

Creating a Shared Club Email and Resource Portal Account

Here's how to create a shared email address for your club and use it to sign up for a "community member" account on Erika's Lighthouse:

Part 1: Create a Shared Email Address

The exact steps to create a shared email address will vary based on your chosen email provider (e.g., Gmail).

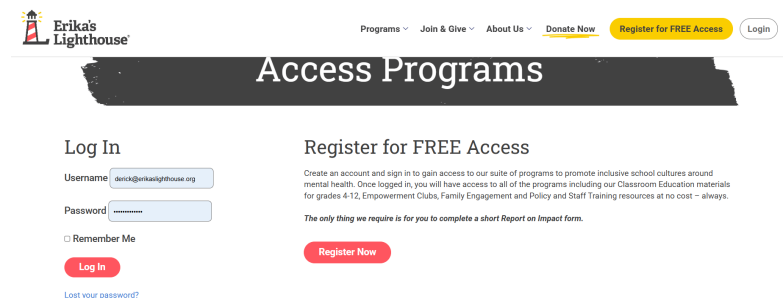
1. Choose an Email Provider: Select a provider that best suits your club's needs. Consider factors like ease of use, storage, and collaboration features.
2. Create a New Account: Sign up for a new email account specifically for your club.
 - o Pick a relevant email address: Something like "YourClubName.Email" or "YourClubName.Community" works well.
 - o Set a strong password: Make sure to share this password securely with authorized club members.
3. Share Access:
 - o Direct Sharing: For smaller clubs, simply share the email address and password with members who need access. This is straightforward but requires trust and secure password handling.
 - o Delegated Access/Shared Mailbox: Many providers offer ways to delegate access or create shared mailboxes. This allows members to send emails "on behalf of" the club without directly knowing the password. Check your chosen provider's help resources for specific instructions on setting this up.

Part 2: Create an Account on Erika's Lighthouse

Once you have your shared club email address, follow these steps to create a "community member" account on the Erika's Lighthouse Resource Portal:

1. Go to the Registration Page: Open your web browser and navigate to erikaslighthouse.org/resources/.
2. Click "Register Now": Look for a button that says "Register Now" underneath where it says "Register for FREE Access"
3. Enter Shared Email Address: When prompted for an email address, enter your shared club email address
4. Provide Required Information. For First Name and Last Name, simply use your club name and school name.
5. Agree to Terms of Use: Read and agree to any terms of use.
6. Complete Registration.
7. Verify Email: Erika's Lighthouse will send a verification email to your shared club email address. You'll need to access that email inbox and click the verification link to activate the account.
8. Access Resources: Once the account is created and verified, you and other authorized club members can log in to erikaslighthouse.org/resources/ using your shared email and password to access all of Erika's Lighthouse resources.

By following these instructions, your club will have a central point of contact for external communications and a shared access point for valuable resources from Erika's Lighthouse. You may also wish to use this club email to create a club Instagram account or other club accounts.



The screenshot shows the Erika's Lighthouse website header with navigation links: Programs, Join & Give, About Us, Donate Now, Register for FREE Access, and Login. Below the header is a dark banner with the text "Access Programs". The main content area is divided into two columns. The left column is titled "Log In" and contains a form with fields for Username (pre-filled with "darrick@erikaslighthouse.org") and Password, a "Remember Me" checkbox, a red "Log In" button, and a link for "Lost your password?". The right column is titled "Register for FREE Access" and contains a paragraph of text explaining the benefits of registration and a red "Register Now" button. A small note below the text states: "The only thing we require is for you to complete a short Report on Impact form."