How to enter Member Orientation Attendance

Steps:

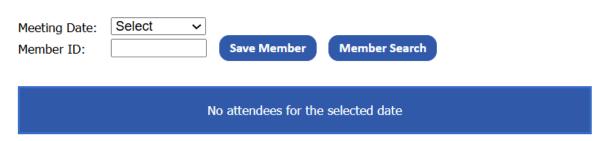
- 1. Log into LCL Web
- 2. Enter the Member Orientation / Enrollment Meetings
- 3. Once entered, reach out to your respective Territory Manager so they can approve it.
 - a. Email or Text is preferred contact
- 4. Once approved, your respective Territory Manager will let you know it has been approved.
- 5. Log back into LCL Web.
- 6. Hover over Forms



8. Click on Member Orientation Attendance

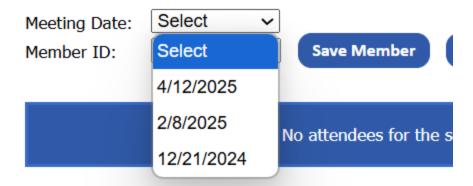
Orientation Attendance

This form should be used to document the members that attended a Member Orientation ceremony.



9. Select Meeting date

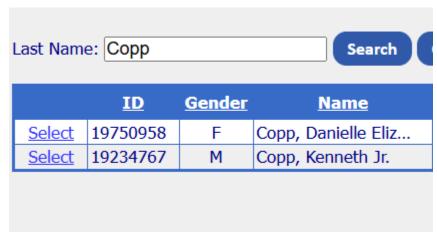
This form should be used to document the members that



10. Enter each Member's Moose ID # and hit save member.



11. If the member does not populate, you can click member search and search for the member by last name and click search



12. Then select the members name.