

Thank you for being the key contact for your team's Legal Value Network group membership. We appreciate you being part of our community and wanted to send a quick note regarding the management of your group membership.

We have received some feedback that it can be confusing to (1) add or remove members to group memberships, and (2) register multiple team members for events. We are working to address these concerns and have provided some suggested solutions below.

1) Adding or removing a member from your group membership

Our website allows you add new team members by logging in and choosing the "Link" option under your group membership. We have noticed, however, that the website does not automatically generate a welcome email to a newly added team member. Therefore, to ensure that all new members receive their usernames and passwords, as well as additional information about activities and member benefits, we suggest that you let us set up new members and send out a welcome e-mail to each new member. Simply email a list of your new members and their emails to our office at info@legalvaluenetwork.com, and we will make sure that the new members are added into the system and receive a welcome email.

Similarly, you can remove team members by choosing the 'Unlink' option on the website. Again, we encourage you to instead e-mail us so that we can appropriately unlink members who no longer choose to be part of your membership.

2) Registering a group of 5 or more members to attend an LVN event

Most LVN events are free for our members. If you have a group of 5 or more members who would like to attend an event, feel free to email us a list of names and emails to info@legalvaluenetwork.com and we will take care of all registrations. Alternatively, each member may register separately once they have been added into the database and have an account setup.

Please remember that only the key contact for a group membership may add or remove members. If you no longer wish to be your company's key contact or wish to share this duty with another team member, please let us know and we would be happy to help you.

Thank you again for being part of Legal Value Network. If you have any questions regarding your LVN membership, please do not hesitate to reach out to us.

Amanda Bignall

Amanda Bignall

Program Manager

Legal Value Network

info@legalvaluenetwork.com