



# Introduction to Lighthouse

A guide to the local party management portal

Greg Foster

Head of Technology

# What is Lighthouse?

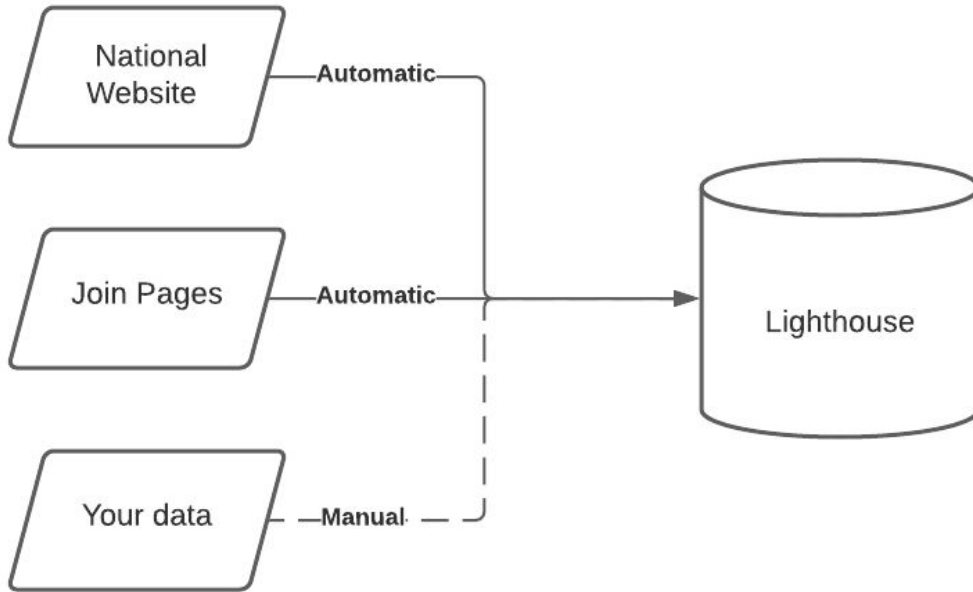
Lighthouse is the Liberal Democrats' **Local Party Management Platform**.

Using Lighthouse, you can:

- Manage your members & supporters
- Get information about new potential supporters
- Manage your local party
- Manage candidates & selections
- Manage donations and loans
- View the money your local party gets from HQ
- Keep compliant with PPERA



# Where does the data come from?



Lighthouse gets its data from 3 main locations.

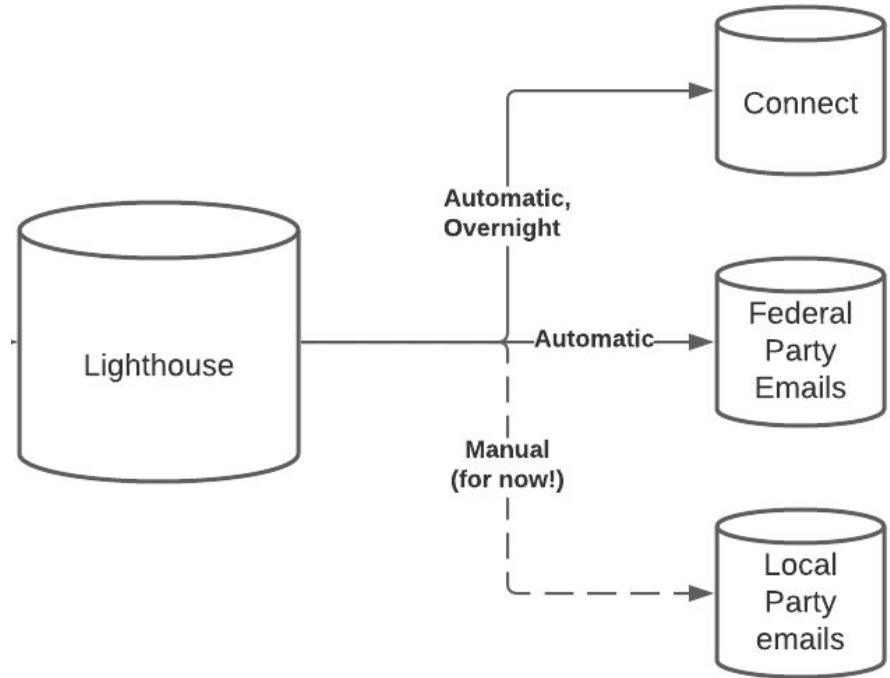
Most of that data is inputted by users themselves when they join the party or sign a petition.

# Where does data go to?

Lighthouse then talks to 3 more databases.

It updates Connect automatically and your local party updates your email tool (Nationbuilder, Prater Raines or Mailchimp).

We're hoping to improve that in future!



# How does Lighthouse work – organisations

When you access Lighthouse, you do that through an organisation.

Organisations can be your local party, a regional party, a state party or the Federal Party.

What organisation you're logged in as controls what you see.

