

July 2025

LWV MEMBER PORTAL TRAINING FOR LEAGUE LEADERS

MEMBERSHIP CHAIRS/ROSTER MANAGERS

System Basics

Community Norms

- Call will be recorded
- Assume positive intent
- Please put questions/feedback in the chat
- Recording will be on the [LWV Member Portal Resources](#) page
- Details are in the Portal Admin Guide

POP

- **Purpose:** Provide Membership Chairs, Roster Managers, and other League leaders with the information they need to support members in joining and renewing
- **Outcome:** Attendees will be able to support members in the process of joining, logging in, filling out the initial survey, and renewing, and manage the roster
- **Process:** Presentation/demo followed by Q&A

Logging In



Sign in to continue

Email

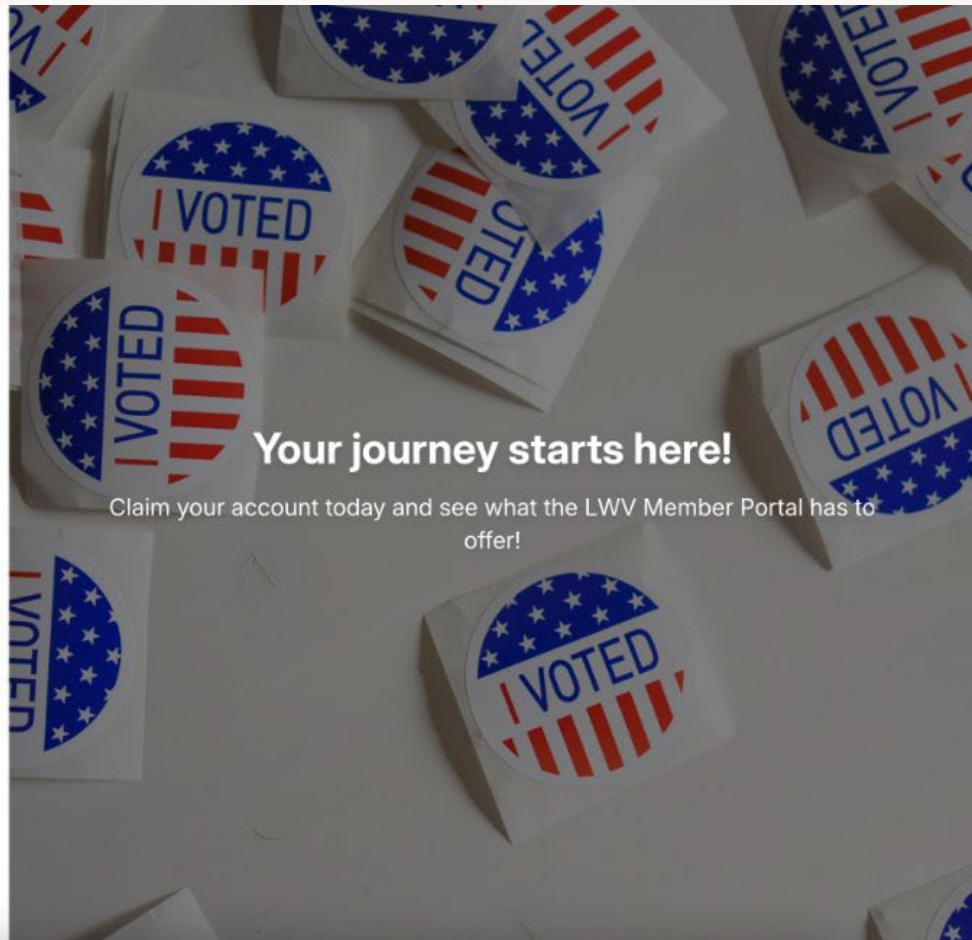
name@workemail.com

Continue with email



We'll email you a code for a seamless sign in.

Having trouble signing in? Click [here for assistance](#).



Your journey starts here!

