



OMEGAFI®

December 14, 2023



LegFi

Hey there, it's time to add your chapter's new officers to LegFi TODAY!

Use the **3 STEPS** below to ensure a smooth & easy start to officer transitions.

#1 Update Your Roster

- [Add missing new members](#)
- [Update member types](#)
- [Email us to archive graduating members](#)

#2 Clean Up Member Invoices

- [Send reminders to members with a past due balance](#)
- [Delete outstanding invoices that are no longer valid](#)

#3 Update Treasury Cards

- [Close old & unused Treasury Cards](#)
- [Add Treasury Cards for necessary incoming officers](#)



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Refer back to **November's webinar** where we walk you through all the steps to ensure your chapter has **officer transition success!**



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