

For a NEW jurisdiction membership under a Regional Chapter.
How to complete the application for your jurisdiction.

Link to the LGHN website: www.lghn.org

Membership page - Select **Chapter Membership**



CHAPTER MEMBERSHIP

A **Regional Chapter** is made up of multiple jurisdictions whose staff enjoy membership in both the LGHN and the Regional Chapter group. A jurisdiction may include an unlimited number of staff on the membership. Regional groups may hold events and offer programming separately from what's offered by the LGHN. Dues are determined by the forming board of the Regional Chapter.

A **Local Chapter** is a single jurisdiction membership with an unlimited number of members from the organization. Pricing is determined by the number of employees working for the organization. **Please contact LGHN** before completing the Local Chapter application. **APPLICATION**

With any chapter membership, each jurisdiction **must designate a main contact** to handle payment of the annual dues and maintain the list of members.

REGIONAL CHAPTERS

To join a Regional Chapter in your area, **select from the list** of Regional Chapters below.

- **Central Texas Local Government Hispanic Network**, Alejandra Lopez, President
- **Juntos Colorado**, Joe Camacho, President
- **LFLG - Latinos in Florida Local Government**, Raoul Lavin, President
- **I-LGHN - Illinois Local Government Hispanic Network**

Each jurisdiction will designate **one main contact person** to complete the application. This person will be the person who handles payment and manages the list of members for the organization.

Select the link to the regional chapter that you wish to join.

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Select Next - Complete the application form for the jurisdiction you have selected.

REGIONAL CHAPTER APPLICATION - ILLINOIS

Dues for **Illinois Regional Chapter** membership:

Large jurisdiction/org, 1,000 or more employees, \$1,050

Small jurisdictions/org, **up to** 1,000 employees, \$550

Individual membership (\$100) and Student membership (\$0) available only if the jurisdiction is not interested in joining.

Select **NEXT** to proceed to the membership application.

NEXT 

Select a **Membership Type**, then select **Next** to move through the application until you have submitted **payment**.



There are two ways for additional members to be added:

1. After completing the application and payment, the **Primary Contact** can ADD new members manually by logging into the LGHN website. If you only have a **few members to add**, this is a simple, easy way to do it.
2. Alternate method: If you have a **lot of members to add** and/or wish for members to complete the application for themselves, you (the primary contact) can create a 'Code' **while you're completing the application (Create Add-on Code)**, which you would provide to each person joining. When each person starts the application, he/she will enter the code on the application where it says, '**Organization Code**'. The application will populate with the organization's information and the member will not be charged. See additional screen shots below.

Cost will be pro-rated by month.

Membership Dues

Organization Code

If you work with an organization that is an existing member of LGHN, and were given a code to sign up under their membership, enter it now and click Apply.

Membership Type

select a membership type

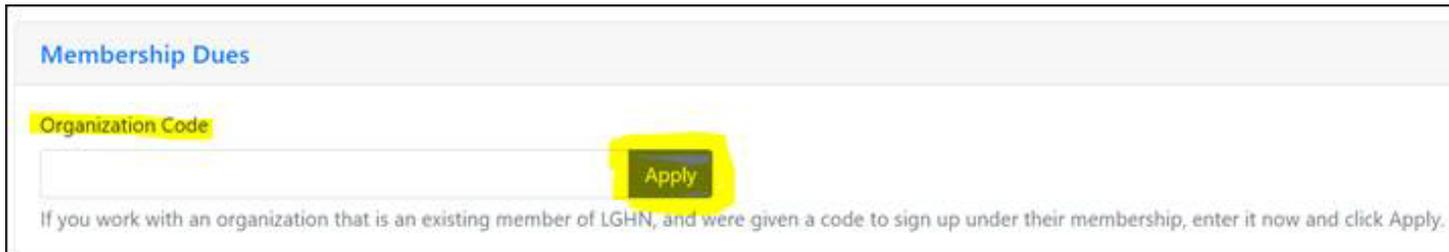
Create Add-On Code

New Applicants: If you would like to add additional users under your membership and would like them to be able to use this application to sign up, you may choose an Organization Code for

Keep selecting NEXT until you have completed the application and submitted payment.



