

June 2026

LWV MEMBER PORTAL TRAINING FOR LEAGUE LEADERS

OPTIONAL TOOLS

Covering the portal emailer and website editor

Community Norms, Training Goals

- Call will be recorded
- Assume positive intent
- Please put questions under Q&A
 - Team will be monitoring Q&A and answering questions when possible
 - After presentation, we will answer unanswered Q&A questions and participants can ask questions aloud
 - Chat will be on, but not monitored
- Written instructions are available in the [Portal Admin Guide](#)

POP

- **Purpose:** Provide League leaders with the information they need to use the website and emailer tools in the LWV Member Portal
- **Outcome:** Attendees will understand how to opt into and edit the default website and how to use the emailer tool
- **Process:** Presentation/demo followed by Q&A

WEBSITE EDITOR

LWV Member Portal Website

- Previously referred to as "ChapterSpot Website"
- Any local or state League can choose to use the Portal website tool
- Websites are free of charge to Leagues
- Can opt-in to using website at any time
- Designed to be simple for Leagues that don't currently have a website



LWV

LEAGUE OF WOMEN
VOTERS

LWV

LEAGUE OF WOMEN VOTERS

LWV of Clarion County

[LEARN MORE](#)

Welcome! The League of Women Voters of Clarion County serves the communities of Clarion County in Pennsylvania. LWV of Clarion County is a nonpartisan, grassroots organization working to protect and expand voting rights and ensure everyone is represented in our democracy. We empower voters and defend democracy through advocacy and education. Find information about the SAVE America Act at <https://www.lwv.org/save-act> and <https://sway.cloud.microsoft/7iD5ApoEUtta1f58?accessible=true>







CONTACT US



✉ Email this League

FOLLOW US



Contact PA021

Your Name

Your Email

Your Message

Submit

[ABOUT US](#)

[LEADERSHIP](#)

[CONTACT US](#)

ABOUT US

ABOUT LWV OF CLARION COUNTY

The League of Women Voters (LWV) is a nonpartisan, grassroots nonprofit dedicated to empowering everyone to fully participate in American democracy. We engage in advocacy, education, litigation, and organizing to protect every American's freedom to vote. The League is proud to be women-led and over 100 years old, emerging directly out of the women's suffrage movement in 1920.

Nonpartisanship

The League of Women Voters does not support or oppose any political party or any candidate.

As an organization dedicated to both voter education and advocacy, the League takes strong stances on policy issues relating to voting rights, civil rights, and other issues of importance to members and the public. To learn more about our nonpartisan stance, read [this blog post](#) from the League of Women Voters of the United States.



LEADERS

YOUR NAME

President

✉ EMAIL YOUR

CONTACT US

CONTACT LWV OF CLARION COUNTY

Email the Clarion League at lwwcco@gmail.com



[MEMBERSHIP](#)[VOLUNTEER](#)

MEMBERSHIP

[MEMBERSHIP](#)[VOLUNTEER](#)

VOLUNTEER

Volunteer with the League of Women Voters of Clarion County! Below are some of the areas of opportunity for volunteering as a League member or as a supporting volunteer.

Voter Education

- Build voter guides and VOTE411 content for our community
- Host or participate in voter registration activities or candidate forums
- Do other voter outreach to community groups, college students/young voters, etc.



VOTE411.ORG

ELECTIONS

ELECTIONS

The League of Women Voters of Clarion County provides ways for voters in our community to hear directly from the candidates asking for their vote, including: a voter guide, content on [VOTE411.org](https://vote411.org), and candidate engagement events.

We also provide resources for voters to understand the voting process so they can make their voices heard with confidence. [VOTE411.org](https://vote411.org) is the League's one-stop shop for all the election information you need, including polling place locations, ID requirements, early and mail voting options, and much more.

If you would like to request a League of Women Voters of



ADVOCACY

The League of Women Voters of Clarion County advocates to policymakers on issues including voting rights, election rules, and other issues of importance to our community. See also <https://www.lwv.org/impact-issues> and <https://www.palwv.org/issues>.



