



Guide to Using NALPconnect for NALP Members

Updated April 2013

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Welcome

As a NALP member, you will find NALPconnect to be an invaluable resource for communicating with other NALP members, organizing the work of your group, and sharing resources. NALPconnect makes it easier for members, volunteers, and leaders to communicate, share resources, and build connections.

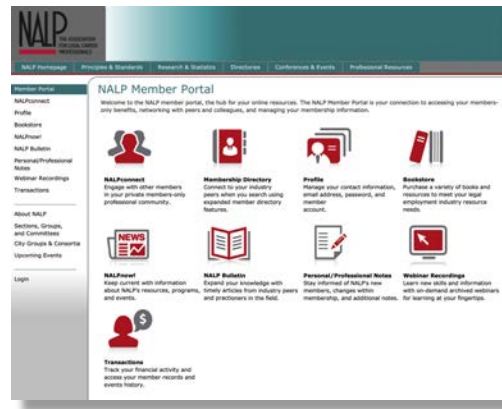
What is NALPconnect?

NALPconnect is a members-only professional community made up of NALP members from law schools, private legal employers, public service employers, bar associations, and affiliate members. It serves as a forum for sharing and interacting on topics related to the legal employment industry. The goal of NALPconnect is to provide an online professional community where members can express their views, share information, and interact with one another.



Member Portal

The NALP Member Portal is your connection to accessing your members-only benefits, networking with peers and colleagues, and managing your membership information. This portal provides direct access to:



NALPconnect

Engage with other members in your private members-only professional community.

Membership Directory

Connect to your industry peers when you search using expanded member directory features.

Profile

Manage your contact information, email address, password, and member account.

Bookstore

Purchase a variety of books and resources to meet your legal employment industry resource needs. The bookstore is also accessible through the NALP website. Accessing the bookstore through the member portal provides you with member pricing.

NALPnow! Archives

Keep current with information about NALP's resources, programs, and events. The last eight issues are available online.

NALP Bulletin Archives

Expand your knowledge with timely articles from industry peers and practitioners in the field. The archive of past articles can be displayed by topic.

Personal/Professional Notes

Stay informed of NALP's new members, changes within the membership, and additional notes.

Webinar Recordings (Members-Only)

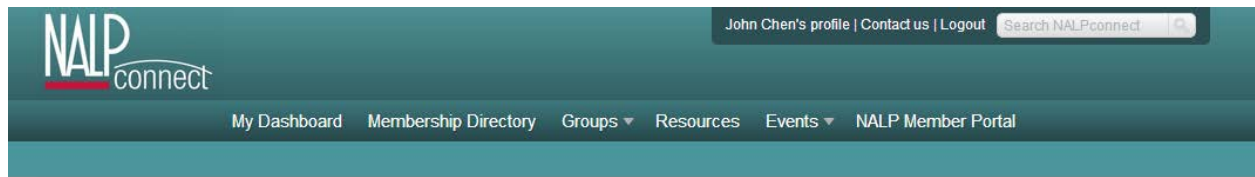
Learn new skills and information with on-demand archived webinars for learning at your fingertips.

Transactions History

Track your financial activity and access your member records and events history.

NALPconnect Navigation Menu

The navigation menu provides direct links to various components of NALPconnect at all times. This navigation window will always be present at the top of your window as long as you remain within the NALPconnect community.



My Dashboard

Jump straight to your dashboard, which aggregates all content specific to you, at any time.

Membership Directory

When you need to locate contact and membership information on another NALP member, use the membership directory. This link will bring you to NALP's membership directory, a resource provided outside of NALPconnect. After searching for a NALP member on the membership directory, you can jump directly to that person's NALPconnect profile.

Groups

From the Groups navigation menu item, you can jump directly to any category of groups or to a listing of the groups you are a member within. NALPconnect groups are organized into six types of groups:

General. Membership wide groups for law schools and legal employers. You are automatically subscribed to the group that reflects your membership category. Members of one group do not have access to the other group.

Sections. Each of NALP's sections have a group within NALPconnect; this platform serves as the focal point for all section activity including discussions, resource sharing, event information, conference call times and dates.

Appointed Groups. NALP's committees, task forces, and work groups each have their own group within NALPconnect to conduct the work of the group.

Elected Groups. The Board of Directors, Nominating Committee, and Regional Resource Council each have a group within this section.

Work Groups. Many sections, committees, and task forces have work groups within them to aid in the goals of the parent group. These work groups may navigate to their subgroups through this menu item or through the subgroups tab within their parent group.

