

How to Enroll Your Members in lynda.com for the 2016-17 Subscription Period

1. Continue to promote lynda.com to your members; Use and adapt the newsletter template and flyer available for download at <http://www.iatse.net/member-education/lynda> if you wish. **Discounted subscriptions are available only to IATSE members in good standing and local union staff.**
2. Reach out to **members who currently have subscriptions** to determine which members wish to continue their subscriptions for another year. For a list of your local union's members who enrolled for a Year 1 subscription, contact lynda@iatse.net. A letter template for communicating with your members about lynda.com is available for download at <http://www.iatse.net/member-education/lynda>.
 - Members who would like to UNSUBSCRIBE will automatically lose access to their lynda.com accounts on August 31, 2016.
 - Members who wish to RENEW and whose forms are received in the IATSE NY office *after* July 29, 2016 may temporarily lose access to their lynda.com accounts beginning August 31, 2016. Those lynda.com accounts will become active again once we receive and process the forms in the IATSE NY office.
3. Collect payment from each member who wishes to purchase a subscription.
 - **\$25** - Year Two subscriptions (2016-17) begin on September 1, 2016 and end on August 31, 2017
4. Complete the Enrollment Forms:
 - Sections 1 -3 Local Union information
 - Section 5 Member information for CONTINUING IATSE/ lynda.com subscribers.
 - Section 6 Member information for NEW IATSE/lynda.com subscribers.
 - Section 7 Payment information.

Note: You may want to make copies of all forms and checks you send to the International to keep for your records.
5. Mail completed enrollment forms with **one check from the local union's account** for all subscriptions made payable to "IATSE", with the note "lynda.com" on the check, to:
 - I.A.T.S.E. Education Department
 - 207 West 25th Street, Fourth Floor
 - New York, NY 10001
 - Attn: Jennifer Halpern
6. Access to lynda.com accounts:
 - NEWLY ENROLLED SUBSCRIBERS will receive a registration email and a link to set up their lynda.com accounts
 - Year Two Subscriptions (2016-17): Within 10 business days of receipt of your forms, or September 1, 2016, whichever date is later.
 - CONTINUING SUBSCRIBERS' lynda.com accounts will continue uninterrupted if forms are received in the IATSE NY office by July 29, 2016.
 - CONTINUING SUBSCRIBERS' whose forms are received in the NY office after July 29, 2016 may temporarily lose access to their lynda.com accounts beginning August 31, 2016. Those lynda.com accounts will become active again once we receive and process the forms in the IATSE NY office.

Complete and include this page *EACH TIME* you submit lynda.com enrollment forms.

PLEASE TYPE OR PRINT LEGIBLY

SECTION 1 Local Union Information	
Local Union Number	Phone
Mailing Address	
SECTION 2 Local Union Contact for lynda.com	
This person coordinates enrollment for their members and is assigned the sub-administrator designation of "Group Assistant" on lynda.com. "Group Assistants" can create and assign customized playlists, and view member usage reports.	
Name and Title	
Email	
Work Phone	Cell Phone
<input type="checkbox"/> Check here if this is a change in the local union contact for lynda.com	
SECTION 3 Authorization from Local Union Leadership to Purchase Subscriptions	
Name and Title	
Signature	Date
SECTION 4 TO BE COMPLETED BY IATSE EDUCATION DEPARTMENT	
Date Form Received	Initial
Spreadsheet Upload	Upload Date

All forms MUST be accompanied by a check from the Local Union's account made payable to "IATSE" and mailed to:

I.A.T.S.E. Education Department
 207 West 25th Street, Fourth Floor
 New York, NY 10001
 Attn: Jennifer Halpern

Section 6 – **NEW** subscribers only

List members who DID NOT have a Year 1 subscription here.

Include as many pages of this section as you need.

\$25 Year Two Subscriptions (2016-17) begin within 10 days of receipt of this form in the IATSE NY office or September 1, 2016, whichever date is later, and end August 31, 2017.

Name	Name
Email	Email
Date of Birth	Date of Birth
Craft	Craft
Name	Name
Email	Email
Date of Birth	Date of Birth
Craft	Craft
Name	Name
Email	Email
Date of Birth	Date of Birth
Craft	Craft
Name	Name
Email	Email
Date of Birth	Date of Birth
Craft	Craft

TOTAL NUMBER OF SUBSCRIPTIONS	_____	X \$25	= \$ _____
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Enter the total amount due for NEW subscriptions in Section 7 (last page).

Section 7 - Payment	
SUBSCRIPTION TYPE	TOTAL
\$25 YEAR TWO SUBSCRIPTIONS (2016-17) begin on September 1, 2016 and end on August 31, 2017	
Enter total amount due for RENEWALS from Section 5	\$ _____
Enter total amount due for NEW subscribers from Section 6	\$ _____
TOTAL AMOUNT DUE	\$ _____

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Forms cannot be processed without payment.