 **Federal Party**

 **England**

 **Devon & Cornwall**

 **Cambourne, Redruth & Hayle**

*An example of how organisations are organised. Each level can see information they have access to for groups below them, but not above.*

# How does Lighthouse work - organisations



## FEDERAL PARTY

👉 ABOVE: You can see what organisation you're logged in as on the Dashboard.

RIGHT: You can switch organisation at any time by clicking the globe icon (as long as you have access to at least 2 organisations! 👉)

# How does Lighthouse work – tabs

Information stored in Lighthouse is organised using tabs.

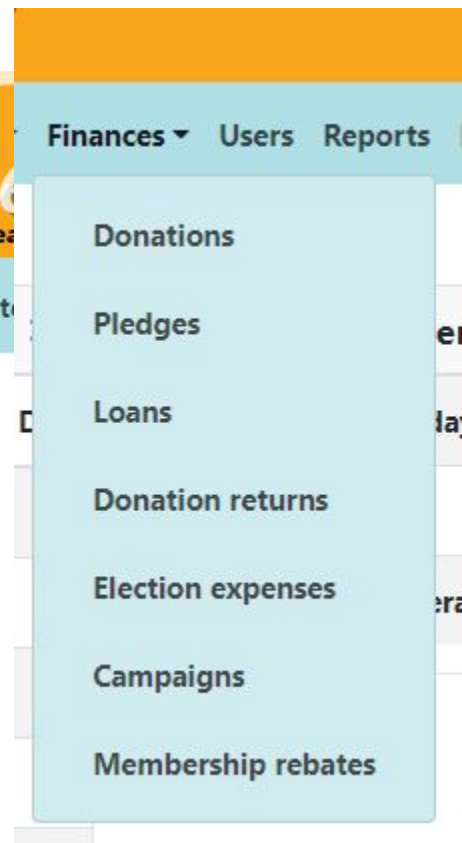
Each tab contains a specific type of data.

Tabs also have sub-tabs, which split things down into smaller groups.



👉 ABOVE: Organisation, Contacts and Roles are examples of tabs.

RIGHT: Donations and Pledges are examples of sub-tabs. 👉



# Tabs & Subtabs

## Organisation

Contains information about your local / regional or state party.

## Contacts

Contains information about people related to your local / regional or state party.

## Roles

Contains information about roles related to your local / regional or state party.

Roles also contains the following subtabs:

**Electoral** - contains Councillors, Candidates and agents

**Executive** - contains your executive members

**Officers** - contains your constitutionally mandated Officers

**System Users** - contains who has access to Connect or Lighthouse

**Other** - contains everything else



# Tabs & Subtabs

## **Candidates**

Contains information about electoral areas, candidates and selection processes.

Roles also contains the following subtabs:

**Electoral Areas** - shows you the electoral areas that your local party covers

**Elections** - shows you upcoming elections for the electoral areas your local party covers

**Forms** - allows you to input your own customised candidate approval forms

# Tabs & Subtabs

## **Finances**

Contains information about donations, loans, election expenses and rebates.

Finances also contains the following subtabs:

**Donations** - contains donations your local party has received

**Pledges** - contains information about donations you think you might get in future

**Loans** - contains information about loans your organisation has and has tools to manage them

**Donation Returns** - allows you to view and submit PPERA returns

**Election Expenses** - allows you to manage election expenses (currently only works for National Expenditure)

**Membership Rebates** - allows you to view payments HQ is making to your local party and the status of them.

# Tabs & Subtabs

## Training

Contains information about training courses your local party can run and people who have attended courses.

Training also contains the following subtabs:

**Courses** - which contains information on courses that you can run

**Sessions** - which contains information on individual sessions of those courses

**Attendances** - which contains information on people attending sessions

**Accreditations** - which contains information on who is accredited to use party systems

**Trainers** - which contains information about who can train in your local party

# Tabs & Subtabs

## Reports

Contains any saved reports you or another part of the party may have set up and also contains the Demographics Dashboard.

## Your name

Contains information on you and your access to Lighthouse!

## Users

Contains information on who has access to your organisation and what kind of access they have.

## Tasks

Contains information on problems you've reported to HQ and Actions that have been logged in the system.

## Help

Contains information on you how to use Lighthouse

# How does Lighthouse work – lists

When you click on a tab, the first thing you'll land on is a list view.

List views are a list of the records in that tab or sub-tab and show you a simple summary of the information in that tab or sub-tab.

RIGHT: An example of a list view, in this case the contact list view. 🙌



The screenshot displays the Lighthouse member management interface. At the top, there is a header with the Lighthouse logo and the tagline "Member management made easy". Below the header is a navigation bar with tabs for Organisation, Branches, Contacts (selected), Roles, Candidates, and Financials. The main content area shows the "NORTH EDINBURGH, EAST & LEITH > CONTACTS" view. There are buttons for "+ Add new", "Download", and "Filter", along with a search box containing "greg foster". Below this is a table with columns for Title, First name, Last name, and Membership. The table contains one row for Greg Foster, who is a Non-Member at North Edinburgh, East & Leith.