My Groups. This menu item puts every group, section, appointed group, and/or elected group that you are a member of in one easy to access list.

Resources

Items that are posted in this resource library should be limited to items that pertain to the entire membership and community. Typically this section is only used for NALPconnect support items of interest to the NALP membership. Contact the NALP office if you want to post an item here. Resource postings are more beneficial to the membership when posted to a group/section for the specific audience the resource serves.

Events

The events link gives you access to two different views of the event calendar. The NALPconnect community calendar displays all the events created from every group (except for events created in private groups) while the My Events calendar displays events from only the groups in which you are a member.

NALP Member Portal

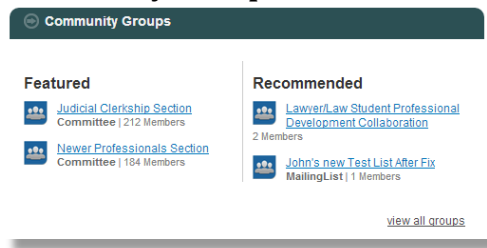
When you need access to your other NALP online member benefits, use this link to direct you back to the Member Portal.

Dashboard

The Member Dashboard aggregates content on a single landing page, which creates a relevant and comprehensive overview of the community for each individual member of the association. In addition, members have the ability to customize their Member Dashboard through drag-and-drop technology. The Member Dashboard includes:

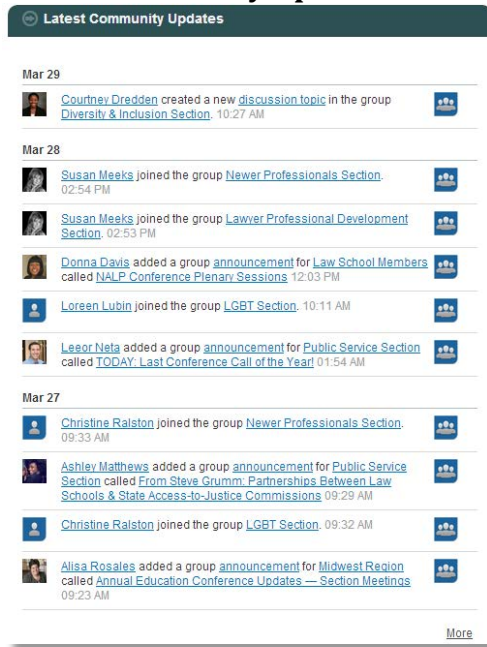
Tip: The Dashboard is customizable, so every member can re-arrange the modules on their dashboard to individual preferences. However, modules in the middle column must stay in the middle. Modules in the right column may be placed on the right or left columns.

Community Groups



Two types of groups are listed here, featured groups and recommended groups. The featured groups will rotate through all of NALP's section groups in order to gain visibility to the NALP membership. The recommended groups are groups, sections, committees, and task forces that are selected by NALPconnect based on your community activity and groups you have already joined.

Latest Community Updates



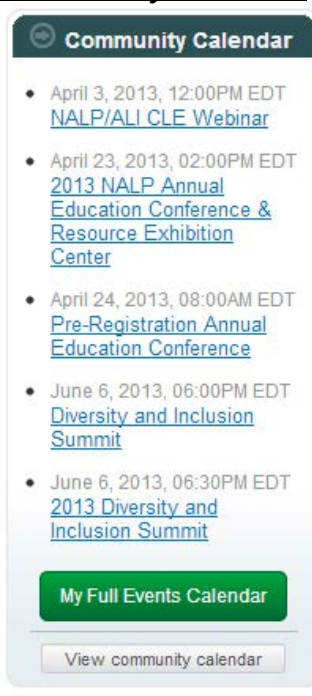
This module shows the activity for every group that you are a member of including new members who join, announcement and discussion posts, event creation, and the addition of resources to your groups.

My Groups



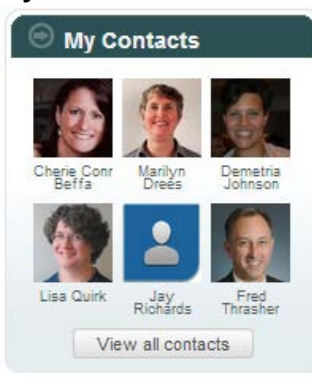
Use this module to quickly list all of your group memberships. With more than 100 groups in NALPconnect, it can be time consuming to scroll through the entire list of groups.

Community Calendar



The community calendar module is used to display events created in NALPconnect. There are two views available – Community Calendar and My Full Events Calendar. The Community Calendar shows all of the events that have been created for every group by every member, regardless of whether or not you are a member in that group. The “My Full Events Calendar” only displays events from groups in which you are a member.