Claim your account today and see what the LWV Member Portal has to offer!



Almost there...

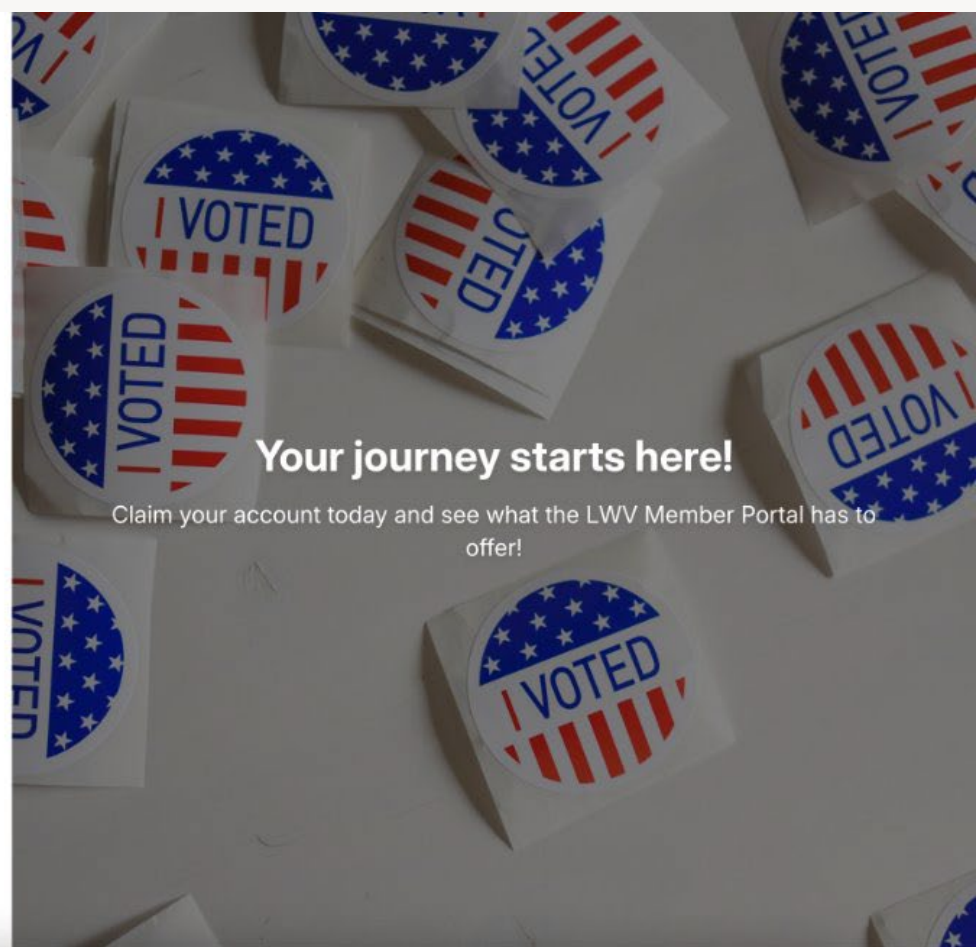
Code

Verify



Please enter the code or click the link that we sent to your@email.com to continue.

Having trouble signing in? Click [here for assistance](#).



Your journey starts here!

Claim your account today and see what the LWV Member Portal has to offer!



My LWV Membership

[Renew](#)

FREELAND, LAURA

League

LWV of Arlington and Alexandria City

Status

Active

State

VA

Expiration

Jul 2, 2026



Invite New Members

Copy the link below and share it with the person/member that wants to join or renew.

<https://portal.lwv.org/membe...> 



Profile



Payments



VOTE411



My Involvement



Support Articles



My Address



Are You Interested in Joining?

[Join LWV!](#)

Welcome Laura! Thanks for signing into LWV Member Portal.

You are not currently a member of LWV. In order to sign-up, [click here to join](#).



