1300 Sixth Avenue Columbus, Georgia 31901 OMEGAFI.COM



November 23,2022



## Shannon, Welcome to LEGFI! As the new administrator, here are <u>THREE</u> things you can do NOW to ensure success in your new role!

## **1. Attend our Basics+ Webinar!**

Check out our **LIVE WEBINAR** next week to learn how LegFi can help you meet your goals as a new officer!

Select the link below to register. The webinar recording will be sent to all registrants.

Wednesday, November 30, 2022 1:00 PM EST



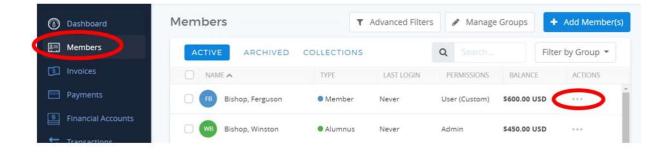
## 2. Review the GETTING STARTED article in our Help Center!

Click the *QUESTION MARK* icon in the top row and select the **GETTING STARTED** section!

## 3. Update your roster!

In LegFi, select **MEMBERS** from the left menu and click the three dots under the **ACTIONS** column.

Email a list with any members who need to be archived to to **legfisupport@legfi.com**.



legfisupport@legfi.com | LegFi Help Center