

## Lawyers Club of San Diego Website Guide and Tips

Welcome to Lawyers Club of San Diego! Now that you are a member, you are ready to start navigating the Lawyers Club website. Our website has many great features that allow our members to promote themselves professionally, network with other members, register for events, search for job openings and much more. Before following any of the steps below, [make sure that you are logged in to your Lawyers Club account](#) using your new username and password. If you experience any trouble logging in, please email us at [mary@lawyersclubsandiego.com](mailto:mary@lawyersclubsandiego.com) or call 619-595-0650 for assistance.

### **Managing Your Personal Profile Information**

You can customize your Lawyers Club profile to showcase your education, career, website, goals, personal successes and more. You can also add your photo to your profile using this feature.

1. Select “Manage Profile” in the upper right hand corner
2. Under “Information & Settings” select “Edit Bio”
3. Fill in your preferred information and select “Save Changes” at the bottom of the page

\*Note: Keep your contact information updated, to ensure that you receive regular communications from Lawyers Club.

### **Registering for Events**

Lawyers Club offers many events and programs throughout the year, all of which require online registration. You can also export any event to your own personal online calendar.

1. Select “Events” at the top of the website homepage
2. Select your preferred event under “Upcoming Events”
3. Under the event information select “Register”
4. Enter in the requested information and payment, and you will receive an email confirmation

### **Checking and Confirming Registrations**

If you are unsure whether or not you have registered for an event, the website allows you to view all of your previous and upcoming registrations.

1. Select “Manage Profile”
2. Under “Invoicing, Payments & History” select “Event Registrations”

\*Note: This feature is great to use the day before the event registration deadline, to confirm that you have registered and that your name will be on the registration list at check-in.

### **Viewing and Paying Invoices**

If you do not process a payment on an invoice at the time of registration or membership renewal, an outstanding invoice will appear on your account. It is important to regularly check for invoices in your profile to make sure that you have no outstanding balances.

1. Select “Manage Profile”
2. Under “Invoicing, Payments & History” select “Invoices”
3. Check the box next to the invoice(s) you wish to pay, select “Pay Selected Invoices” and you will receive an email confirmation containing your receipt

### **Renew Your Membership**

Your Lawyers Club membership expires annually on June 30, at which time you will need to renew your membership.

1. Select "Manage Profile"
2. Under "Invoicing, Payments & History" select "Membership"
3. Select "Securely Renew Your Membership Now"

### **Joining a Committee**

Join a committee and become more involved with Lawyers Club!

1. Select "Manage Profile"
2. Under "Community" select "Groups" (Here you can view what committees you have already joined)
3. Click on "Find a Group" and select "Committee,"
4. Click on a Committee you wish to join from available list
5. Click on "Join Group" to receive emails and details on meetings!

### **How to View/Subscribe to the Lawyers Club Blog**

Be part of our creative space for Lawyers Club members to provide personal insight, experience, and expression. All logged in members may view, comment, and subscribe.

1. Click the Lawyers Club of San Diego icon, which will direct you to the homepage.
2. Click on the "more" link or any of the LCB post links listed.
3. To receive a notification email when a new blog post is available, select "subscribe" at the top.

\*Note: For detailed instructions visit: [www.lawyersclubsandiego.com/page/LCBSubscribe](http://www.lawyersclubsandiego.com/page/LCBSubscribe)

### **How to View/Post Jobs on the Career Center**

Enjoy access to our Career Center, created to promote the hiring of Lawyers Club members.

1. Select "Manage Profile"
2. Under "Networking & Careers" select "Career Postings"
3. To submit an opening, click on the "Submit an Opening" feature. Complete all required information and it will be queued for administrative approval.
4. To view job postings, select "Search Openings"; You can narrow your search by filling out keywords, locations, etc. or search all openings.

\*For more detailed instructions visit: [www.lawyersclubsandiego.com/page/CareerCenter](http://www.lawyersclubsandiego.com/page/CareerCenter)

### **How to Join Lawyers Club Referral Network**

Join Lawyers Club Referral Network Group; follow the same steps as joining a committee, above. Only members who join the Referral Network Group can see other member's requests for referrals/attorneys.