CALENDAR

Today

< >

June 2026 ▾

🗨

📅

🖨

Month ▾

SUN 31	MON Jun 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

NEWS

Find out about how the SAVE America Act, if implemented, will create obstacles to qualified voters and create extra burdens for election staff. Copy and paste
<https://sway.cloud.microsoft/7iD5ApoEUtta1f58?accessible=true>



Setting Up a LWV Member Portal Website

Turning on the Website Feature

- If your League would like to opt into the website feature, email membership@lwv.org
- Editor will be enabled for your League

☐ Launcher Roster Add/Renew Members Leadership Manage Registration Questions League Resources Emailer Website Editor League Profile Stripe Management

Finances Contributions Case Management Events Recent Member Updates Support Articles Portal Administrator Guide

Your League has not opted in to using the pre-built, customizable portal website template.

Would you like to opt in? [Complete this form to let us know!](#)



Log in or Sign up to continue

Email address

you@example.com

Continue with email



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

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

OR

*** Continue with password



Welcome to the League of Women Voters

Ready to join or renew your membership?

Get started today!



Almost there!

Code

000000

Verify



Please enter the code or click the link that we sent to lfreeland@lww.org to continue. It expires in 59:57.

[Re-enter email](#)

[Resend verification email](#)

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



Welcome to the League of Women Voters

Ready to join or renew your membership?

Get started today!



Select a League...



Laura Freeland

LWVUS Staff ▾



My LWV Membership

[Renew](#)

FREELAND, LAURA

League
LWV of Arlington and
Alexandria City

State
VA

Status
Active

Expiration
Jul 2, 2026



Grow Our Community

Purchase a Gift Membership

[Gift](#)

or

Invite Someone to Join

https://portal.lwv.org/membership?referral_source=...



Profile



Payments



VOTE411





Roster



Add/Renew
Members



Leadership



Manage
Registration
Questions



League
Resources



Emailer



Website
Editor



League
Profile



Stripe
Management



Finances



Contributions



Case
Management



Events



Recent
Member
Updates



Support
Articles



✖ OFFLINE

larimercountycoco.lwv.org



Design Elements



Pages



Main Navigation



Contact Form



Donations



Show / Hide Roles



Twitter Feed



Settings



[← Back To Website Editor](#)

Update Design Elements

Location

League of Women Voters of Larimer County

Default: [Location]

Community/Communities Served

Larimer County

Default: [Community Name(s)]

State

Colorado

Default: [State]

Hide Pages From Menu

Leadership

Contact Us

Volunteer

Our Positions

Hint: Hold down Ctrl/Cmd button to select multiple options.

Update Design Elements

Location

League of Women Voters of Larimer County

Default: [Location]

Community/Communities Served

Larimer County

Default: [Community Name(s)]

State

Colorado

Default: [State]

Hide Pages From Menu

Leadership

Contact Us

Volunteer

Our Positions

Hint: Hold down Ctrl/Cmd button to select multiple options.

 Save

Standard Pages

	Homepage	>
	About	>
	Leadership	>
	Membership	>
	Contact Us	>
	Volunteer	>
	Our Positions	>
	Elections	>
	..	>

Homepage Banner



Choose new file

No file chosen

Upload image. Image size should be 1555×1037px.

Default: [homepage_banner.jpg](#)

Welcome Image Upload



Choose new file

No file chosen

You can upload your own image to use here. Image size should be 618×612px.

Default: [welcome_image.jpg](#)

Welcome Message

Add your welcome message here

Gallery Image 1



Choose new file

ER_Team_Photo_3_1044622...



Upload image. Image size should be 500×205px.

Default: [gallery1.jpg](#)

Gallery Image 2



Choose new file

No file chosen

Upload image. Image size should be 500×205px.

Default: [gallery2.jpg](#)

Gallery Image 3



Choose new file

No file chosen

Upload image. Image size should be 500×205px.