Invite New Members

Copy the link below and share it with the person/member that wants to join or renew.

<https://portal.lwv.org/membe...> 



Profile



Payments



VOTE411



My Involvement



Support Articles



My Address

LWVUS Staff



My Profile

Laura Freeland



General



Security

Related



Community Involvement



Household Information



Address Information

General

Manage your name, address, and contact information.

[Edit profile](#)

Name

First Name *

Laura

Preferred First Name *

Laura

Is there a first name you prefer to use that's different from your First Name? If so, please enter it here.

Middle Name



Leadership



League
Resources



League Website



Roster



Add/Renew
Members



Leadership



Manage
Registration
Questions



League
Resources



Emailer



Website Editor



League Profile



Stripe
Management



Contributions

Joining

Where to Join

BECOME A MEMBER TODAY

- Join online through any website – local, state, or national
 - QR code located on the League Profile
- For local websites, Leagues have unique link that populates the join form with their League
 - Link is available on the League profile
- Can choose to be a member of any League



Membership Registration

Please complete the following steps:

- 1 Sign Up**
- 2 Membership Registration
- 3 Membership Contribution
- ✓ Checkout

Sign Up

Check your email!

We sent an email to **name@workemail.com**. Please enter the code or click the link that we sent in order to continue.

Code

Verify



Membership Registration

Please complete the following steps:

- 1 Membership Registration**
- 2 Membership Contribution
- ✓ Checkout

Membership Registration

Member Information

First Name *

Nora

Last Name *

Pullen

Email *

npullen@lwv.org

Phone *

 +1 

Street Address *

City *

Unique Member Emails

- Each member needs to have their own email address
- Renewing with a different email address will create a duplicate record
- When renewing for a second person, use their email address



Membership Registration

Please complete the following steps:

1

Membership Registration

2

Additional Membership Contribution



Checkout

Second Person

☐ Would you like to add a second person?

Membership Purchase Selection

When joining a local-level League, your membership payment will be shared as follows:

20% to the local League

47% to the state League

33% to the national organization

When joining a state-level League, your membership payment will be shared as follows:

67% to the state League

33% to the national organization

LWV Membership

Please complete the following steps:

- 1 Login or Sign Up
- 2 Join or Renew Your Membership
- 3 Additional Membership Contribution
- ✓ Checkout

Second Person

Please note that if you opt to add a second person to this purchase the dues amount you choose below will be doubled.

☒ Would you like to join or renew on behalf of another person?

Secondary First Name *

Secondary Last Name *

Secondary Email *

Secondary Phone

Secondary Relationship

Membership

When joining a local-level League, your membership payment will be shared as follows:

20% to the local League

Membership

When joining a local-level League, your membership payment will be shared as follows:

20% to the local League

47% to the state League

33% to the League of Women Voters of the United States

When joining a state-level League, your membership payment will be shared as follows:

67% to the state League

33% to the League of Women Voters of the United States

League State *

League State *

VA

x

▼

League *

LWV of Arlington and Alexandria City

x

▼

Choose the dues amount you wish to pay.

The recommended rate is \$75 but you are welcome to choose an amount below that, down to a minimum of \$20 per person. Higher dues amounts help facilitate some members to pay below the recommended rate but do not confer additional benefits.

Dues Amount *

Type to search...

▼

☐ Check if you would like to automatically renew your membership annually

Next →

Choosing a League

- In most cases, the League will already be filled in based on the link used to get to the page
- If it isn't, a member can choose their state in a dropdown menu, and then they will see a dropdown menu of the Leagues in the state

Dues Amount *

Type to search...



\$75 - Local/State/National Membership (Recommended)

\$150 - Local/State/National Membership

\$250 - Local/State/National Membership

\$500 - Local/State/National Membership

Choose Your Own Amount (Minimum \$20)

**Choose the dues amount you wish to pay.**

The recommended rate is \$75 but you are welcome to choose an amount below that, down to a minimum of \$20 per person. Higher dues amounts help facilitate some members to pay below the recommended rate but do not confer additional benefits.

