



OMEGAFI®

November 8, 2022



LegFi

Shannon, **Welcome to LEGFI!**
As the new administrator, here
are **THREE** 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.

Tuesday, November 15, 2022 1:00 PM EST



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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 legfisupport@legfi.com.

The screenshot shows the LegFi interface. On the left, a dark sidebar menu has 'Members' circled in red. The main content area is titled 'Members' and includes buttons for 'Advanced Filters', 'Manage Groups', and 'Add Member(s)'. Below these are tabs for 'ACTIVE', 'ARCHIVED', and 'COLLECTIONS', along with a search bar and a 'Filter by Group' dropdown. A table lists members with columns for NAME, TYPE, LAST LOGIN, PERMISSIONS, BALANCE, and ACTIONS. Two members are listed: 'Bishop, Ferguson' (Member) and 'Bishop, Winston' (Alumnus). The 'ACTIONS' column for 'Bishop, Ferguson' contains three dots, which are circled in red.

| <input type="checkbox"/> | NAME ^ | TYPE | LAST LOGIN | PERMISSIONS | BALANCE | ACTIONS |
|--------------------------|---------------------|---------|------------|---------------|--------------|---------|
| <input type="checkbox"/> | FB Bishop, Ferguson | Member | Never | User (Custom) | \$600.00 USD | ... |
| <input type="checkbox"/> | WB Bishop, Winston | Alumnus | Never | Admin | \$450.00 USD | ... |

legfisupport@legfi.com | [LegFi Help Cente](#)