What the user sees when using method 2. with a code, provide the code to the individuals in your organization. When they start the application, they will enter the code and select Apply (very important to Apply the code)

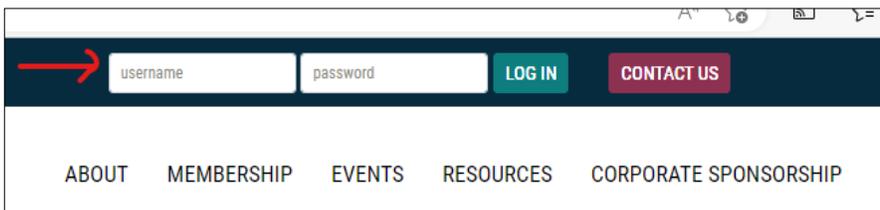


The screenshot shows a web form titled "Membership Dues". At the top, there is a section labeled "Organization Code" with a yellow highlight. Below this is a text input field and a green "Apply" button, also highlighted in yellow. A note below the input field reads: "If you work with an organization that is an existing member of LGHN, and were given a code to sign up under their membership, enter it now and click Apply."



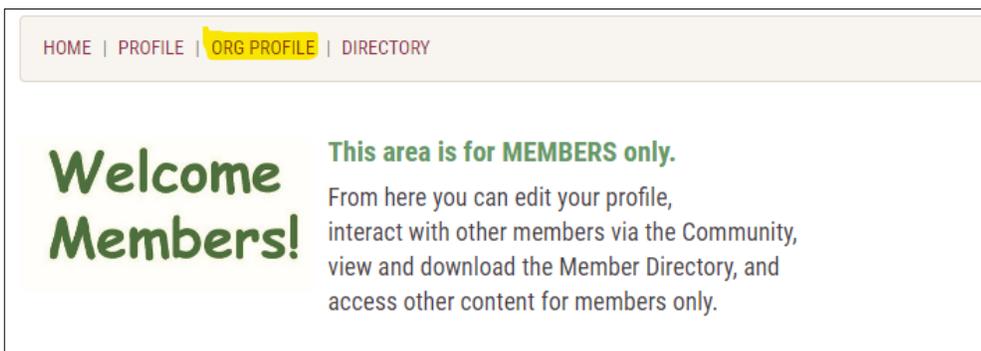
The screenshot shows a green confirmation message: "The Organization Code you entered has been applied!". Below this, it states "Cost will be pro-rated by month." and then "Membership Dues". At the bottom, it displays "Your Dues Rate Type is: SMALL Jurisdiction Illinois Regional (1 year) \$0.00", with "\$0.00" highlighted in yellow.

Using Method 1. above, where the **Primary Contact** adds the members manually, log into the website.



The screenshot shows the website's login page. It features a dark blue header with a "username" input field, a "password" input field, a teal "LOG IN" button, and a purple "CONTACT US" button. A red arrow points to the "username" field. Below the header is a navigation menu with links for "ABOUT", "MEMBERSHIP", "EVENTS", "RESOURCES", and "CORPORATE SPONSORSHIP".

After logging into the website as a member, select **ORG PROFILE** on the Welcome Members screen. As the billing contact (main contact) you are the only person who can make payment or managing the list of members. Nobody else will see the **ORG PROFILE** option.



The screenshot shows the "Welcome Members!" screen. At the top, there is a navigation menu with links for "HOME", "PROFILE", "ORG PROFILE" (highlighted in yellow), and "DIRECTORY". Below the menu, the text reads: "Welcome Members!" in large green font, followed by "This area is for MEMBERS only." and a paragraph: "From here you can edit your profile, interact with other members via the Community, view and download the Member Directory, and access other content for members only."

Then select INDIVIDUALS. From this page you can add or remove members for your organization.

CONTACT INFO **INDIVIDUALS**

You are the Billing Contact for this organization.

You are the Billing Contact for this organization.

Status
Active ADD NEW

Show 50 entries

	↑↓ ID	↑↓ Last Name
 	3711	Beckstedt
 	1102	Butterfield