Default: [gallery3.jpg](#)

Gallery Image 4



Choose new file

No file chosen

Delete File

Upload an image. Image size should be 1037×691px.

Default: gallery1.jpg

About Us Text

The League of Women Voters (LWV) is a nonpartisan, grassroots nonprofit dedicated to empowering everyone to fully participate in American democracy. We engage in advocacy, education, litigation, and organizing to

Tell us more about your league!

Default: The League of Women Voters (LWV) is a nonpartisan, grassroots nonprofit dedicated to empowering everyone to fully participate in American democracy. We engage in advocacy, education, litigation, and organizing to protect every American's freedom to vote. The League is proud to be women-led and over 100 years old, emerging directly out of the women's suffrage movement in 1920.

Nonpartisanship

The League of Women Voters does not support or oppose any political party or any candidate. As an organization dedicated to both voter education and advocacy, the League takes strong stances on policy issues relating to voting rights, civil rights, and other issues of importance to members and the public. To learn more about our nonpartisan stance, read [this blog post](#) from the League of Women Voters of the United States.

Diversity, Equity, and Inclusion

LWV is an organization [fully committed to diversity, equity, and inclusion](#) in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policymakers in creating a more perfect democracy.

Federated Model

LWV operates at three levels: local, state, and national. The federated structure of LWV comprises a [national League](#) and affiliated state and local Leagues that are separately incorporated. Those who join the League become members of their local League, their state League, and the national League.

New Page

Page Title *

Appears in the title bar of the visitor's browser.

Path *

The page's URL endpoint. Example is "about" in <https://subdomain.alpha.org/about>

Content

HTML Content for this page.

File	Edit	View	Insert	Format	Tools	Table	Help										
Paragraph				▼	System Font	▼	12pt	▼	B	<i>I</i>	S	<u>A</u>	▼		▼		
							▼		▼		▼						

OFFLINE

LarimerCountyCO.lwv.org 

Design Elements



Pages



Main Navigation



Contact Form



Donations



Show / Hide Roles



Twitter Feed



Settings



Contact Form

☐ Contact Form Sends Email to Role Holders

If checked, contacts holding Roles will receive an email when a visitor submits the Contact Form.

Contact Form Email

example@example.com

Receives all submissions via the Contact Form. It will receive an email even if *Contact Form Sends Email to Role Holders* is checked.

 Save

OFFLINE

LarimerCountyCO.lwv.org 

Design Elements



Pages



Main Navigation



Contact Form



Donations



Show / Hide Roles



Twitter Feed



Settings



Show/Hide Roles

Check the Roles you want to appear

- ☐ President
- ☐ Co-President
- ☐ Vice President
- ☐ Treasurer
- ☐ Secretary
- ☐ Voter Service Chair
- ☐ Membership Chair

 Save

Tips

Formatting on default pages (available in Portal Admin Guide in more detail)

- Bold: `<b>text</b>`
- Italics: `<i>text</i>`
- Link: `<a href="yourlinkhere">Text that will show as link</a>`
- Line break: `<br>`

Or, create text in a custom page, click "Tools" --> "Source Code" and copy & paste

Domains

- If you already have a domain you like, you should be able to change the site you're using through the domain registrar
- If you don't have a custom domain and want one, instructions for purchasing one can be provided
- Generic domain will be provided for free, something similar to yourleaguename.lwv.org
 - If your website editor says no domain set, please email membership@lwv.org

Adding a Google Calendar

- If you don't have one already, create a Google account for your League
- In the top right App Launcher, choose Calendar
- Under Settings, choose the name of the calendar in the column on the left
- Under Integrate Calendar, you can copy the Embed code to add to the Portal



Create a Google Account

Enter your name

Next



Basic information

Enter your birthday and gender

Month February ▼	Day 14	Year 1920
Gender ▼		

[Why we ask for birthday and gender](#)

Next



How you'll sign in

Create a Gmail address for signing in to your Google Account

Username

@gmail.com

You can use letters, numbers & periods

[Use your existing email](#)

[Next](#)



Create a strong password

Create a strong password with a mix of letters, numbers and symbols

☐ Show password[Next](#)



Add recovery email

The address where Google can contact you if there's unusual activity in your account or if you get locked out.

