

## **Access the Entire Binder and MORE on the Member Forums!**

To help bring state coaches from across the country, together in a dialogue of sharing what is working, providing you with better materials, and supporting you in supporting your local Leagues, LWVUS has created a group on the Forums just for you! This group is located at <http://forum.lwv.org/>



In the MLD Coaches group, you'll be able to download materials to help you in the role of state coach, post comments and questions for discussion by fellow state coaches, find out about upcoming opportunities, and more.

### **Joining the MLD Coaches Group**

#### **If you have an account for the Member Resources already, you can join the group:**

1. At the top of the Forum page (once you've logged in!), click "Forum Groups"
2. On the next page scroll down to "League Roles" in the list and choose "View all \_ subgroups"
3. Currently at the bottom of is the list is "MLD Coaches"
4. Click on "Request Membership" and then "Join"

#### **If you don't have an account for the Forums, but you do have a LWVUS login:**

1. Go to this link: <https://member.lwv.org/Login.asp>
2. Login here as you normally would.
3. Click the link on the side of your Member profile called "Forums" or go to the website directly with the link: <http://forum.lwv.org/>
4. You will be taken to the main Forums page, here click on "Forum Groups" at the top of the page.
5. On the next page scroll down to "League Roles" in the list and choose "View all \_ subgroups"
6. Currently at the bottom of is the list is "MLD Coaches"
7. Click on "Request Membership" and then "Join"

#### **If you don't have an account for the Forums or LWVUS, you must create one before you joining the group:**

1. Go to this link: <https://member.lwv.org/Login.asp>
2. You will be taken to the login page. Follow the instructions on the page to create a new account. Be sure to enter your First and Last name as it would be in the database.
3. Once you have entered and submitted your information, an email with your password will be sent to the email address you just submitted.
4. Go back to the Login page and enter your new information.
5. This is your Member profile. Click the link on the side called "Forums" or go to the website directly with the link: <http://forum.lwv.org/>
6. You will be taken to the main Forums page, here click on "Forum Groups" at the top of the page.
7. On the next page scroll down to "League Roles" in the list and choose "View all \_ subgroups"
8. Currently at the bottom of is the list is "MLD Coaches"
9. Click on "Request Membership" and then "Join"

*This is a private group; it may take some time for your membership request to be approved. You will not be able to view any of the materials until your request has been approved.*

*Sometimes it takes a few login attempts/refreshing the page to synchronize the LWVUS login and the Forums login. Be persistent!*

## Accessing the MLD Coaches Group

Go to <http://forum.lwv.org/>. Use your email address and password to sign in. You will be taken back to the Forums homepage. Look at the side box that says Welcome Back *'your name!'* and choose "My Groups." Then, click where it says "MLD Coaches". You are now in the MLD Coaches group.

Here are some video tutorials if you are having trouble logging in or figuring out the Forums:

<http://lwv.adobeconnect.com/p1db4vcropt/>  
<http://lwv.adobeconnect.com/p2l9jwa8mqz/>

For more help contact:

**Julia Dieperink**

MLD Coordinator

[JDieperink@lwv.org](mailto:JDieperink@lwv.org)

202-263-1312

### Tips:

Try the keyword search!

This automatically searches inside the group instead of the whole Member Resources site. It also means that you don't have to search through pages of materials if you are looking for one specific thing.



Make sure to try different words if you can't find what you are looking for!

Ex: searching 'Handbook' instead of 'Binder' to find the MLD Handbook