



## League Easy Web Registration Worksheet

After you send an email to [support@lwvnet.org](mailto:support@lwvnet.org), you will receive a password and instructions on how to create or try out a LEW site. When you log in to LEW, you will need the following information:

Your League's full name \_\_\_\_\_

County or Counties served \_\_\_\_\_

Inter-League Organization (if any) \_\_\_\_\_

League Mailing Address \_\_\_\_\_

League Billing Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

The names of the cities or communities that you serve: \_\_\_\_\_

League's annual dues: Single \$ \_\_\_\_\_ Household \$ \_\_\_\_\_

Additional categories including description: \_\_\_\_\_

For tax-deductible donations, make checks payable to: \_\_\_\_\_

Name of your newsletter (e.g. The VOTER) \_\_\_\_\_

and the number of times it is published each year: \_\_\_\_\_

Webmaster name \_\_\_\_\_

Webmaster email address \_\_\_\_\_

League's primary email address \_\_\_\_\_

Email addresses and titles (e.g. President, Membership, Webmaster, Action) for some members of your League who the public may want to communicate with directly:

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

(unlimited number possible, use reverse side of paper for more)

Ask people if they want to have an email address like: [President@league.va.lwvnet.org](mailto:President@league.va.lwvnet.org)  
Decide which email addresses will be listed on your League's Contact Us page.

See [http://lwvc.org/lwvonly/lew/gettingstarted\\_details.html](http://lwvc.org/lwvonly/lew/gettingstarted_details.html) for more info on how to get started.

See <http://lwvc.org/lwvonly/lew/email.html> for more info on email addresses.