[Skip](#)[Next](#)



Review your account info

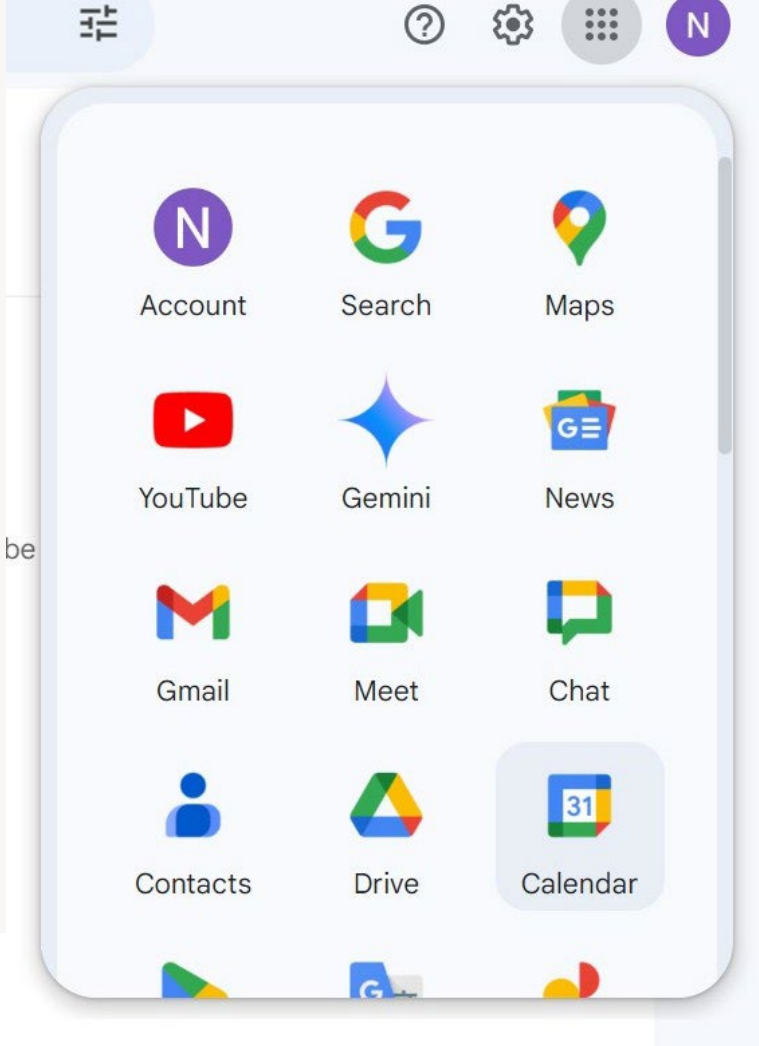
You can use this email address to sign in later



Nora

lwwusmembership@gmail.com

Next



+ Create 

November 2024 < >

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

 Search for people

- My calendars 
- ☒ LWVUS Membership

	SUN	MON	TUE	WED	THU	FRI	SAT
	10	11	12	13	14	15	16
GMT-05		Veterans Day					
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							









+ 

+ Create

November 2024

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Search for people

My calendars

- ☒ LWVUS Membership
- ☒ Birthdays
- ☒ Tasks

Add title

Event Task Appointment schedule New

Wednesday, November 13 11:00am – 12:00pm
Time zone · Does not repeat

Add guests

Add Google Meet video conferencing

Add location

Add description or a Google Drive attachment

LWVUS Membership
Busy · Default visibility · Notify 30 minutes before

More options

Save

(No title)
11am – 12pm

Settings for my calendars

● LWVUS Membership ^

Calendar settings

Access permissions for events

Share with specific people or groups

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Remove calendar

● Birthdays

Integrate calendar

Calendar ID
lwvusmembership@gmail.com

Public URL to this calendar
<https://calendar.google.com/calendar/embed?src=lwvusmembership%40gmail.com&ctz=America/Denver>

Use this URL to access this calendar from a web browser.