	Title	First name	Last name	Membership
 		Greg	Foster	 Non-Member North Edinburgh, East & Leith

# How does Lighthouse work – record pages

From a list view, you'll usually then select a record.

A record contains the information relating to that entry in the system.

So a Contact record would contain information about that person and a Donation record would contain information about that donation.



The screenshot displays the Lighthouse web application interface. At the top, there is a navigation bar with a lighthouse logo and the tagline "Member management made easy". Below the navigation bar, a breadcrumb trail reads "NORTH EDINBURGH, EAST & LEITH > CONTACTS > GREG FOSTER". A row of action buttons is visible, including "Back to list", "Edit", "Copy address change URL to clipboard", "Report problem", and "Mark deceased". The main content area shows a "Personal details" section with the following information:

Personal details
Greg Foster
Created: 17 Mar 2021

👉 ABOVE: An example of a record, in this case the contact record.

# How does Lighthouse work – action buttons

On both list views and records, you'll see a row of buttons along the top.

These are called Action Buttons - and they allow you to do things in the system.

**Important:** Action buttons aren't available when editing a record.



[NORTH EDINBURGH, EAST & LEITH](#) > CONTACTS



[NORTH EDINBURGH, EAST & LEITH](#) > CONTACTS > GREG FOSTER



# How does Lighthouse work – action buttons

On a record view, the Action Buttons are standardised and you'll see the same ones in most tabs and sub-tabs.

**Add new** - lets you add a new record

**Download** - lets you download whatever is currently loaded in the record view.

**Filter** - lets you change which records show in the record view.

**Search** - lets you search the current record view for a specific record.





# How does Lighthouse work – action buttons

On a record, the action buttons will be unique across most record types. Contact for example has:



**Back to list** - lets you go back to the list you were just on

**Edit** - lets you make changes to the record

**URL** - lets you copy a custom link for a person to update their address

**Report Problem** - lets you tell HQ about an issue with a record

**Mark deceased** - lets you mark someone as having died

# How does Lighthouse work – links

In addition, to Action Buttons, on most list views you'll see Links.

These allow you to access specific parts of a record, or related records with just one click.

These will show as blue if you've never clicked them or purple if you have



👉 ABOVE: An example of links. The eye icon takes you to a record, the pen icon takes you to edit it.

# How does Lighthouse work – Dashboard



## NORTH EDINBURGH, EAST & LEITH

### Welcome to Lighthouse!

Lighthouse is our new online local party management tool for LPOs, replacing Salesforce for Local Parties.

You can currently use Lighthouse to:

- Manage membership
- Manage local branches
- Manage your local party
- Manage your local executive
- Record donations, loans and expenses
- Complete PPERA returns

You can find lots of training resources to help you get started at: <https://www.libdems.org.uk/lighthouse> — you can also find details here about how to book onto one of our training webinars.

As Lighthouse is a new system, we will be developing it further over the next few months to fix any final snags, as well as adding a range of helpful new features.

### Totals

All current members	447
All current supporters	74
All donations (last 90 days)	3
Amount donated	£699.00
Locally recruited members, year 1	13
Locally recruited members, year 2	1
Locally recruited members, year 3	-
Members that need to renew	20
Potential Candidates	5

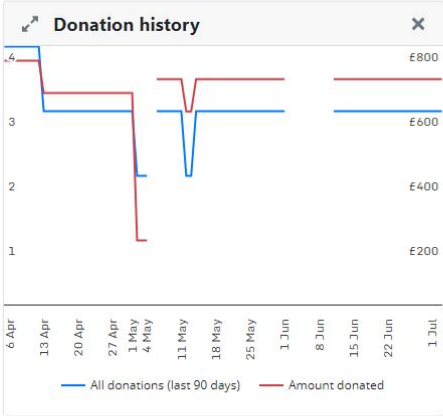
### Recent in and out

	Mem	Sup	Lap	Res	Dec
3 Jul	-	-	-	-	-
2 Jul	-	-	-	-	-
1 Jul	-	-	-	-	-
30 Jun	-	-	-4	-	-
29 Jun	-	-	-	-	-
28 Jun	-	-	-	-	-
27 Jun	1	-	-	-	-
7 days	1	-	-4	-	-
30 days	2	-	-5	-2	-1
90 days	2	-	-5	-4	-1