1. To view referral request, click on the "forums" icon on the right-hand side of the group.
2. To submit a referral/area of practice request, click on "New Topic"
3. To respond to a request, hover over the member's name and select the "Message Me" option.

\*Note: For detailed instructions visit [www.lawyersclubsandiego.com/page/LCRefNetwork](http://www.lawyersclubsandiego.com/page/LCRefNetwork)

### **Email Notifications**

You have the option of receiving email notifications regarding website messages, new connections, referral requests, blog posts, community events, job postings, newsletters, and more. If you wish to receive any of these emails notifications:

1. Select "Manage Profile" in the upper right hand corner
2. Under "Information & Settings" select "Preferences"
3. Check the boxes of the email notifications you wish to receive and select "Save my Settings"

\*Note: It is recommended that you select the box titled "Email me when a community event is added," so that you can stay up to date with all Lawyers Club events and avoid missing the registration deadline

### **Posting Photos to Your Profile**

You can add photos to share with others and enhance your profile. You also have the option to caption your photos, tag other members, enable comments, and allow the public or members only to view your photos.

1. Select "Manage Profile"
2. Under "Content & Features" select "Photo Gallery"
3. Select "Drop Photos Here or Click to Upload"

### **Messaging**

You can message any member by searching their name in the database, or by messaging one or more of your connections. This feature is great if you want to contact another member but do not have their personal contact information.

1. Select "Manage Profile"
2. Under "Community" select "Messaging"
3. Under "Message Options" select the option of who you would like to message (a member, a connection, or all connections)

### **Creating a Resume**

You can create a resume on the website that you can use to network, build new professional relationships and more. You can also upload any additional documents with your resume such as a cover letter, writing samples, etc.

1. Select "Manage Profile" in the upper right hand corner
2. Under "Networking & Careers" select "Resume & CV"
3. Fill in your preferred information and select "Submit My Resume/CV"
4. To upload an attachment, check the box "I want to attach a document after submitting my resume"

\*Note: Since attachments are not searchable, it is recommended that you copy and paste information into the form.

### **Making and Accepting Connections**

You can make "connections" on the website, which are similar to "friends" on Facebook or "connections" on LinkedIn. Making connections allows you to easily find and communicate with other members, and view their most recent activity. You must know who you would like to connect with in order to send a connection request. You also have the option to accept or deny a connection from any member.

1. In the upper right hand search bar, enter the name of the individual you would like to connect with
2. Click on the correct name, highlighted in yellow
3. Once on that member's profile, select "Connect" in the upper left hand side of the page

\*Note: Before your connection can be made, the individual must accept the request to connect. To accept or deny a request:

1. Select "Manage Profile"
2. Under "Community" select "Connections"

3. At the top of the page, select “Received”
4. Select “Accept” or “Decline” connection

### **Managing Your Networks**

You can link your personal social network sites to your Lawyers Club profile to make it more diverse and to network through multiple platforms. Sites include Facebook, Flickr, LinkedIn, Twitter, Wordpress and more.

1. Select “Manage Profile”
2. Under “Content & Features” select “Networks”
3. Use the dropdown menu to select a network, paste in the appropriate URL and select “Add to Profile”

### **Additional Features of Lawyers Club and the Lawyers Club Website**

- Browse our online archives and read Lawyers Clubs Newsletters and Equality Surveys from past years. This is a great way to see the progress Lawyers Club has made and continues to make in our community.
- Give back and become involved in our Fund for Justice, the charitable arm of Lawyers Club that serves to reach out to the community and serve “at risk” women in San Diego (select the “Fund for Justice” tab on the homepage to learn more).
- Get involved in our initiatives, which include the Human Trafficking Collaborative, the San Diego Equality Survey and the Lawyers Club/Association of Corporate Counsel Gender Equality Task Force.
- Earn MCLE credits by attending our MCLE events and programs; just make sure to sign in!
- Meet amazing people, attend great events, and become a part of the mission to advance the status of women in the law and in society.