Embed code
<iframe src="https://calendar.google.com/calendar/embed?src=lwvusmembership%40gmail.com&ctz=America/Denver">

Use this code to embed this calendar in a web page.
You can customize the code or embed multiple calendars.

[Customize](#)

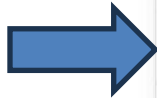
Public address in iCal format
<https://calendar.google.com/calendar/ical/lwvusmembership%40gmail.com/public/basic.ics>

Use this address to access this calendar from other applications.

Warning: The address won't work unless this calendar is public.

Standard Pages

 Homepage	>
 About	>
 Get Involved	>
 Voting	>
 Advocacy	>
 Calendar	>
 Leaders	>



Custom Pages

No pages, yet.

[Click here to update your Main Navigation.](#)

Calendar

Calendar URL

Add your chapter's calendar url.

Default: [https://calendar.google.com/calendar/embed?](https://calendar.google.com/calendar/embed?src=c_b34s0da88p9lh4rgpn80g1bdk%40group.calendar.google.com&ctz=America%2FChicago)

[src=c_b34s0da88p9lh4rgpn80g1bdk%40group.calendar.google.com&ctz=America%2FChicago](https://calendar.google.com/calendar/embed?src=c_b34s0da88p9lh4rgpn80g1bdk%40group.calendar.google.com&ctz=America%2FChicago)

 Save

EMAILER TOOL



Log in or Sign up to continue

Email address

you@example.com

Continue with email

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

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

OR

*** Continue with password





Almost there!