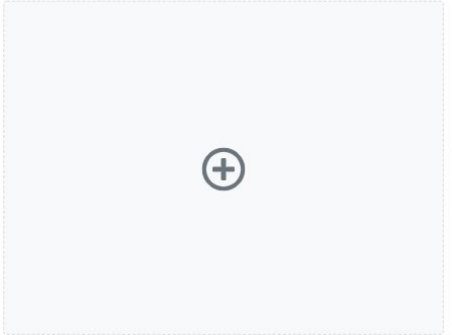
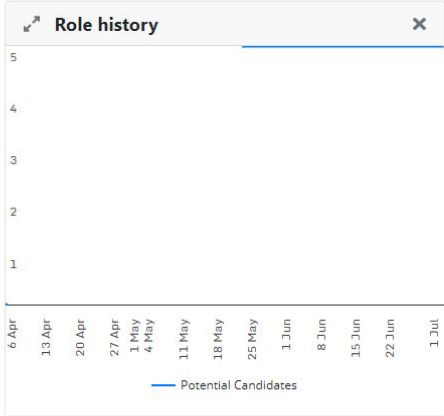
### Moved recently

Moved in (last 90 days)	180
Moved out	94

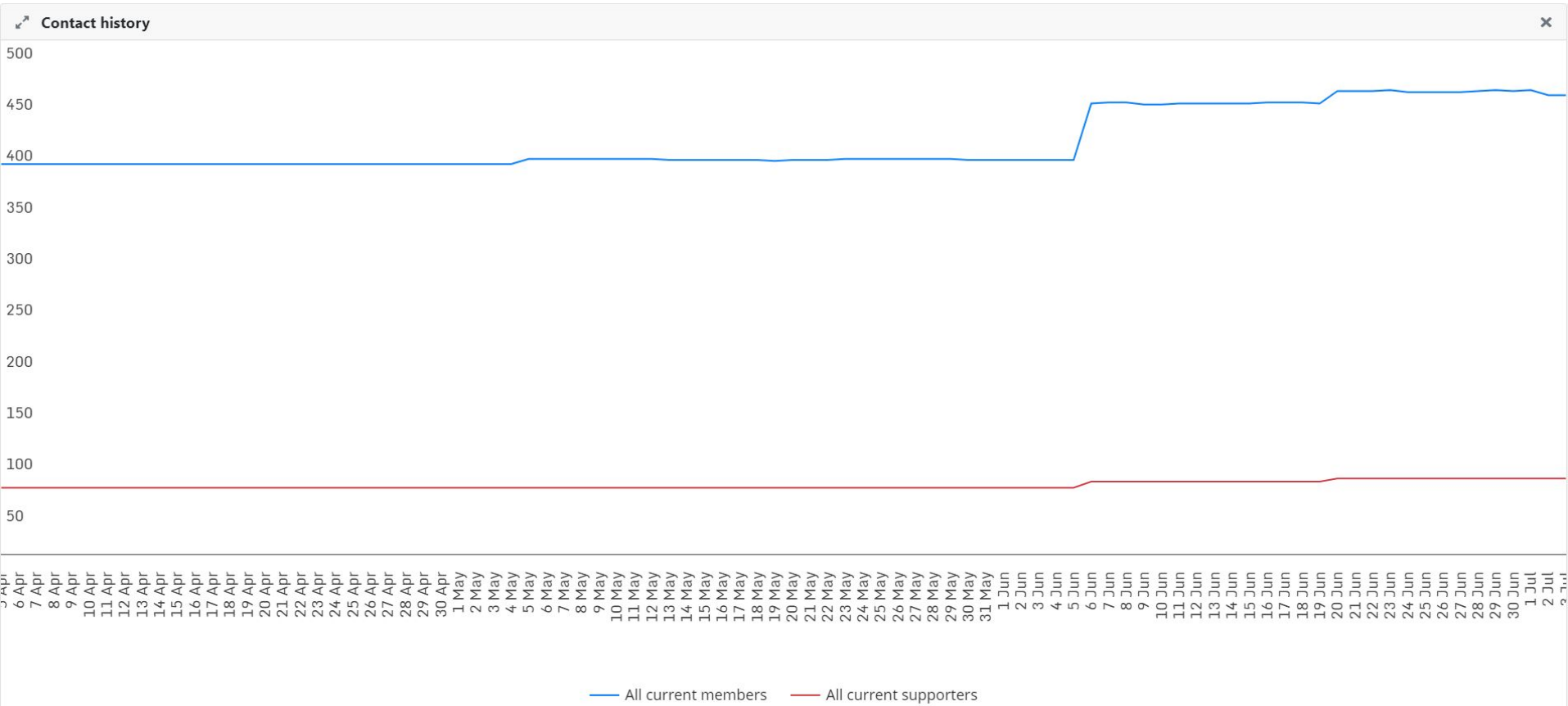
# How does Lighthouse work - Dashboard



30 days



# How does Lighthouse work - Dashboard



# How does Lighthouse work – Dashboard

## Recent changes

### This week

Created: 5

Deceased: 1

Resigned: 3

Updated: 45

### Yesterday

Created: 40

Updated: 164

### Today

Created: 5

Resigned: 3

Updated: 45

# How does Lighthouse work – Dashboard

FEDERAL PARTY > CHANGES BETWEEN 2 NOV 2020 AND 8 NOV 2020

◀ Previous week

Get emails about changes:

never

daily

weekly

Showing 1-20 of 57.

