



# Getting started *with* Little Green Light

**A Guide for Junior Leagues**



[www.littlegreenlight.com](http://www.littlegreenlight.com)

## **Table of Contents**

1. Learning about Little Green Light
2. Create an LGL account
3. Data migration and account set-up
  - from Digital Cheetah
  - from Member Essentials
4. Support and training from LGL
5. LGL Consultant Network



## illuminating Data. Advancing Nonprofits.

Little Green Light's all-in-one donor management software is built to help you transform your work with ease.

Try for Free



# 1. Learning about Little Green Light

Here are the best ways to learn more about LGL.

- Start on the website, especially these pages:
  - [Welcome page for Junior Leagues](#)
  - [Home page](#)
  - [Why LGL](#)
  - [Features](#)
- Join or watch the hour-long [Intro Tour webinar](#). This is an overall tour of LGL and the live webinars provide a Q&A section at the end.
- Have a question for Little Green Light? [Contact the LGL Sales team](#).

## 2. Create an LGL account

Every LGL account is free for the first 30 days.

- [Sign up here](#). This link carries with it the referral code “AJLI”, which gives your account a one-time \$200 discount. That’s a 40% saving for your first year!

To be extra sure your account gets the credit, you can also enter the code “AJLI” in the Referral Code box when you come across that during account set-up.

### Initial sign-up screen

Try LGL risk-free

All features included. Unlimited users. No credit card required.

First Name

Last Name

Email

Organization Name

[Get Started](#)

[All accounts get their first 30 days free!](#)

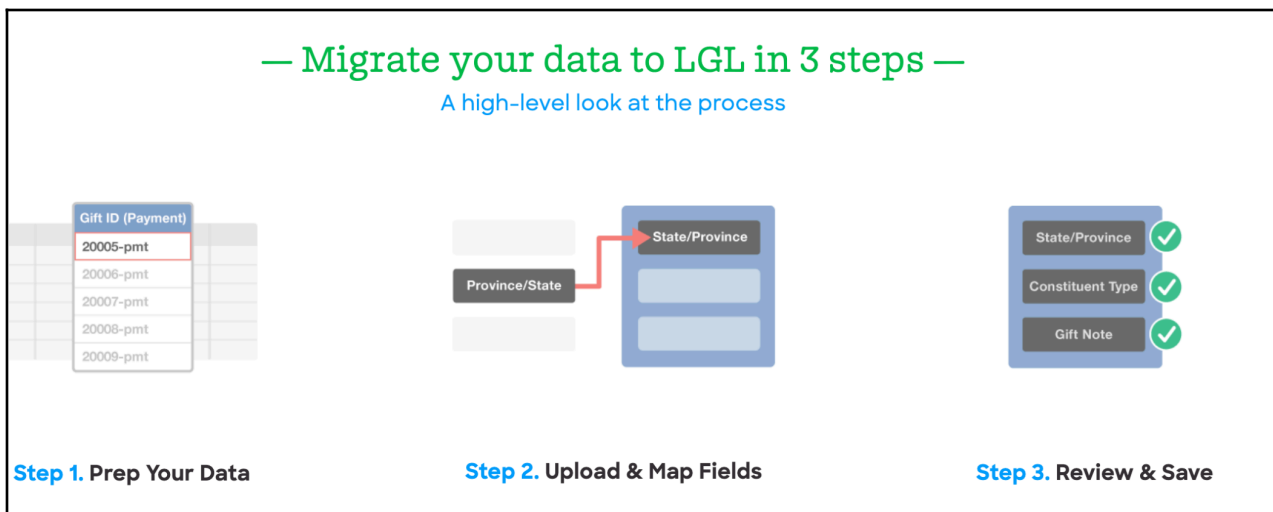
[Privacy Policy](#) | [Terms of Service](#)

<http://www.littlegreenlight.com/?lglc=ajli&lglr=web>

### 3. Data Migration and Account Set-up

LGL has made it as easy as possible to import your data from spreadsheets, via the Flex Importer tool that is part of your Little Green Light account.

For an overview about LGL's data migration process, see [How to Migrate Your Data into LGL](#).