Code

000000

Verify

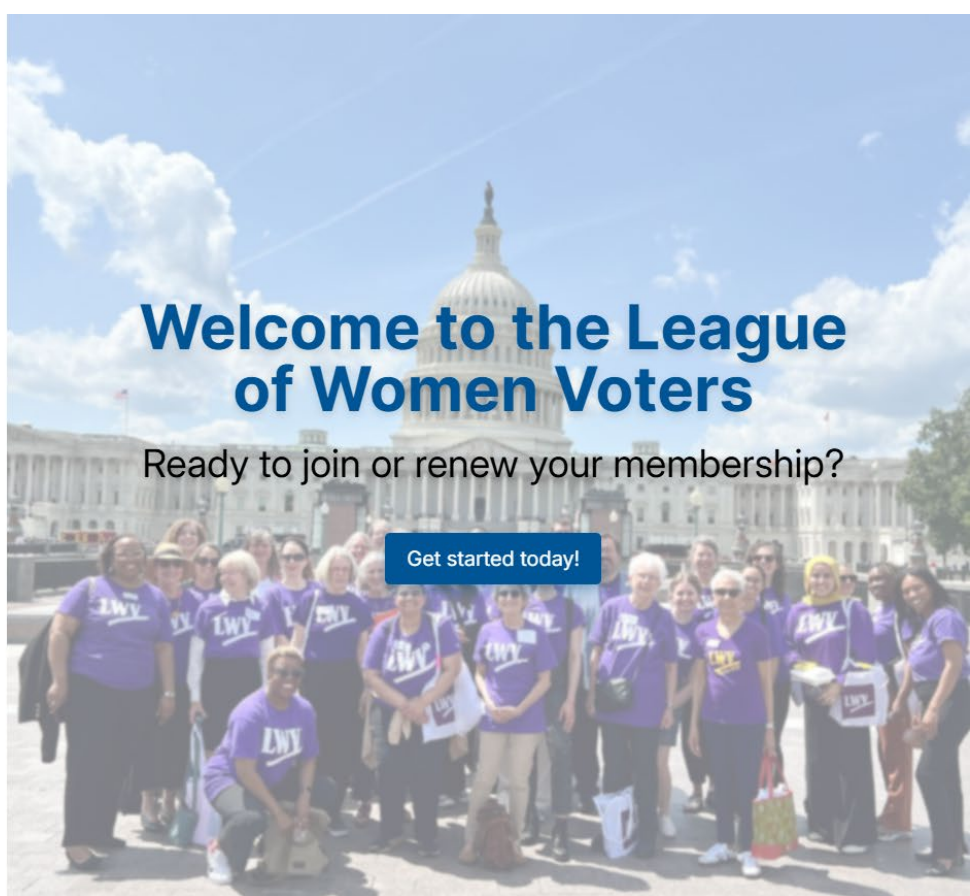


Please enter the code or click the link that we sent to lfreeland@lwv.org to continue. It expires in 59:57.

[Re-enter email](#)

[Resend verification email](#)

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





Select a League...



Laura Freeland

LWVUS Staff ▾



My LWV Membership

[Renew](#)

FREELAND, LAURA

League
LWV of Arlington and
Alexandria City

State
VA

Status
Active

Expiration
Jul 2, 2026



Grow Our Community

Purchase a Gift Membership

[Gift](#)

or

Invite Someone to Join

https://portal.lwv.org/membership?referral_source=...



Profile



Payments



VOTE411





Roster



Add/Renew
Members



Leadership



Manage
Registration
Questions



League
Resources



Emailer



Website
Editor



League
Profile



Stripe
Management



Finances



Contributions



Case
Management



Events



Recent
Member
Updates



Support
Articles

LWV of Larimer County | Emailer

✂ Suppressions

➦ New Email Campaign

Campaigns

Subject



= Equal to



Enter search term...

Search

Filter by

Drafts

Completed

Failed



● Draft

● Queued

● Processing

● Dispatching

● Completed

● Failed



2 Records

Subject



Recipient Count



Last Update


[Test](#)

● Draft

04/15/2026 at 04:37 PM

Edited by Nora Pullen


[test](#)

● Draft

08/21/2025 at 09:45 AM

Edited by Nora Pullen



New Email Campaign

Compose

From *

LWV of Larimer County - League of Women Voters <noreply@notifications.chapterspot.com>

This is the address that the email will be sent from

Letterhead *

Type to search...



To *

Please select a value



Reply-To

example@example.com

Replies will be sent to this address

Subject *

Email Content *

File Edit View Insert Format Tools Table Help

Letterhead *

Type to search... 

Blue

Red

To *

Please select a value 

By Status

Status is Primary

Status is Primary - Life

All Active Members

By Expiration Status

30-0 Days Until Expiration

60-31 Days Until Expiration

Lapsed Members - Past Expiration, Within 60 Day Grace Period

Inactive Members Within Last 4 Years

Subject *

Test - Red

Email Content *

File Edit View Insert Format Tools Table Help

Variables ▾ Paragraph ▾ System Font ▾ 12pt ▾

B *I* ~~S~~ A ▾  ▾

      ▾  ▾  ▾  ▾    

Test

P

1 WORDS POWERED BY TINY 

Draft updated 7/10/2025 at 3:56 PM by You

Save & Close

Preview → ⁶²

Editing Draft: Test - Red

Draft updated 7/10/2025 at 3:56 PM by You

Recipients

To: 30-0 Days Until Expiration

0 total recipients.

Subject Line

"Test - Red"

From: LWV Of Darke County - League of Women Voters

<noreply@notifications.chapterspot.com>

Reply-To: npullen@lww.org

This preview uses your profile information for any variables. Your recipients will see their own information.

[LOGIN](#)



Send a Preview?

Comma-separated email addresses...

Send

Preview Sent!

Confirm →

Campaign: Test - Red

Confirmation

NP

i

Are you sure you're ready to send?

You're almost there! This is the final step before emails will be sent on behalf of your league. Before clicking send below, please double-check the content of your message and verify that you're contacting the right recipients.

This will begin immediately, there is no undo.

