

## Sample Club Welcome Letter

The following is a sample email sent by TV Singers to its members announcing their participation on *TellicoLife*. I copied it here so we might reference it when future clubs come on line.

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Exciting news, Singers! Thanks to the efforts of our Advertising/Communications Chair Kathy Loy, the assistance of Marsha Herzog with *TellicoLife*, and with the approval of our Board, the Tellico Village Singers (TVS) organization is now affiliated with *TellicoLife*.

Earlier this year, several Village clubs, including the HOA, New Villagers, The Computer Users Club and STAYinTV got together to establish an on-line membership and activity management system for the Village --

*TellicoLife*

. Its hope is that residents of Tellico Village will embrace this one website where they can manage their memberships in all clubs/organizations to which they belong.

We are participating at the Silver membership level, which means:

- We have a circle for private communications among our members, including discussion, uploading calendars, etc.
- Our own TV Singers home page where potential future choir members can learn about us
- And we are posting our concerts and meetings on the *TellicoLife* shared calendar.

So, let's get started! You need a username and password to login to *TellicoLife*. ☐

- If you are a member of HOA, New Villagers, TVCUC or STAYinTV, you are pre-registered.
- Your Username is typically your email.
- Only you know your password.
- If you need to recover your username or password, follow the instructions on the [tellicolife.org](http://tellicolife.org) home page (you may need to scroll down a bit)
- If you and your spouse use the same email, you may need to contact [info@tellicolife.org](mailto:info@tellicolife.org) for help recovering your username.

- If you are not a member of those clubs, you need to register.
- Go to [tellicolife.org](http://tellicolife.org)
- Scroll down to the red block near the bottom of the homepage
- Click "Register for *TellicoLife*"
- Set up your username and password

Now, sign into [tellicolife.org](http://tellicolife.org)

- Click on Clubs & Org at the top of the page
- Click on TV Singers
- Scroll down our homepage to the bottom
- Click on "Visit/Join Our Circle"

That will initiate a request to the moderator (me!) for approval. I will check the site several times per day, and get the approvals done as quickly as possible. I encourage you to click around the *TellicoLife* site to become familiar with how it works. Then, you will be ready to roll as soon as your membership in our circle is activated. (Click on "New to *TellicoLife*?" and on "Circles Made Simple" to help you get started.)

Feel free to email me with any questions, or see me before rehearsal on Monday. Good luck!!

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