When you're ready to dig a little deeper into the data migration process, review these three help articles:

- [Using the Flex Importer](#)  
An overview of the Flex Importer and a short video
- [Data Dictionary](#)  
An essential guide to the list of fields in every LGL account
- [Compare your import file to a sample version](#)  
A set of example import files

The key step is to get your data into properly formatted spreadsheets. And if you're using Member Essentials, be sure

to get the integration set-up between your Member Essentials account and your LGL account.

### **If you're coming from Digital Cheetah**

- Digital Cheetah can generate an export of your member data.
  - i. Request an export through your Digital Cheetah Member Management system > Help Center > submit a request.

### **If you're already using Member Essentials**

- Request that the integration be turned on between Member Essentials and your LGL account, so that new updates will flow automatically. Put in your request by contacting Member Essentials support at [MemberEssentials@ajli.org](mailto:MemberEssentials@ajli.org).
- Once the integration is activated, Member Essentials member profiles will sync to Little Green Light and create constituent records.
- Note: If you have already entered members into Little Green Light, make sure you have completed the AJLI ID field in the AJLI Data section of the constituent profile. The Member Essentials sync will look for the AJLI ID in Little Green Light to match the constituent record to the Member Essentials member profile. Otherwise, the sync may create a duplicate constituent record for the member.

## 4. Support and training from LGL

The following support and training options are all provided for free by LGL. These resources are available to all LGL customers; they are not specific to Junior Leagues. Support from Digital Cheetah and AJLI is provided by each of them directly.

<h3>Help page in your LGL account</h3> <div data-bbox="215 653 786 1591"><h4>Little Green Light Webinars</h4><p>Free training provided by the Little Green Light team</p><div data-bbox="245 783 760 1003"><h5>Introductory webinars</h5><p><b>Introduction to Little Green Light:</b> A guided tour of Little Green Light, followed by a live Q&amp;A. <a href="#">Register</a></p></div><div data-bbox="245 1037 760 1278"><h5>Training webinars</h5><p><b>LGL Basic Training:</b> This 3 part training series is perfect for new LGL users who want to learn the basics of using Little Green Light. <a href="#">Register</a></p></div><div data-bbox="245 1312 760 1533"><h5>Customer Q&amp;A sessions</h5><p>Bring us your questions and our knowledgeable support team will provide guidance in a demo account. <a href="#">Register</a></p></div></div>	<h3>Support &amp; training from LGL</h3> <ul style="list-style-type: none"><li>• <a href="#">Knowledge Base</a>: help articles on every feature of Little Green Light.</li><li>• <a href="#">Video Library</a>: short and long-form videos and recordings of webinars.</li><li>• <b>Email-based support:</b> rapid response during LGL office hours, 9am-7pm ET. Submit a request via the Help page in your LGL account.</li><li>• <b>Small-group Q&amp;A webinars:</b> sign up in advance, with your questions, via the Help page in your LGL account.</li><li>• <b>Basic Training Webinars:</b> covering the basics of constituent management, gift entry / acknowledgements, and reporting. Sign up via the Help page in your LGL account.</li><li>• <a href="#">User Group</a>: Private Facebook group to ask questions of other LGL users.</li><li>• <a href="#">Free Downloads</a>. Get ebooks on essential fundraising topics.</li></ul>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 5. LGL Consultant Network

Hiring a consultant can be a great investment. They can help you get up and running quickly and with the peace-of-mind knowing your account is set up properly. Costs vary depending on the complexity of your data.

[The LGL Consultant Network](#) comprises consultants from around the country who all know LGL inside and out and work with nonprofits on data management projects. If you hire a consultant to help with data migration and account set-up, ask them to include training as well.



**Kim Carlson**

**Independent  
Consultant**

Kansas City, MO

[LinkedIn](#)

With over 100 satisfied clients since 2013, I provide fast, reliable, affordable service specializing in data migrations, forms and training.

One consultant who has already worked with several Junior Leagues is Kim Carlson. You can reach Kim at [kcadmin@comcast.net](mailto:kcadmin@comcast.net).

*“Kim Carlson’s expertise in Little Green Light and attention to detail made our data migration run smoothly. She provided valuable guidance to help us achieve our goals in setting up our new donor software.”*

Celeste Greenlee, CFRE  
Executive Director  
Junior League of Kansas City, Missouri

### One-hour consulting calls

One member of the LGL Consultant Network also offers hour-long one-to-one training sessions. Submit a request from [the LGL Consultant Network](#) page.