Dues Amount *

Choose Your Own Amount (Minimum \$20)

**Choose your own amount ***

0.00

☐ Check if you would like to automatically renew your membership annually

LWV Membership

Please complete the following steps:

- 1 Login or Sign Up
- 2 Join or Renew Your Membership
- 3 Additional Membership Contribution
- ✓ Checkout

| Additional Membership Contribution

If you choose to add an additional contribution it will go to your chosen League "**LWV of Arlington and Alexandria City**"

☒ Would you like to make an additional contribution?

Contribution Amount *

0.00

☐ Select here if you would like to automatically renew your additional contribution annually?

[Back](#)

[Continue →](#)

Review and pay

Please review your cart items before checkout.

Attention

Hi Laura, you should know that your payment will be split to multiple destinations and result in separate charges to your payment method. Need help? [Ask support!](#)

L	League Contribution \$20.00 (100% to LWV of Arlington and Alexandria City)	Remove	\$20.00
C	Local-State-National Membership (Choose Your Own Amount) \$4.00 (20% to LWV of Arlington and Alexandria City) \$9.40 (47% to LWV Of Virginia) \$6.60 (33% to LWVUS)	Remove	\$20.00
			Total \$40.00

Choose your payment method

Select a payment method or enter a new one below.

American Express

 If you're paying with a card, American Express isn't accepted. Please use a different card type.



Card



US bank account

Card number

1234 1234 1234 1234



Expiration date

MM / YY

Security code

CVC



Country

United States



ZIP code

12345

By providing your card information, you allow ChapterSpot to charge your card for future payments in accordance with their terms.

Cancel

Add payment method

After Joining

- New member will receive a receipt email
 - If your League is a 501(c)(3), this can serve as a tax-receipt showing the 20% of dues going to your League is tax deductible
- The member will also receive a welcome email

League Notification

- President, treasurer, membership chair, and roster manager will receive a notification when a new member has joined
- State Leagues are encouraged to check to see if new members are near a local League they might want to join

Note on Dues Split

- Because a dues payment is technically three payments – one to the local League, one to the state League, and one to the national League – it will show up on a member's credit card statement as three payments



Joining Offline

- Members will be encouraged to join online, but it is still possible to join offline
- Sample join form is available on the [League Management Site](#)

← Back

Add/Renew Members

What do you want to do?

 I want to add a **new member** >

 I want to **renew an existing member** >

Or, I want to see which **checks** have not yet been confirmed by LWVUS >

← Back

Add/Renew Members

Do you want to send them a link or register them yourself?

 I want to **send them a link to join/renew (recommended)** >

 I want to **register/renew them myself and will mail a check to LWVUS** >



Membership - Pay By Check

Enter Member Information

Use this form to add or renew a member. After completing the form, please collect payment from the member, then mail a check into LWVUS.

Select Existing Member



If the member does not exist, leave this field blank.

Member's First Name *

Member's Last Name *

Member's Email *

Member's Phone



Member's Street Address



Membership - Pay By Check

Membership

When joining a local-level League, your membership payment will be shared as follows:

20% to the local League

47% to the state League

33% to the League of Women Voters of the United States

When joining a state-level League, your membership payment will be shared as follows:

67% to the state League

33% to the League of Women Voters of the United States

Choose the dues amount the member wishes to pay. The recommended rate is \$75 but you are welcome to choose an amount below that, down to a minimum of \$20 per person. Higher dues amounts help facilitate some members to pay below the recommended rate but do not confer additional benefits. *

Type to search...



Add/Renew Member 

Members with Pending Payments

Here are the steps for adding/renewing members and paying by check.

