

# *We heard you! Now we need your help.*

## *Directions for accessing & updating your information on the Leadership Lake County website*

**S**taying up-to-date and informed about Leadership Lake County activities and happenings is important to you, but we need YOUR help in making sure we've got the correct '411' on you to keep you in the loop. If you've changed jobs, telephone numbers, email addresses, OR just want to make sure that our information is current, then read on!

Go to the Leadership Lake County website, check out the information listed for you and update any out-of-date information.

### *Here's how:*

1. Go to [www.leadershiplake.com](http://www.leadershiplake.com)
2. Click on the MEMBERS LOGIN in the navigation bar
3. Next you will be prompted to enter your user name and password as follows:  
**User Name:** first name\_last name (all lower case, if you use a hyphenated last name do so here too)  
**Password:** llcalumni01 (all lower case)

*This master password will remain the same for current, new and future members until it is reset by each member user.*

4. **To reset your password**, once you are logged in, you will see a note to reset your password to a unique one that each individual selects. The note will appear on the page until you have changed it and will go away the next time you log in. Be sure to write down your password!
5. **To update your information**, click on the Edit Your Information button on the upper left, proof the information and fill in the blanks and update. If you update your first or last name, this will NOT change your user name (your original user name will remain the same).

If you have any problems or issues, call Barbara Perry (352.455.0214) or Sheri Olson (352.988.4830).

**And don't forget to join the group  
Leadership Lake County—Florida  
on Facebook for additional updates and information.**

# *And while we're here tonight ....*

Please take a moment to provide us your current contact information. Thank you!

*Name:* \_\_\_\_\_  
*Class of:* \_\_\_\_\_ *SIMSOC color:* \_\_\_\_\_

## **Employer/Business Information**

Name of Business: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## **Personal Information**

Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I prefer to be contacted at: \_\_\_\_\_ Business \_\_\_\_\_ Home  
I prefer to be contacted by: \_\_\_\_\_ Email \_\_\_\_\_ Snail Mail  
\_\_\_\_\_ Phone/Cell Phone

Birthday (month/day): \_\_\_\_\_ Spouse's name: \_\_\_\_\_

**After completing the information, please leave this sheet at your table or mail it to:**  
**Leadership Lake County**  
**P. O. Box 1050**  
**Tavares, FL, 32778.**