Type something

Description  
Type something

Keywords

Highlights (for Directory)  
Type something

Categories  
None Selected

Images  
Add

Navigation: < >

Videos  
Filter...

Buttons: Cancel 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.

Navigation: Contact Info | Membership | **Billing** | Related Businesses | Related Contacts | Refer Others

**BALANCES** [Pay Now](#) **PAYMENT PROFILES**  
None to display

BALANCE	CREDIT BALANCE	OPEN INVOICE AMOUNT
\$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"><li>\$10.00 IT Fund</li><li>\$600.00 Default Membership</li></ul>	\$610.00	<a href="#">Actions</a>
Invoice	3/18/2019	4	A Place for Dogs	<ul style="list-style-type: none"><li>\$400.00 Default Membership</li><li>\$50.00 Membership Setup</li></ul>	\$450.00	<a href="#">Actions</a>

- o Balances: The balances section will display the current balances.
- o Open Invoices: The open invoices section will display all of your open invoices
- o 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.

The screenshot shows the 'Billing' tab selected in the navigation menu. It displays several sections:

- SCHEDULED BILLING ITEMS:** A table with columns: DESCRIPTION, FREQUENCY, NEXT BILL DATE, QUANTITY, PRICE, PAYMENT PROFILE, BILL CONTACT NAME, MEMBERSHIP NAME, and ACTIONS. One row is visible: 'New Membership' with a frequency of 'Monthly', next bill date of '6/11/2019', quantity of '1.00', price of '\$104.17', and membership name 'Bronze Level Membership'. An 'Actions' button is present in the right column.
- PAYMENT PROFILES:** A section with a text box containing 'None to display'.
- BALANCES:** A table with columns: BALANCE, CREDIT BALANCE, and OPEN INVOICE AMOUNT. It shows two rows: one with a balance of '\$100.00' and credit balance of '\$0.00', and another with a balance of '\$25.00' and credit balance of '\$0.00'.
- OPEN INVOICES:** A table with columns: TYPE, TRANSACTION DATE, REFERENCE NUMBER, DETAIL ITEMS, AMOUNT, BALANCE, and ACTIONS. One row is visible: 'Invoice' dated '9/24/2018' with reference number '670', amount '\$350.00', and balance '\$100.00'. The detail items are '\$350.00 Ice Fishing Hats'. An 'Actions' button is in the right column.

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

This screenshot shows the 'OPEN INVOICES' section with a dropdown menu open for the 'Actions' button of the first invoice. The dropdown menu contains two options: 'Enter Credit Card' and 'Download Invoice'. A yellow starburst graphic highlights the 'Actions' button.

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	\$	

4. Click **Enter CreditCard**.

**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

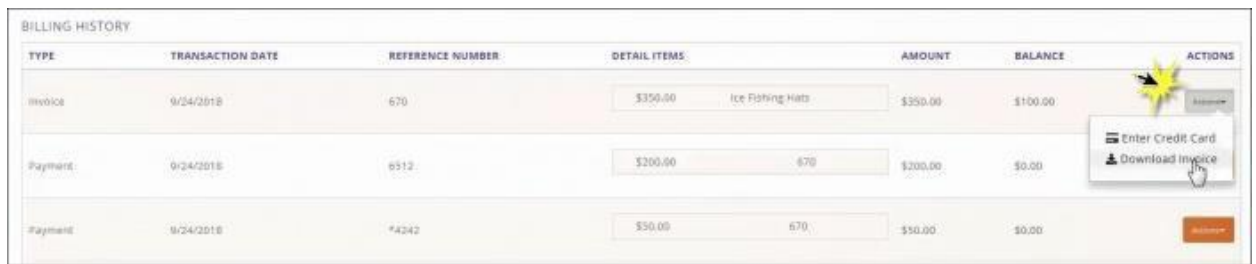
Advanced Options  Cancel Done

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 'BILLING HISTORY' table with the following data:

TYPE	TRANSACTION DATE	REFERENCE NUMBER	DETAIL ITEMS	AMOUNT	BALANCE	ACTIONS
Invoice	9/24/2018	670	\$350.00 Ice Fishing Mats	\$350.00	\$100.00	Account
Payment	9/24/2018	6512	\$200.00 670	\$200.00	\$0.00	Enter Credit Card Download Invoice
Payment	9/24/2018	*4242	\$50.00 670	\$50.00	\$0.00	Account

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

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## Download the App

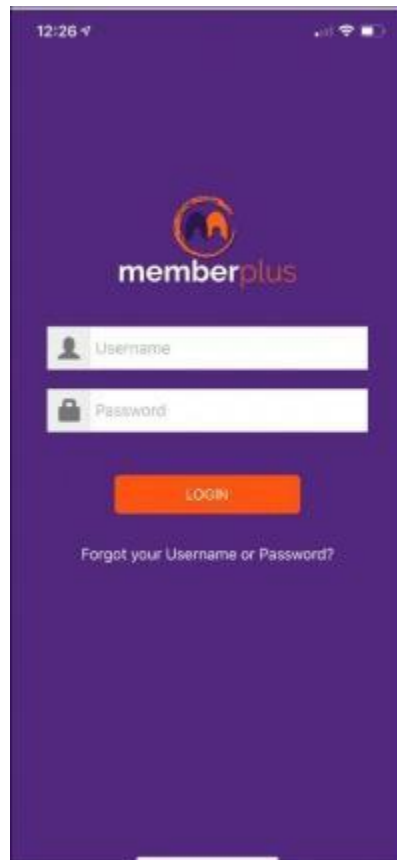
- Download from the iTunes store here - [MembersPlus iOS version](#)
- Download from the Google Play store here - [MemberPlus Android version](#)

## Logging in to the MemberPlus App

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**\*\*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.