**All Survey Takers receive the initial Welcome email:**

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| --- | --- |
| |  | | --- | | Dear <name>,  Welcome to the Collective Leadership Assessment™.  Your account is set up and you can begin at any time. The deadline for completing  the survey is <deadline>.  Here is the information you need to access the survey.  Web Address:  https://survey.theleadershipcircle.com/abcdefg  Please contact me at the e-mail address below with any questions.  Warm regards,  <Consultant name>  <Consultant email>   1. If the Survey Taker already has an existing Account – the link will take   them directly into the Survey, showing them “My Active Survey’s”.  Macintosh HD:Users:adellerichards:Desktop:Screen Shot 2015-10-07 at 4.17.39 pm.png   1. If they are old survey taker – the link will take them directly to the My Active   Survey page.  4. If they are a new Survey Taker they will be asked to enter a PW and do demographics.  Macintosh HD:Users:adellerichards:Desktop:Screen Shot 2015-10-07 at 4.30.41 pm.png |   Macintosh HD:Users:adellerichards:Desktop:Screen Shot 2015-10-07 at 4.39.07 pm.png |
| // End Template |