Welcome to the Class of 2016!

Congratulations! We are thrilled to have you as a member of the LEAD Atlanta Class of 2016. In order to accept your spot in the upcoming class, you must complete the Class Intake Process.

This process designed to walk you through accepting your LEAD Atlanta membership. You will sign your membership contracts, complete your brief narrative bio, submit your tuition preferences and payment, update your personal contact information, and provide other required information.

The Intake Process consist of two primary parts. Detailed instructions for completion are included on page 2.

- Online Intake Process – to be completed via www.leadershipatlanta.org
- Preferences & Familiarity Survey – to be completed via this online survey

Each part must be completed by the deadline of June 18, 2015.

Before You Begin

- Print. You may wish to print these instructions and any other information you may need (e.g., downloads included in this document) for easy access.

- Review Program Dates. The Class of 2016 Calendar is located on our website. As part of the Intake Process, you must sign a confirmation contract indicating your availability for mandatory dates.

- Prepare Your Bio. Brief narrative bios will be published for each class member in the LEAD Atlanta yearbook. Bios must be less than 110 words and in the format demonstrated here.

- Think about Tuition. Leadership Atlanta tuition is $1,250. You will be asked to submit your payment as part of the Online Intake Process. Please be prepared to indicate your preferences, including whether you will pay via check or credit card and whether you will enroll in the LEAD Atlanta Payment Plan.

- Have Your Username and Password. You will access the Online Intake Process using the same username and password with which you applied to LEAD Atlanta.

- Meet the Technical Requirements.
  - Make sure you have recently updated your internet browser. Our site works best with the most recent versions of Internet Explorer, Mozilla Firefox, Google Chrome, or Safari.
  - Enable cookies and JavaScript in your browser preferences. This allowance lets the data you enter into the form make it into our database. Warning: Failing to complete this step may result in you losing your work. We have no way to recover information entered into online forms that is lost.
  - Clear your cache. If you’ve visited our website before, an old version may be stored on your computer. Please clear your browser history before beginning in order to ensure you have the newest (bug-free) version.
Intake Process Instructions
Both Parts 1 and 2 must be completed by June 18, 2015.

Part 1: Online Intake Process
Completion of this process is required to accept and reserve your space in the LEAD Atlanta Class of 2016. You may wish to print these instructions before beginning your work.

1. Complete the “Before You Begin” steps listed above.
3. Click the red “Member Log-In” button in the upper right-hand corner of your screen.
4. Enter your username and password.
   **NOTE:** Your username and password are the same ones you used to apply to Leadership Atlanta. If you’ve forgotten your password, click here to download instructions for resetting it.
5. Click “Log-In as Member.”
6. Click on green “Member Menu” button to reveal the drop-down menu. Select “My Intake Process.”
7. A screen will appear containing documents required for membership. Follow the instructions at the top of the screen for accepting these terms and submitting your electronic signature. Click blue “Agree & Next” button.
8. A new screen will appear with a text box. Enter your brief narrative bio here. Click blue “Submit and Next” button. Remember bios must be less than 110 words and in the format detailed here.
9. A screen will appear entitled “LEAD Atlanta 2016 Payment Options.” You will indicate your preferences for tuition payment here. The latter half of this screen details the amount of your payment(s) based on your choices. After completing “a” and “b” below, click the blue “Submit” button.
   a. First, indicate whether you intend to pay the full $1,250 tuition fee now or whether you intend to enroll in the quarterly payment plan. Our full tuition policy is included here.
   b. Next, indicate whether you plan to pay via check or credit card.
      i. Please note that a 3% processing fee is added to credit card payments.
      ii. If you choose to pay by check, please make it payable to Leadership Atlanta. You may mail it to:
         Sandra Kirkpatrick
         Director of Finance and Operations
         Leadership Atlanta
         Ten Peachtree Place NE
         Suite 620
         Atlanta, GA 30309
10. Our system now has generated a personalized tuition invoice for you based on your submitted preferences. To access the invoice and submit payment, please follow these steps.
   a. A new screen appears called “My Payments.” Look in the white box in the middle of your screen entitled “Tuition Invoices.” You will see a new entry detailing the tuition invoice generated for you based on your submitted preferences. Click the blue “Pay Now” button on the far right end of the tuition invoice entry.
   b. A detailed, personalized tuition invoice appears. **Note that if you would like a printed copy of your invoice, you should print now using your browser’s print function.** Scroll down to the bottom of the invoice, and click the blue “Submit Payment” button.
   c. Follow the instructions given to enter your credit card information or pay via check. An electronic receipt will be emailed to you.
d. Should you wish to complete your tuition payment at a later date, you may do so at that time by logging into the system and selecting the “My Payments” option from the green “Member Menu” dropdown.

11. Great; you've completed these Intake Documents! Now it’s time to update your contact information. Click on green “Member Menu” button to reveal the drop-down menu. Select “My Information.”

12. Update your contact information or other personal information as needed. Please note that your name, title, company, primary phone number, and primary email address are required information. You may expand and complete additional sections by clicking the “+” sign to the right of each section heading.

**Part 2: Preferences Survey**

*Completion of this survey is required in order to provide you with the best LEAD Atlanta experience.*

1. Click [here](#) to access the survey.
   
   **Note:** This form will not allow you to save your work and return at a later date. You must complete it in one sitting. You may wish to print it so that you can work on it over time and return at a later date.

2. Follow the instructions provided to complete the required information. Please be as specific as possible.

3. Click “Submit.”

**Do you Need Technology Help?**

We’ve provided some quick troubleshooting tips for you [here](#).

**General Questions?**

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**Finance Questions?**

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