1. The member writes a check made out to LWVUS which should be collected by your League.
2. Your League [adds your member\(s\) using LWV Member Portal](#)
3. Your League prints an export of the members using the table below.
4. Your League mails the print out and the checks to following address:

League of Women Voters of the United States

PO BOX 200539

PITTSBURGH, PA 15251-0539

Members with Pending Payments

Paid/Resolved Payments

Below are member that LWVUS National Office has not confirmed receipt of payment for yet.

Date



= Equal to



mm/dd/yyyy



Search

Member Renewal

Renewal Process

- 60 days before expiration date, members will receive renewal reminder email
- Unrenewed members will receive another renewal reminder 30 days before expiration
- During the month before a member's expiration, if they haven't renewed, the local League should reach out
- Anyone renewing before expiration will retain their expiration date

Grace Period

- Unrenewed members will receive another email on their expiration date
- During the month after expiration, the local League should reach out again
- 45 days after expiration the member will receive a final email
- 60 days after expiration their membership will become inactive



All Fields

Filter records here. Use asterisk * to perform a wildcard search.

★ Views

Sort

Export

View

30 or Less Days Until Expiration

☐

Actions (0 / 1)

	Name	Phone	Email	Begin Date	End Date	
☐	Your Name	(209) 222-2222	name@workemail.com	02/09/2024	12/05/2024	...



Lifetime Membership

- Anyone who has been a member for 50 or more years is still considered a Life member and is exempt from dues
- We appreciate the many years of dedication to democracy these members have shown!

In ChapterSpot



My LWV Membership

[Renew](#)

FREELAND, LAURA

League

LWV of Arlington and Alexandria City

Status

Active

State

VA

Expiration

Jul 2, 2026



Invite New Members

Copy the link below and share it with the person/member that wants to join or renew.

<https://portal.lwv.org/membe...>



Profile



Payments



VOTE411



My Involvement



Support Articles



My Address



Leadership



League
Resources



League Website



Roster



Add/Renew
Members



Leadership



Manage
Registration
Questions



League
Resources



Emailer



Website Editor



League Profile



Stripe
Management



Contributions

All Fields ▾

 Filter records here. Use asterisk * to perform a wildcard search.

★ Views ▾

⬆️ Sort ▾

Export

Add Offline Member

View

All Members



Actions (0 / 12) ▾

	Name	Phone	Email	Address	
☐	ChapterSpot Name	(209) 222-2222	name@workemail.com	1060 W Addison Chicago, AE 00001	...
☐	Chelsae Long		clong@lww.org		...
☐	Kevin Ringkamp	(202) 263-1355	kringkamp@lww.org	1233 20th St NW Washington, DC 20035	...

All Fields ▾

 Filter records here. Use asterisk * to perform a wildcard search.

★ Views ▾

⬆️ Sort ▾

Export

Add Offline Member

View

All Members

☒ All Members☐ 60-31 Days Until Expiration☐ 30-0 Days Until Expiration☐ Past Expiration, Renewal Needed☐ Inactive Within Last 4 Years

Actions (0 / 12) ▾

Name

Phone

Address



ChapterSpot Name

(209) 222-2222

name@workemail.com

1060 W Addison
Chicago, AE 00001

Chelsae Long

clong@lww.org



Kevin Ringkamp

(202) 263-1355

kringkamp@lww.org

1233 20th St NW
Washington, DC 20035

All Fields  Filter records here. Use asterisk * to perform a wildcard search.★ Views  Sort 

Export

Add Offline Member

View

All Members

Actions (0 / 12) ☐ First Name A-Z☐ First Name Z-A☐ Last Name A-Z☐ Last Name Z-A☐ Email A-Z☐ Email Z-A☐ City A-Z☐ City Z-A☐ State A-Z☐ State Z-A☐ Original Join Date A-Z☐ Original Join Date Z-A☐ Expiration Date A-Z☐ Expiration Date Z-A