20 per page



Time	Change to	Action	Details	By
5 Nov 2020 00:00		Deceased		Salesforce
2 Nov 2020 11:18		Updated	address_not_known: ▶ 1	Mary-Jane
2 Nov 2020 11:17		Updated	address_not_known: ▶ 1	Mary-Jane
2 Nov 2020 11:15		Updated	email: ▶	Chris
2 Nov 2020 11:13		Updated	primary_city: ▶ Romsey primary_address1: ▶ : primary_postcode: ▶ :	Mary-Jane



# How to use Lighthouse

Some of the tasks you'll need to do on Lighthouse



# How to: Login

We need to keep information that's in Lighthouse secure.

To help do that, we secure access to Lighthouse using a password and two factor authentication - just like we do on Connect.

To log in, you'll need:

1. Your email address
2. Your password
3. An authentication code

Login to Lighthouse at:

**<https://lighthouse.libdems.org.uk>**

# How to: Login



## LOG IN

To access Lighthouse, you must be a current member of the Liberal Democrats and have been assigned permission by your local party, region, or group.

Your login details

Email \*

Password \*

[Forgotten your password?](#)

[Log in](#)

## About this website

Published and promoted by Mike Dixon on behalf of the Liberal Democrats, 8-10 Great George Street, London, SW1P 3AE. Designed, developed and hosted by Prater Raines, 98 Sandgate High Street, Folkestone CT20 3BY.

# How to: Login



## CONFIRM YOUR IDENTITY

Open the authenticator app on your device and enter the 6 digit authentication code below in order to log in.

Authentication by app

Authentication code

Allow login without a code on this device

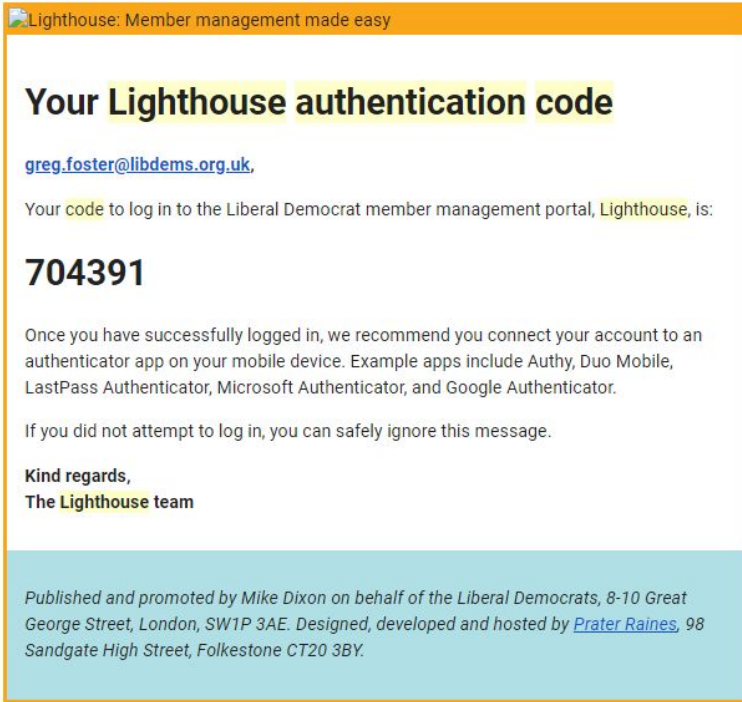
We'll remember your device for 14 days and you won't have to provide an authentication code again. Do not tick this box on a shared or public computer. You must have cookies enabled for this to work.

Cancel this log in attempt

Send the authentication code by email instead

Log in

# How to: Login



Lighthouse: Member management made easy

## Your Lighthouse authentication code

[greg.foster@libdems.org.uk](mailto:greg.foster@libdems.org.uk)

Your code to log in to the Liberal Democrat member management portal, Lighthouse, is:

### 704391

Once you have successfully logged in, we recommend you connect your account to an authenticator app on your mobile device. Example apps include Authy, Duo Mobile, LastPass Authenticator, Microsoft Authenticator, and Google Authenticator.

If you did not attempt to log in, you can safely ignore this message.

Kind regards,  
The Lighthouse team

Published and promoted by Mike Dixon on behalf of the Liberal Democrats, 8-10 Great George Street, London, SW1P 3AE. Designed, developed and hosted by [Prater Raines](#), 98 Sandgate High Street, Folkestone CT20 3BY.

There's 2 ways to get your code.

👉 By email

Or via an authenticator app on your phone 👉  
(Google Authenticator shown)



# How to: Update a Contact

01

Click the Edit Link or  
Action Button

You can do this from either a List  
View or a Record

02

Make your changes

Any fields you can edit will be visible

03

Save them

You need to remember to save your  
changes!

# How to: Update a Contact



The screenshot displays the Lighthouse Member Management interface. At the top, there is a header with a lighthouse icon and the text "lighthouse Member management made easy". Below the header is a navigation bar with tabs for "Organisation", "Branches", "Contacts" (highlighted), "Roles", "Candidates", and "Financials".