My Contacts



Adding contacts to your NALPconnect profile provides you quick and easy access to other members’ profiles and makes it easier to send them a message through the message center.

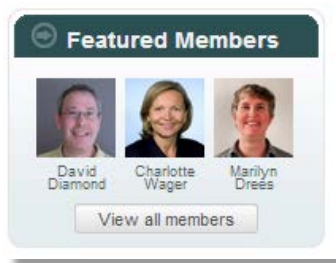
Resources



Members can see featured resources as well as resources that have been uploaded to NALPconnect recently. There are two resources libraries available within NALPconnect - The global resource library (that you can access from the main navigation window), and the resource library within each group, section, committee, task force. We encourage resource uploads (files, documents, links, etc) be uploaded to specific groups/sections rather than the global community as many resources are audience specific.

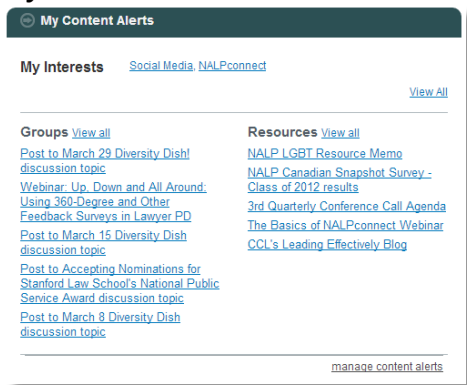
Tip: Use the resource library in your groups to share working documents in committees and task forces, samples and guides in sections.

Featured Members



NALP features members from the Board of Directors on the Featured Members module. This module only shows three profiles at a time so every time you visit your Dashboard these profiles will be different.

My Content Alerts



Content alerts are used to expose NALP members to discussions and content within groups that they might not already be a member in. Similar to "Google Alerts," Content alerts allow NALP members to specify what content they are interested in. Each of these content alerts has a series of keywords assigned to them that when used will generate a content alert for members that will show up through their instant, daily, or weekly notification emails.

Tip: If you would like to create a content alert, or help refine the current content alert for your area please contact John Chen at the NALP Office.

My Feeds

 My Feeds

Twitter / NALPorg

Mar 29 [NALPorg: MT @CourtneyDredde: Here is this week's #DiversityDish - how corp law depts can drive diversity at law firms. http://t.co/Skn4dRyOMy](#)

Mar 29 [NALPorg: NALP's weekly news digest for legal career professionals, week ending 3/29/13. http://t.co/bTPxvJWoKo](#)

Mar 25 [NALPorg: In March NALP published a follow-up report with more in-depth questions about bridge-to-practice programs. http://t.co/VutL8HJ6Zl](#)

The PSJD Blog

Mar 28 [Job o' the Day: Paid Summer Legal Interns with the American Red Cross in Washington, D.C.](#)

Mar 27 [Job o' the Day: Housing Attorney with Bronx AIDS Services \(BAS\), Inc. Legal Advocacy Program](#)

Mar 27 [Get a Head Start on Postgraduate Fellowship Applications with PSJD's Deadline Calendar](#)

NALP - The Association for Legal Career Professionals - Industry News

Mar 29 [Weekly News Digest for Legal Career Professionals](#)

Mar 29 [Weekly News Digest for Legal Career Professionals -- Week Ending 3/29/2013](#)

Mar 29 [Weekly News Digest for Legal Career Professionals -- Week Ending 3/22/2013](#)

Twitter / PSLawNet

[view all my feeds](#)

Members can import any RSS feeds into their NALPconnect dashboard from external or community sources into their dashboard to aggregate and manage additional content. Three NALP feeds are currently available – NALP’s Twitter account, NALP’s website, and the PSJD Blog.

My Discussions

 My Discussions

Discussions I've Contributed To

 [Regional Resource Council](#) Committee
[Member Profile Edits & Dues](#) | 4 posts
Last post by [Kimberly Yagelski](#) 1 month ago
I second the "love the walkthrough page" comment. ...

[View all](#)

Discussions In My Groups

 [Diversity & Inclusion Section](#) Committee
[March 29 Diversity Dish!](#) | 1 posts
Last post by [Courtney Dredde](#) 1 hour ago
Welcome to this week's Diversity Dish and Happy Friday....

