

ChapterSpot Points of Contact #4: 12/6/24

Subject: ChapterSpot: Time to Take Action

Hello League members,

The transition to ChapterSpot, the League's new membership system, is well underway, and it's time for Leagues to take action.

Below is the list of steps that each League will need to take as part of this implementation. A [checklist](#) of these steps is available to download or print to track your League's progress. Please coordinate with the other leaders at your League to determine who will complete each step.

1. **Attend training.** Training is divided into five role-specific modules (presidents, treasurers, roster managers, membership chairs, and webmasters) and each should be viewed by someone at your League. The training covers everything you need to know to take the rest of the steps on this list. The calendar of future training and recordings of past sessions are available on the [ChapterSpot Resources page](#).
2. **Sign up for Stripe.** Stripe is the payment processor that ChapterSpot will use to collect member dues, and each League must sign up for an account. Instructions for setting this up are available [here](#), but if your state League sent Stripe setup instructions, please refer to those. Your League's president and treasurer will receive an invitation by email today to begin the process. (Note: invitations have not been sent for member-at-large units. State Leagues should identify who will set up Stripe for any member-at-large units and email membership@lww.org.)
3. **Fill out the [League Info Form](#).** This form asks for your League's current dues rate, website, EIN, nonpartisan policy, DEI policy, and bylaws. This can be filled out by anyone at your League with the relevant information.
4. **Update the roster.** Your League's roster manager should make sure that all members have a unique email address and an expiration date listed. Your roster manager should also ensure your officer list is up to date. Please add any information that can be added now, but as always, the annual member count will take place on January 31st, so that is the deadline for updating your roster.
5. **Optional: Fill out the [Membership Questions Form](#).** This is a form for identifying the questions your League wants to ask members when they log into the ChapterSpot portal for the first time. There are default questions included with ChapterSpot, so this form is optional.
6. **Complete the Annual League Survey.** The [Annual League Survey](#) will open in January. Your League president or another officer will receive the link to complete it by email when it launches in January.

7. **Add links to ChapterSpot to your League's current website.** Two links will need to be added to any current League websites: one for members to join/renew that goes to the join/renew form, and one for members to log in to the ChapterSpot portal where they can update their information. These links will be emailed to your League in January and should be added to your League's website (if you have one) as close to February 1st as possible.
8. **Update your League's bylaws.** Many League bylaws have passages that conflict with the coming changes to membership. [Guidance](#) is available for what these passages might be. If your bylaws need to be amended, this should be done at the next opportunity, likely your League's next annual meeting.

Unless otherwise specified, these steps should be taken by the end of this month. If you have any questions, please reach out to transformation@lww.org. If you are unfamiliar with the larger ChapterSpot implementation process, we recommend attending a session of our monthly [Framing the Future Office Hours](#) or watching the recording of the most recent session. More information is also available on the [ChapterSpot Resources page](#) of the League Management Site.

You are receiving this email because you are listed in the Roster Portal as the ChapterSpot point of contact for your League, or because you are listed as a president, treasurer, membership chair, or roster manager. If that is incorrect, please ask your League's roster manager to update this information. Please feel free to forward this message to anyone in your League who could benefit from this information.

In League,

LWW Transformation Team