The main content area shows the breadcrumb "NORTH EDINBURGH, EAST & LEITH > CONTACTS". Below this are several action buttons: "+ Add new", "Download", "Filter", a search input field containing "greg foster", and a search icon.


A table below the search field displays contact information. The table has columns for "Title", "First name", "Last name", and "Membership". The first row shows a contact with the first name "Greg" and last name "Foster", who is a "Non-Member" located in "North Edinburgh, East & Leith".

	Title	First name	Last name	Membership
 		Greg	Foster	 Non-Member North Edinburgh, East & Leith

# How to: Update a Contact



FEDERAL PARTY > CONTACTS > GREG FOSTER > EDIT

 Back to list

Title

First name

Last name \*

Branch

Start typing the name of an existing branch and select from a list.

# How to: Update a Contact

Home phone

The contact's home landline number. Use national format (eg 01234 567890) for UK numbers and international format (eg +1 234-567-8901) for non-UK numbers.

Mobile phone

The contact's primary mobile number. Use national format (eg 01234 567890) for UK numbers and international format (eg +1 234-567-8901) for non-UK numbers.

Other phone

For example a work number or secondary mobile or landline. Use national format (eg 01234 567890) for UK numbers and international format (eg +1 234-567-8901) for non-UK numbers.

Electoral number

You can look up this number in Connect.

VF VANID

VANID

OK to email

OK to phone

OK to send post

OK to fundraise

You can only record the preferences for federal campaigning here. To opt in or out of contact from other sections of the party, the member should contact [membership@libdems.org.uk](mailto:membership@libdems.org.uk).

Cancel

Update



# How to: Update a contact

When adding contacts there are a few important things to bear in mind:

1. **Everything you enter might be seen by the person.** People have a right to access their data - so be careful what you do here.
2. **Changes are tracked.** So if you make a change that you weren't supposed to, that change will be linked to your user account.
3. **Get your opt-ins right.** A contact without opt-ins won't be contacted by the party! So it's important to add them.
4. **Don't delete things.** As a general rule, try not to delete data from the system. If an email is wrong, change it or mark it as bad, don't just delete it. If you delete it and it reappears this can cause GDPR and email issues.

# How to: Submit PPERA

01

Enter donations

You can do this in the Donations tab

02

Review your return

Returns automatically populate with entered Donations that meet thresholds. You can also add more.

03

Confirm

There's a final step to check that the return is 100% correct before submission

# How to: Submit PPERA

1. Go to the Finances tab and click donations

2. Click “+ Add new”




The screenshot shows the Lighthouse member management system interface. The header features the Lighthouse logo with the tagline "Member management made easy". Below the header is a navigation menu with options: Organisation, Branches, Contacts, Executive, Finances, Users, and Reports. The current page is titled "NORTH EDINBURGH AND LEITH > FINANCES > DONATIONS". A red circle highlights the "+ Add new" button, which is next to a "Download" button. Below the buttons is a table with columns: Received, Accepted, Reported, Donor, Amount, Reason, and Source. The table content is empty, displaying "Nothing found".

# How to: Submit PPERA

3. Type the name of your donor in the search box - or add a new donor if you can't find the right person.

[EDINBURGH WEST](#) > [FINANCES](#) > [DONATIONS](#) > [NEW](#)

 Back to list

Donor

Start typing the name or email of an existing contact or organisation within Light

Only add a new contact if the contact definitely does not already exist. Any changes you make to to the contact

[+ New individual](#)

[+ New company](#)

[+ New party organisation](#)



# How to: Submit PPERA

4. Check the donor details are correct and fully filled out.

If over £500, then you'll need to enter an electoral number and VANID

Electoral number

You can look up this number in [Connect](#).

Primary address

45/5 Maritime Street

Town

Edinburgh

Postcode

EH66SA

Country \*

GB United Kingdom ▼

Phone

07910 [REDACTED]

Use national format (eg 01234 567890) for UK numbers and international format (eg +1 234-567-8901)

Donor email

greg@ [REDACTED]


VAN ID

# How to: Submit PPERA

5. Update the source to reflect how it came in (Web/Post etc)
6. Update the type to reflect what kind of payment it is (Cash / Cheque / Card)
7. Add an amount

Type \*

Bank Transfer ▼



Source \*

Standing Order ▼



Amount \*

£ 20



# How to: Submit PPERA

8. Enter the date the donation was received. This can't be greater than today or older than 7 years.

9. Enter the date you accepted the donation (this is optional if less than £500).



Received \*

05/03/2020

Set to: today / yesterday

Rejected

If this donation was not accepted, check this box and enter the date it was rejected below.



Accepted \*

05/03/2020

Set to: today / yesterday

# How to: Submit PPERA

10. Add a reason - this enables you to track why people are giving / responses to appeals.

11. Click Save - or Save & New if you have more to add.

Reason



Cancel Save & add another Save





# How to: Submit PPERA

- You are only required to record donations £500 or over.
- **We'd encourage you to record everything.**
- It means that people who have given you money won't be constantly pestered with requests for more money!
- It'll also make your fundraising much more efficient.
- This doesn't have to be the Treasurer's job, you can share the workload with the team.

