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|  | Directions | Visual of Step |
| 1 | Go to <https://optimist.tovuti.io/> and click login | Graphical user interface, text, website  Description automatically generated |
| 2 | Enter your username and password. If you have forgotten either, email LMS@optimist.org | Graphical user interface  Description automatically generated |
| 3 | When you first login, you will see the Dashboard. Go to the left-hand side to the blue bar and go to down to “Subscriptions” |  |
| 4 | There, you will click on the subscription plan you are trying to switch to (Ex. Member registration to Club President; CFR to CFR elect; Sec-Tres to Pres) |  |
| 5 | You will be asked to enter your club and member number in the system. When you get to payment information, you will have to enter a promo code (**See promo codes below.)** if you are a club officer. **If you are switching from an officer to a member registration, you will have to enter your credit card information.** |  |
| 6 | After that, your screen will say that the subscription was successfully processed. You can then go about exploring LMS |  |

