**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 completingthe survey is <deadline>.Here is the information you need to access the survey.Web Address: https://survey.theleadershipcircle.com/abcdefgPlease 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.png1. 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  |