

Website Tips

LWVJeffco.org

The web page for the League of Women Voters of Jefferson County Colorado is powered by ClubExpress.

LWVColorado is also powered by ClubExpress. They are different websites, but, you can use the same user ID and password (See How to Log In below)

WHY? ClubExpress allows us to have our webpage, our membership database, a document library all in one place-electronically. ClubExpress also allows us to collect dues, register members for events, maintain a calendar for viewing in one location.

How to Log In

All LWVJeffco members received an email with your user ID and a temporary password.

If you have **not** logged into LWVJeffco.org contact Terri Urbanowski at turboshop@comcast.net. She will provide you with your user ID. ClubExpress will remember your user ID for you. Your User ID and Password can be the same for both LWVJeffco and LWVColorado.

ClubExpress will usually remember your user id and password if you have previously logged in from the device you are using.

Calendars on the Website

We have two calendars. On our homepage a rolling calendar is on the right side. Click on any item in the rolling calendar and you will be taken to additional details regarding the event. In the top bar you will also see the word Calendar. Click on any event on any day to find more information regarding that event.

Register for an Event

If you are trying to register for an event, please log in as a member. **Do not register as a nonmember.** Members registering as nonmembers is one of the most common complaints coming from the 104 Leagues currently using ClubExpress. It is extremely cumbersome for the membership chair to unwind this occurrence.

Links to our position books

1. Select About Us (on the top blue bar on the homepage. Then select Where We Stand. Links to LWVUS Impact on Issues, LWVCO Positions for Action and the LWVJeffco Guide to Policies and Positions 2020 are on this page. **OR**
2. Click the button for Joining the League. On the page that instructions a future member on how to join the League You will find links to all three documents shown above. **OR**
3. On the Home page find the button labeled LWV in Action. Click on that button and you will find a link to the LWV Jeffco Guide to Policies and Positions 2020. **OR**
4. Under the membership tab select Documents. On the document library page click the yellow file folder next to Program Books. A submenu will appear with the titles National, State, and Local will appear. Click on any of these titles and a listing for the appropriate program book will appear. Next to the title of the appropriate program book there will be

a green arrow. Click on the green arrow and the program book will download to your computer.

Every Member Materials

A tab for will be on the blue bar at the top of the home page in September. This tab will be updated for the upcoming unit meeting by the Friday before the briefing meeting for the unit and discussion leaders.

The Voter

Want to see a past copy of the Voter? Click on the Media tab. Links to our most recent LWV Jeffco Action items also appear here,

Donations

Members have the opportunity to set up reoccurring donations. To do this click on the donation button, log in and follow the instructions.

Membership Renewal

You will receive a notification when its time renewal for your membership. Unlike past years, this will happen one year after your last renewal. Your notification that you are due to renew your membership will come from this email address: League of Women Voters of Jefferson County membership@lwvjeffco.org

Please log into the system to renew your membership. You may now renew membership either by credit card or thru PayPal. When you renew take the opportunity to update your profile to include your interests and any positions you may have held in the past. You will also have the opportunity to tell us about yourself. We will be uploading pictures taken at kickoff to your profile. If you don't like the picture, change it.

Our Board and Officers

The list of officers and directors is located under the Tab called ABOUT US.

Membership Directory

Our membership directory is now online. This means that you will always have access to an updated membership directory.

How to Access the Membership directory

1. You must be logged into the webpage. (Our membership directory is private and for members use only)
2. Find the tab labeled members
3. Click on Membership directory
4. Do you want to find a particular member?
 - a. Type in either their first or last name in the Text Search Box
 - b. If there are multiple choices a map will appear. Below the map will be your choices.
 - c. You can download that person to your personal address book by clicking on the little business card in that person's demographics.

5. Do you want to find the members of your unit?
 - a. Find the box labeled Metro area. Click the down arrow and the units of will appear.
 - b. Select the appropriate unit.
 - c. Below the map the list of unit members will appear
 - d. You can copy the list of unit members to a word document if you wish to have a paper copy of your unit members contact information
6. Do you wish to obtain a complete list of all LWV Jeffco members?
 - a. Leave all the search boxes in the default mode.
 - b. Click Search
 - c. Below the map page 1 for the list of members will appear.
 - d. There is an arrow button at the bottom of the screen to access the remaining pages of the directory.