← Back

▶ Yes, I'm ready to send

Clicking this button will email 0 recipients. This action cannot be un-done.

LWV of Larimer County | Emler

Suppressions

New Email Campaign

Campaigns

Subject

= Equal to

Enter search term...

Search

Filter by

Drafts

Completed

Failed



Draft

Queued

Processing

Dispatching

Completed

Failed



2 Records

Subject	Recipient Count	Last Update	
Test	Draft	04/15/2026 at 04:37 PM Edited by Nora Pullen	Edit Duplicate Delete
test	Draft	08/21/2025 at 09:45 AM Edited by Nora Pullen	

Suppressions

Contacts that are no longer receiving emails from this league.

Unsubscribers

Spam Reports

Hard Bounced

Unsubscribers have only unsubscribed from communications sent by your league. Please contact headquarters to re-subscribe a contact.

Reason



= Equal to



Enter search term...

Search

Name

Email

Reason

Unsubscribed from Campaign

Unsubscribed On

...

Actions

 No unsubscribers yet.

Unsubscribers

Spam Reports

Hard Bounced

Unsubscribers have only unsubscribed from communications sent by your league. Please contact headquarters to re-subscribe a contact.

Reason



= Equal to



Enter search term...

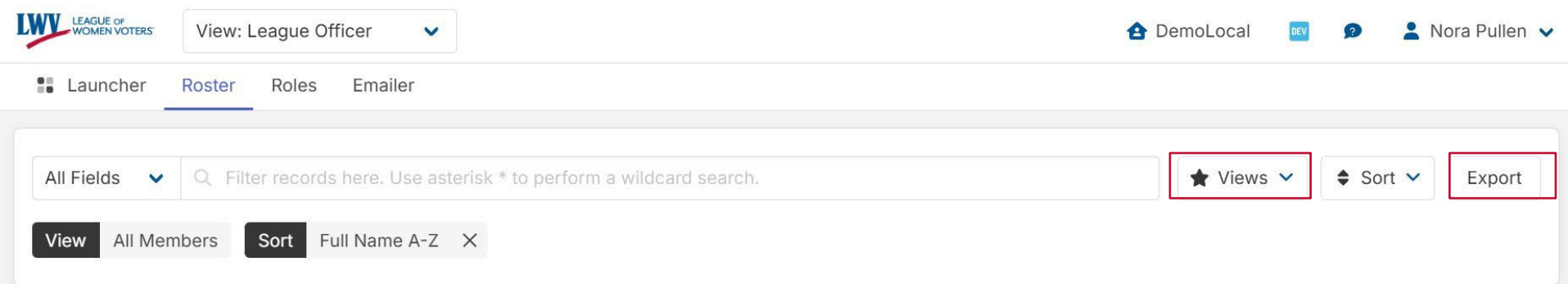
Search

2 Records

Name	Email	Reason	Unsubscribed from Campaign	Unsubscribed On	...	Actions
		One-Click Unsubscribe	LWVIL Program on Elections	01/07/2026 at 10:13 PM		<button>Resubscribe</button>
		One-Click Unsubscribe	November newsletter	11/14/2025 at 03:35 PM		<button>Resubscribe</button>

Exporting Roster

- Choose view, click Export



The screenshot displays the LWV League of Women Voters web application. At the top left is the LWV logo. To its right is a dropdown menu set to "View: League Officer". On the top right, there are links for "DemoLocal", a "DEV" tag, a help icon, and a user profile for "Nora Pullen". Below the top navigation bar is a secondary bar with "Launcher", "Roster" (which is underlined), "Roles", and "Emailer". The main content area features a search bar with the placeholder text "Filter records here. Use asterisk * to perform a wildcard search." To the right of the search bar are three buttons: "★ Views" (highlighted with a red box), "Sort" (with a dropdown arrow), and "Export" (highlighted with a red box). At the bottom left of the main area, there are two buttons: "View" and "All Members". To their right are two buttons: "Sort" and "Full Name A-Z" (with a close icon).

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