[View all](#)

Recommended Discussions

 [Technology Advisory Group](#) Committee
[NALP Open House and Welcome Reception TAG Representative](#) | 3 posts
Last post by [Victor Massaglia](#) 14 days ago
Yea!!! V

[View all](#)

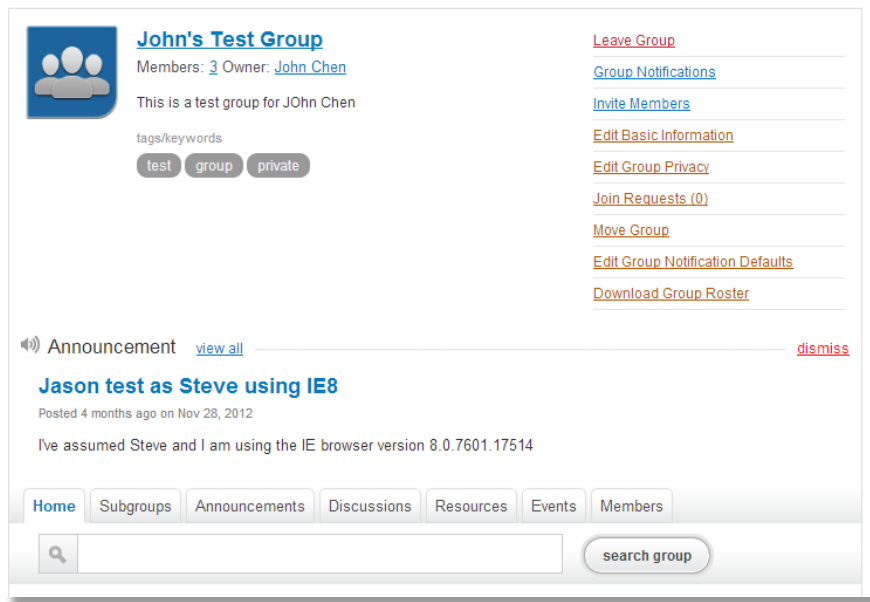
[view more](#)

This module shows the most recent discussion you’ve contributed to/posted, the most recent discussion out of all of your groups, and recommended discussions from your groups. You can click View All for any option to see all of the activity.

Tip: Using the “Discussions I’ve contributed to” is helpful if you want to go back and check on replies for a discussion post.

Groups

Groups are portals for members to interact around a particular topic, section, committee, task force, or membership category allowing them to contribute discussions, documents, and links.



Discussions

NALPconnect discussion forums allow for dialogue around topics, interests, content or events. Each discussion board is unique for the group that it resides in. Use discussions to solicit feedback, communicate, and share ideas with other members in the group. The discussions feature should be the primary mode of communication.

To create a new discussion topic, go to the group in which you want to create the topic, click the Discussions tab within the group and press the **New Discussion** button on the right part of the screen.

*Tip: When posting a discussion item, compile the discussion within the **Create Discussion** editor. If copying your discussion post content from Microsoft Word, use the **Paste from Word** Icon () in the editor so that the correct formatting is applied.*

Tip: Every discussion topic created generates a notification email to all members in the group.

Announcements

Each group also has the ability to post announcements within the group. This is a less ideal posting for group activity because it does not provide the ability for members to respond or ask questions.

*Tip: When posting an announcement, compile the discussion within the **Create Announcement** editor. If copying your announcement from Microsoft Word, use the **Paste from Word** Icon () in the editor so that the correct formatting is applied.*

Tip: Every announcement created generates a notification email to all members in the group.

Subgroups

Subgroups provide a separate area within your group for a smaller subset of your group to conduct volunteer activity. Activity and postings within subgroups are viewable to all members of the parent group.

Resources

NALPconnect makes it easy to share files and working documents. Rather than e-mailing documents to the entire group and having to worry about version control, simply post the document to the resource section within your group. Members can post files, links, photos, or videos to the group. Another feature of the resources section is the Live Doc, which functions similar to a Google Doc, providing the ability to make live and group edits to a document. Live docs currently work best with text-only documents. When posting a resource members have the ability to add descriptive text to provide context for the resource.

Tip: Every resource created/posted will generate a notification email, so there is no need to create an additional announcement or discussion post announcing the resource.

Events

The events tab provides an easy way for groups, sections, committees, task forces, and work groups to create and market basic events and conference calls. Post your scheduled conference calls through an event with the relevant call-in information and pass code.

Tip: Every event created will generate a notification email, so there is no need to create an additional announcement or discussion post announcing the event.

Tip: When creating an event, schedule the event at least seven days in advance. Since members can set their group notifications to instant, a daily digest, or a weekly digest, it is possible that group members will not see the notification of the event for a week.

