

Pre-Onboarding Call Checklist

Complete these steps before scheduling your Onboarding Call:

Request Your Branch Logo

- ☐ Reach out to marketing@legion.ca if you do not have an updated Legion Branch logo. You will need to have access to this during your Onboarding Call.

Download member emails from the Member Services Website

- ☐ Request the Branch Membership Chair [login](#) to the Branch portal to download the “Branch - Active and Dormant Member Email List” report (under Reports). Or contact Member Services at [\(855\) 330-3344](tel:8553303344) for assistance.

Schedule your Onboarding Call

- ☐ Email marketing@legion.ca with your Branch number and contact information to request a call.

Complete these steps the day of your Onboarding Call:

Log in

- ☐ [Click here](#) to log into your new Mailchimp account
- ☐ [Watch this video](#) to ‘Add New Users’ to your account

Add Email Templates

- ☐ Click the links below one time only to add the Legion branded email templates to your account (Note: You must be logged in for the templates to appear in your account)
- ☐ [Branch Newsletter - English](#)
- ☐ [Branch Newsletter - French](#)