



# ADDING EMPLOYEES TO YOUR ELGL ORGANIZATIONAL ACCOUNT

STEP

1

**email them:**  
Send the employee the relevant link with the email language we've drafted for you here. They complete the application...and that's it! They're signed up after they complete the form.

STEP

2

**check your account:**  
Email [emily@elgl.org](mailto:emily@elgl.org) anytime you want to check your account to see who is assigned and how many spots you have left.  
Seriously, anytime.

STEP

3

**keep it cleaned up:**  
Anytime you need to remove an employee, email [emily@elgl.org](mailto:emily@elgl.org) and we'll take care of it for you.  
When you renew the organizational membership, all your employee accounts are renewed as well.

## Sample Email Text for New Employees

Hi there! You can now join our ELGL organizational account as an employee of (insert Organization Name here).

Please use the link below to fill out an ELGL application form.

(insert appropriate link for All-In, Supersize, or Supersize MPA)

*\*It's important that you use the autofill function to select (insert Organization Name here) so that you are added to our account.*

The application form should take you less than five minutes to fill out. Once it's completed, you'll receive an email from ELGL with your temporary login information and more details about the ELGL membership and benefits.

If you have any questions about the (insert Organization Name here) membership, please let me know. If you have any issues while registering, please reach out to Emily at emily@elgl.org.

Thanks and welcome to the ELGL network!

(your name)

## Email Links By Membership Type

All-In Group Accounts Register Using This Link:

<https://members.elgl.org/public/login/membership/089c7c5321f6329642751d973c2a3eb850f1beb0/1>

Supersize Group Accounts Register Using This Link:

<https://members.elgl.org/public/login/membership/373b0cab7345ea8786c28ca6b10e906ba536f6ab/1>

Supersize MPA Group Accounts Register Using This Link:

<https://members.elgl.org/public/login/membership/9460b7f409f69923fd5e2545ea8baa497eedf2a3/1>



**Questions? Concerns?**

**Feel free to reach out to our Membership & Programs Director, Emily, at [emily@elgl.org](mailto:emily@elgl.org).**