Members

Every group in NALPconnect provides a listing of members in the group. This is especially helpful for sections as now you have the ability to view the individual members within your groups. The members list displays each member's title and organization while also providing the ability to send them a message within NALPconnect.

Notifications

Members have the ability to customize their notification preferences through **Edit My Settings** on the left side navigation in NALPconnect. Click the **Notifications** tab to access your Email Notification and Email Digest settings.

Email Notifications

Email Notifications controls overall NALPconnect notification settings such as the type of email you want to receive (HTML vs. Text only), whether you want to receive notifications for contact requests, new messages, group invites, or New Recommendations. These email notifications only control whether an email is sent to your work email address. Members will still receive notification of these activities when they login to NALPconnect.

Email Digests

Email Digests provide members the ability to receive all their notification content in one email (received daily or weekly) if they prefer. Content included within the email digest include activity (messages, contact requests, and group invites), group updates, and content alerts. Members can select if they want some or all of those activities notifications to appear in their Email Digests.

Group Updates. Members also have the ability to edit individual notification settings for each group in which they are a member. Members can customize their notification settings so they receive some group activity/updates as instant notifications and others with their daily/weekly Email Digest.

To manage your individual Group Updates, go to Edit My Settings > Notifications tab > Email Digests > Manage Individual Groups. These account settings allow you to select whether you want to obtain notification emails instantly or with your Digest for each group. If you select the Digest option, they will assume the Email Digest preferences set.

Within each group setting, members can select what activity they want to receive notification emails for – announcements, resources, new members, events, discussions, and replies.

Tip: Members should decide for which groups they want to receive instant notifications and which groups they would like to appear in their daily or weekly digest.

Tip: If you are a member of many groups, consider creating a separate box in your Email software (Outlook, Gmail, Apple Mail, etc) for NALPconnect notifications. Then set a rule so that any emails from notifications@memberfuse.com automatically are sent into this folder.

Best Practices and Tips

If you're a NALP member, you're looking for the best way to obtain maximum value and effectiveness from NALPconnect. Knowing how to get started, where to turn, and best uses of NALPconnect will aid in your success for the upcoming year. Below are a few lessons learned from NALPconnect:

Communication

Use NALPconnect as your primary method of communication to stay in contact with other members throughout the year. NALPconnect is the most effective platform for disseminating information to members in your groups, regions, or sections. Circulate agendas in advance of conference calls and use the Discussions feature to ask for feedback before and after calls. Encourage members within your groups to initiate discussions and post announcements.

Captivate Your Audience

Craft your message to fit the needs and interest of your audience. Keep in mind that members can receive as much or as little information as they would like. Don't send information that will make members want to turn off their notification settings. Many members are involved in other sections and groups within NALPconnect, so it's likely they receive multiple messages throughout the week from various groups, sections, and regional groups.

Announcements vs. Discussions

Use Announcements to notify members of conference calls or upcoming events. Announcements are a one-way method of communication. Discussions serve to initiate a conversation and elicit a response or call to action. Discussions are intended for multi-party communications. When you want to ask a question or need input from others, you want to post a discussion.

Tip: NALPconnect is meant to serve as an interactive platform between members; it is suggested that you try to post more discussion items than announcements.

Event Calendar

Use your event calendar to find out about upcoming events in your groups and/or other groups you may be interested in. For example, if you missed your region's update call, you can use the calendar to locate times and days of the conference calls from other regions.

Tip: When posting an event, ensure you post at least 7 days in advance to provide enough time for all members to view the notification of the event posting.

Notification Settings

When members join a group, they are asked to set their notification settings for that group. This determines how often they want to receive updates on group activity. For every group, members can choose to receive a notification when:

- an announcement is made
- a resource is added
- a member joins a group
- an event is created
- a discussion topic is created or has been responded to

These notifications can be set to instant notification, as parts of a daily digest, or as part of a weekly digest.

Tip: Since notification preferences can range from instant to a weekly digest, it is recommended that events, announcements of conference calls, and other action items be posted at least 7 days prior to the deadline/event. This will ensure that all members in the group will receive timely notification. Announcements for events/conference calls occurring the same day or next day often result in limited attendance.

Add a Personal Biography & Profile Photo

Add a short description about yourself and photo to your profile. This can be done through Edit my settings -> Community Profile. It is recommended you add a short bio beyond your job title and organization as those already appear in your NALPconnect profile. The bio should not be more than a few sentences long as often a longer biography will be truncated. Adding a photo to your profile makes it easier to remember other members and attendees you may have already met.