



OMEGAFI®

November 23, 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.

Wednesday, November 30, 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 the first member is 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 Center](#)