Subject: Welcome to Your New Member Portal: A Streamlined Experience Starts Today

Dear League Member,

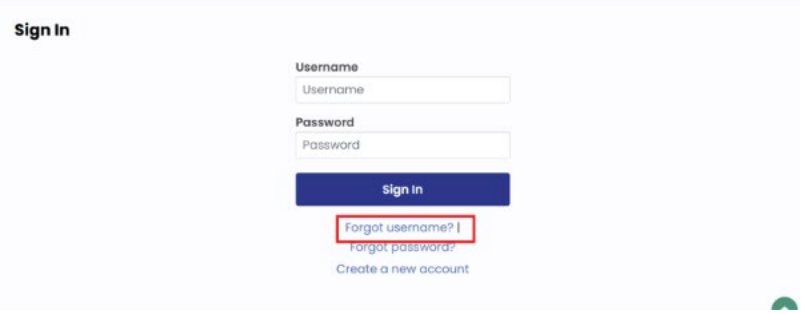
At the League, we are constantly working to improve and streamline your member experience. We are thrilled to announce the launch of our new **Member Portal**, a personalized profile designed to make your engagement with League resources and events more intuitive and efficient.

While we will be sharing much more about the portal's full capabilities in the coming weeks, we are launching it today specifically to simplify your event registration.

Getting Started: Your 4-Step Guide
To ensure a smooth transition and to avoid creating duplicate accounts, please follow the steps below to access your Member Portal for the first time.

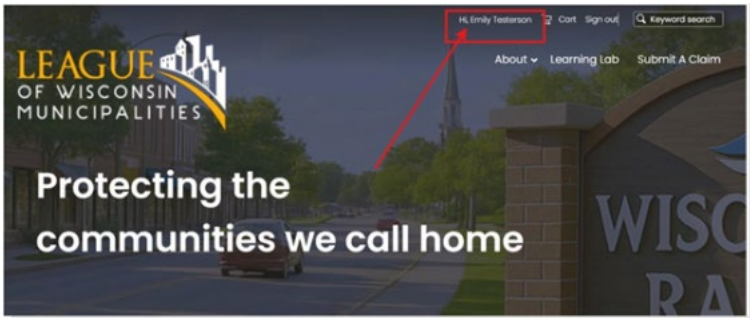
- **Step 1: Visit the Portal** **Click here to visit the portal.**

- **Step 2: Identify Your Account** Click on the **"Forgot username?"** link. Even if you have never logged in before, this step will allow our system to automatically locate your existing League record.

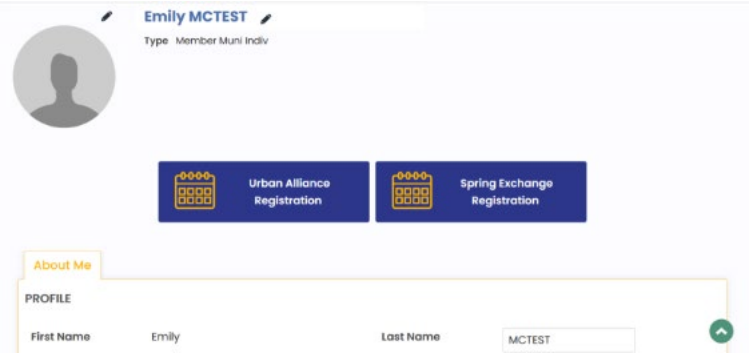


- **Step 3: Secure Your Access** Enter the email address where you typically receive League communications. Our system will instantly verify your record and send you an email with your username and a secure link to set your password. Please note after setting your password, you may be prompted to return to the start page to login with your updated credentials.

  *Please note, upon logging in for the first time, you may be directed to the page below. To access your Member Portal, locate your name in the upper right corner and click on your name.



- **Step 4: Register for Upcoming Events** Once you have set your password and logged in, you can click on the buttons below to easily register for both the **Urban Alliance** and the **Spring Exchange**.



Need Assistance?
We want this transition to be as easy as possible. If you encounter any issues—such as the system not recognizing your email address—please don't hesitate to contact our team at **League@lwm-info.org**.

Thank you for your continued leadership and for being a vital part of the League. We look forward to seeing you at our upcoming spring events!

-Your League Team