Name

Phone

Email



ChapterSpot Name

(209) 222-2222

name@workemail.com



Chelsae Long

clong@lww.org



Kevin Ringkamp

(202) 263-1355

kringkamp@lww.org

Updating Member Status

☐	Local Member1		localmember1@csdemo.com			...
☐	Local Member3		localmember3@csdemo.com	07/02/2026	07/18/2025	...
☐	Local Member4		localmember4@csdemo.com			
☐	Local Member5		localmember5@csdemo.com	09/30/		
☐	Local Member6		localmember6@csdemo.com			
☐	Local Member7		localmember7@csdemo.com	06/30/		
☐	Local Member8		localmember8@csdemo.com	12/31/		
				03/31/		

View Contact
Update Contact's Status
Add Role Assignment
Send LWV Member Portal Invite
Send SMS
Send Email
Report as Deceased
Request Expiration Date Update
Request Email Update
Report Missing from External Database

Local Leagues

[← Back To Roster](#)

Select a new Status for these Contacts

Select Status



Active Volunteer

Inactive

Inactive Volunteer

Lapsed

Primary - Life

Volunteer Leader

Adding Role Assignment

☐	Local Member1		localmember1@csdemo.com	...
☐	Local Member3		localmember3@csdemo.com	...
☐	Local Member4		localmember4@csdemo.com	View Contact Update Contact's Status Add Role Assignment Send LWV Member Portal Invite Send SMS Send Email
☐	Local Member5		localmember5@csdemo.com	
☐	Local Member6		localmember6@csdemo.com	
☐	Local Member7		localmember7@csdemo.com	
☐	Local Member8		localmember8@csdemo.com	

All Fields

Filter records here. Use asterisk * to perform a wildcard search.

★ Role Lists

Sort

Add Role

Role List All Officers and Volunteers

Previous Page

Next Page

Name	Role	Email	Phone	
Chelsae Long	President	clong@lww.org		...
Kevin Ringkamp	President	kringkamp@lww.org		...
Local Member1	President	localmember1@csdemo.com		...
Local Member8	Nominating Committee Member	localmember8@csdemo.com		...

Add Role Assignment

Use the options below to add an employee or a non-member officer for your League.

+ Add Employee

+ Add Non-Member Officer

Contact *

Type to search...

▼

Role *

Type to search...

▼

Begin Date *

07/29/2025

📅

End Date *

mm/dd/yyyy

📅

📁

Assign Role



Add New Role for Non-Member

Add New Non-Member Role

Add Role

Search for an existing contact by searching on first name and last name or email. As you type the form will begin to locate the individual so there is no need to click the "enter" key. *



☐ Can't locate the person in the search above? Click here to provide their information.

Role Details

What is the role? *



Type the role name to start searching.

When this this leader's role begin? *



Add New Role for Non-Member

Member Roster Access

- The member roster will be accessible to anyone with an officer/leader designation
- Membership directory will not be visible to members for privacy reasons
- It will be possible to export the member roster to share with those who may need it
- If your League plans to export this list to share with any members not in leadership roles, this should be communicated to members

Exporting Roster

- Choose view, click Export

 View: League Officer 

 DemoLocal    Nora Pullen 

 Launcher Roster Roles Emailer

All Fields 

 Filter records here. Use asterisk * to perform a wildcard search.

★ Views 

⬆ Sort 

Export

View

All Members

Sort

Full Name A-Z 

New Member Survey

| Registration

Name

First Name *

Preferred First Name *

Is there a first name you prefer to use that's different from your First Name? If so, please enter it here.

Last Name *

Contact Information

Preferred Email Address *

npullen@lww.org

Preferred Phone Number

 +1  202-672-1481

Mobile Phone Number

 +1 

Address Information

This address will be marked as your default address.

Current Mailing Street

1233 20th St NW

Current Mailing City

Washington

Current Mailing Country

US

Current Mailing State

Current Mailing Zip/Postal Code

Personal & Demographic Information

Any personal information provided will be utilized by staff only. For more information on how this data will be used and why it is important [visit this page](#).

