

# Dear [Club Members],

We are excited to announce that our online club platform will be migrating to a new and improved system on [Migration Date]. This change is aimed at enhancing your experience with better features and user interface.

## Important Migration Instructions:

1. **Backup Your Data:** Please ensure you download and save any important files or information from the current platform before [Backup Deadline].
2. **Create Your New Account:** Visit our new platform at [New Platform URL] and register with your email by [Registration Deadline].
3. **Transfer Your Information:** Follow the guided steps on the new platform to transfer your profile and membership details.
4. **Update Your Preferences:** Once registered, please take a moment to review and update your notification and privacy settings.
5. **Join Our Orientation:** Attend our live orientation webinar on [Webinar Date] to get familiar with the new features.

If you encounter any issues during this process, please don't hesitate to reach out to us at [Support Email].

Thank you for your continued support and we look forward to seeing you on our new platform!

**Best Regards,**

[Your Name]

[Your Position]

[Club Name]