

November 8, 2022



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



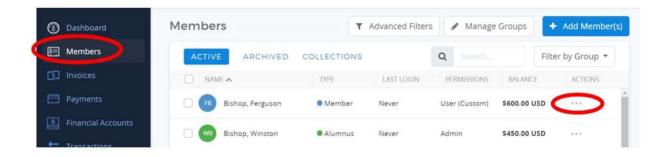
## 2. Review the GETTING STARTED article in our Help Center!

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 <a href="mailto:legfisupport@legfi.com">legfisupport@legfi.com</a>.



<u>legfisupport@legfi.com</u> | <u>LegFi Help Cente</u>