Birthdate *

mm/dd/yyyy 

Gender *

Race/Ethnicity *

Preferred Pronouns *

Submit 

Gender *



- Female
- Male
- Non-Binary
- Prefer To Self Describe
- Prefer Not To Say

Preferred Pronouns *

- She/Her
- He/Him
- They/Them
- He/They
- She/They
- Prefer To Self Describe

Race/Ethnicity *



- Black or African American
- White
- American Indian or Alaska Native
- Hispanic or Latino (of any race)
- Asian
- Native Hawaiian and Other Pacific Islander
- Middle Eastern or North African
- Prefer To Self Describe

Data FAQs

- Why is demographic data being collected?
- How will demographic data be used?
- Will demographic data be kept private?
- Why are these the options available?
 - These FAQs are on the [League Management Site](#) to refer members to if they want to know

League-Specific Questions

- Each League can enter its own questions for members
- Ensure that you have a plan for using any data collected
- Ideally about 6 questions



Default Questions

- Do you have any accessibility needs for attending meetings/events?
- What ways do you think you might like to get involved (e.g. voter registration, collecting and disseminating candidate information, planning candidate forums)?
- When are you generally available (e.g. weekdays, weekends, evenings)?
- Do you prefer in person, virtual, or either type of meeting?

These default questions can be deleted

Sample Questions

- Leagues that encompass multiple counties or legislative districts may want to ask members which of these they live in
- Can list committees, activities, etc.
- This can also be an opportunity to request permission from members, e.g. photo releases or consent to have member data shared beyond leadership
- Questions will be reviewed for alignment with League policies, including nonpartisanship and DEI

Manage Registration Questions



Add/Update Questions



View Member Responses



Manage Registration Questions

As part of the registration process, your League can choose to do one of the following:

- Use default questions provided/recommended by LWVUS
- Create your own custom League-specific questions
- Provide a link to an outside website/form where your League collects information
- Opt out of asking your members to fill out additional questions during the registration process

☐

If you'd like to provide a link to a custom form/webpage for your members to complete your questions, please check this box. Otherwise, click the "Next" button below.

[Next](#)

Manage Registration Questions

Current Active Questions

2 of 2 items • 0 items selected

☐ Question Text	Type	Picklist Options
☐ What is your favorite color?	Text	
☐ Check this box if you want to get more information from us.	Checkbox	

Add new question

Remove selected questions

Save all changes

Manage Registration Questions

Please fill out the information below to create a question that your league members will be asked to complete when they login to the portal.

* Question Text 

Sample Question

* Question Type

--None--

--None--

Text

Checkbox

Dropdown

Next

[← Back to Manage Registration Questions](#)

Manage Registration Questions

Please fill out the information below to create a question that your league members will be asked to complete when they login to the portal.

* Question Text ⓘ

Sample Question

* Question Type

Dropdown

* Picklist/Dropdown Options (SEPARATE BY COMMA BUT DO NOT ADD A SPACE BETWEEN OPTIONS. For example: Your Option 1,Your Option 2,Your Option 3)

Answer 1,Answer 2,Answer 3

If you'd like to create another question please check the box below and click **Next**.

If you are finished please leave the box unchecked and click **Next** to verify all of the active questions your League has.

☐ Create Another Question

Next

View Registration Answers

Active Question Answers

Inactive Question Answers

Active Question Answers

First Name

First Name

Last Name

Question

Answer

= Equal to

Enter search term...

Search

Export

Name	Question	Answer
ChapterSpot Name	What is your favorite color?	Blue
ChapterSpot Name	Check this box if you want to get more information from us.	TRUE

Going Forward

- Please reach out to membership@lww.org with any questions
- Sign up for the upcoming Framing the Future [office hours](#)
- Check out the [Member Portal Resources](#) page for additional information and tools
- Sign up for the [League Update](#) newsletter