# How to: Submit PPERA

1. Click on the Finances tab and then PPERA

2. Click on the month of the report you wish to review

The screenshot shows the Lighthouse Member Management System interface. The header features the Lighthouse logo with the tagline "Member management made easy". The navigation menu includes Organisation, Branches, Contacts, Roles, Finances, Users, Reports, and Greg Foster. The current page is "NORTH EDINBURGH, EAST & LEITH > FINANCES > RETURNS". A "Download" button is visible. The main content is a table of PPERA returns.

Month	Due	Status	Donations	Declaration
March 2020	15 Apr 2020	Draft		
February 2020	14 Mar 2020	Draft		
January 2020	15 Feb 2020	Draft Overdue		
December 2019	15 Jan 2020	Submitted	2 £400.00	 I certify that this is a I certify that this is a I certify that this is a
November 2019	15 Dec 2019	Submitted	7 £2,800.00	 I certify that this is a I certify that this is a I certify that this is a
October 2019	15 Nov 2019	Submitted	4 £1,349.00	 I certify that this is a I certify that this is a I certify that this is a

# How to: Submit PPERA

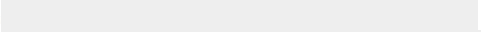
3. Click Review & submit

NORTH EDINBURGH, EAST & LEITH > FINANCES > DON

 Back to list

 Review & submit

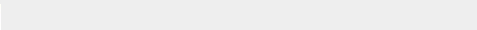
## Return

Reference: 

Accounting Unit code: 

Due: 15 Feb 2020

Chair: 

Treasurer: 

 Draft

 Overdue

# How to: Submit PPERA

4. Check your Chair & Treasurer are accurate for that return (and if not, you can change them)
5. Check the donations are correct (donations have to be added before you review PPERA).

## Executive officers

Chair:

Treasurer:

+ Change Chair/Convener

+ Change Treasurer

## Donations \*

£100 from [redacted] received on 13 Jan 2020 and accepted on 13 Jan 2020

Add a late donation

Start typing the name or email of the donor or the total amount to see suggestions.

Only donations within the PPERA reporting period are shown by default. If you have donations to declare which are outside the period of this return, use the search box to select and add them to the list.

# How to: Submit PPERA

6. Check your loans are correct
7. Select which certification is correct
8. Click confirm

Loans \*

Add a late loan

Start typing the name or email of the donor or the total amount to see suggestions.

Only loans within the PPERA reporting period are shown by default. If you have loans to declare which are outside the period of this return, use the search box to select and add them to the list.

- I certify that this Accounting Unit did not receive any recordable or declarable donations or credit facilities during the month of this PPERA record (stated above)
- I certify that this is a true and accurate record of all transactions covered by the PPER Act 2009 for my Accounting Unit for the above Period
- I certify that this is a true and accurate record of any changes to regulated credit facilities during the above period

Cancel

Confirm

# How to: Submit PPERA

9. Make sure you click the final confirm button once checking everything is correct

[UNALLOCATED LOCAL PARTY](#) > [FINANCES](#) > [DONATION RETURNS](#) > [JANUARY 2014](#) > [REVIEW](#) > [SUBMIT](#)

Your PPERA submission is not yet complete. To submit this return, check that the details are correct and then click "Confirm" at the bottom of the page.

[Back to list](#) [Edit](#)

## Return

Reference: - January 2014  
Chair: Greg Foster  
Treasurer: Lloyd Harris

## Declaration

- I certify that this Accounting Unit did not receive any recordable or declarable donations or credit facilities during the month of this PPERA record (stated above)
- I certify that this is a true and accurate record of all transactions covered by the PPER Act 2009 for my Accounting Unit for the above Period
- I certify that this is a true and accurate record of any changes to regulated credit facilities during the above period

## Donations

Total: £0.00 ( donations)

## Loans

Total: £0.00 (0 loans)

[Cancel](#) [Confirm](#)

# How to: Update your local party's details

01

Go to the Organisation tab

This is where your organisation details are stored

02

Click edit

This opens the record editing window

03

Save

Once you've made your changes, confirm them!

# How to: Update your local party's details



FEDERAL PARTY > ORGANISATION > EDIT

[Back to list](#)

Email

help@libdems.org.uk

Address

LDHQ, 8-10 Great George Street



# How to: Update your local party's details

When adding roles there are a few important things to bear in mind:

1. **Everything you enter here is public.** So if you put your phone number down - you might get people calling you!
2. **Rebates are paid to your bank account.** So if that's wrong, then you have a problem!
3. **The details shown on this page are what HQ knows about your local party.** So it's important you keep them up to date - and if things like your name are wrong, get in touch with us!

# How to: Add a Role

01

Open the relevant sub-tab

You can only create Officers - like a Chair in the Officers sub-tab

02

Click Add new

This action button allows you to create a new role

03

Save

Once you've made your changes, confirm them!

# How to: Add a Role



FEDERAL PARTY > ROLES > OFFICERS



# How to: Add a Role



*lighthouse*  
Member management made easy



🌐 Organisation Contacts **Roles** Finances Users Reports Problems Greg Foster Help Settings

FEDERAL PARTY > ROLES > OFFICERS > NEW

☰ Back to list

Role \*

Member \*

Start typing the name or email of an existing member contact within Lighthouse to see suggestions.

Because roles can only be assigned to current members, you can only choose from existing Lighthouse contacts. If someone you are expecting to see is not in the list, please contact support.

From \*

01/01/2021



Until \*

31/12/2021



Set to: today / yesterday / empty

Set to: today / yesterday / empty

Cancel

Save & add another

Save

# How to: Add a Role

When adding roles there are a few important things to bear in mind:

1. **Roles shouldn't last more than a year.** So if someone is continuing in their role, you create a new role instead of extending the existing one.
2. **Enter the date someone started their role.** So if elected at the AGM, this is the 1st January. If elected mid-year to replace someone, it's the date of their election.
3. **Roles almost always end on the 31st December.** If someone resigns from your executive, then you change the end date to the date they resigned on, to show when they stopped in that responsibility.
4. **You can't create all roles.** Some have to be created by your Regional / State Party or even the Federal Party.



# Help & Support

Where to go if you get stuck

# Help & Support

Step by step instructions on how to do a specific task or use a specific item.

## Lighthouse Guides



### 0. Logging in to Lighthouse

Get started with Lighthouse - learn how to log in.



### 1. Your account & password

Learn how to view your account and change your password in Lighthouse



### 2. The menu bar

Learn what each of the tabs on the menu bar do and where to find things on Lighthouse.



### 3. Viewing Contacts

Learn how to view members, supporters and donors on Lighthouse



# Help & Support

In depth instructions and information on data in the system, specific features and processes.

## Lighthouse Geek Sheets



### 1. Membership Types and Statuses

Learn what membership types are and why they matter, as well as what the membership statuses in Lighthouse mean.



### 2. Contact Preferences

Learn how contact preferences work, how you should use them and what you can edit.



### 4. User Permissions

Learn how user permissions work in Lighthouse and what kind of access you might want to give your users.



### 5. Address update link

Need to update a member's address because they've moved, but don't know what it is? The Address update link can help. Find out how here.



# Help & Support

[TAKE ACTION](#)[MEMBERS](#)[DONATE](#)[MORE](#)

## Learn how to use Lighthouse

### Welcome to Lighthouse Training!

In this course you will learn everything there is to know about the Membership Management system, Lighthouse.

We will take you through everything Lighthouse can do and how it makes managing the membership of your local party easier.

You don't have to do all the courses in one go, you can take your time and work through them at your own pace.

At the end of each section, there is a short task to help you get familiar with the system.

What is Lighthouse?	+
Getting started with Lighthouse	+
Data Protection	+
Understanding your dashboard	+

### Get Lighthouse accredited

[Take the test](#)

### Useful links & information

[Log in to Lighthouse](#)  
[User Manual](#)  
[Guides](#)

# Help & Support



**Greg Foster**  
Head of  
Technology



**Matt Clegg**  
IT Admin  
Assistant

Support for Lighthouse is provided by Greg Foster & Matt Clegg.

If you email [membership@libdems.org.uk](mailto:membership@libdems.org.uk) or **Submit a Problem** report, they'll respond to your issue.

That gets most problems resolved, but if not, they can escalate your issue to the **Compliance Team, Data Protection Team**, or to the team at Prater Raines, who develop Lighthouse.

If you have a Lighthouse issue, your first port of call should always be:

[membership@libdems.org.uk](mailto:membership@libdems.org.uk) or **Submit a Problem**



# Development Roadmap

Lighthouse is improving all the time. Here's what we've got planned.

# Development Roadmap

## Recently released

- Actions - a new way to manage tasks within the database
- Training - giving you full visibility on the party's training data and courses you can run
- Demographic Dashboards - a way to view Demographic information for your local party

## Q1 2021:

- The ability to record who your Councillors are
- Recurring donations
- Improved Connect Integration
- Support for Party Groups & County Co-ordinating Committees

# Development Roadmap

## Q2/3 2021

- Integration with new website / email tools
- Improvements to Connect integration
- Integration with new event tool
- Improvements to donation management + online donations

## No Date Yet

- Key File Storage
- Universal Election Expense Management
- Online Annual Accounts

*Please note: All milestone estimates are provisional and subject to change*

# Any questions?

1. Ask them now!
2. Email the team: [membership@libdems.org.uk](mailto:membership@libdems.org.uk)
3. Join the Facebook Group:  
[www.facebook.com/groups/ldmembership](https://www.facebook.com/groups/ldmembership)