




Using the Committee Homepage and Other Group Page Resources

The Lawyers Club website is a valuable resource for our organization and its members. As a VP/committee co-chair the committee group homepage should become your primary source of communication with your committee members. You can easily communicate with your committee members, post information about your committee, schedule meeting dates and events, calendar tasks, view/upload photos, and much more! We are dedicated to making the website accessible to all of our members and in doing so, would like to provide you with some tips on how to use the website's Group Page and Group Admin Options.

Using your Lawyer's Club username and password, log onto <http://www.lawyersclubsandiego.com/>. If you do not know your username or password, contact the Lawyers Club office at 619-595-0650 and we will provide it to you. To access your committee's group page:

1. Click the yellow "Sign In" link at the top of the Lawyers Club website and enter your username and password.
2. Once you are signed in click the yellow "Manage Profile" link at the top (opposite the social media icons). This will allow you to edit your bio, preferences, and view event registrations.
3. Within the "Manage Profile" page, scroll down to the heading titled "Community" and click the "Groups" option.
4. Click on your committee name, which will take you to your committee's homepage.
5. Once on the committee page, select the  **Group Admin Options** at the top left. This will provide you with a list of all the committee page resources. Under this tab, you can:

View current committee members:

-Under the **Member Management** heading > select **View Current Members** (this will provide you with the contact information for all committee members).

Email committee members:

Option 1- Use this option if you're sending an attachment

-Under the **Member Management** heading > select Export Group Members (a new window will open) > select Click here to download. This will open as an Excel file containing all of the group member's information. Find the column Email_Address and copy & paste the email addresses into your email.

Option 2- Use for regular communication with committee members

-Under the **Member Communication** heading > select Email All Group Members > enter content to email body >preview email > send.

The committee group homepage should become your primary source of communication with your committee members. We encourage you to contact the Lawyers Club office if you have any questions or would like to schedule a one-on-one training session.

Edit the Homepage Content:

- Under the **Content Management** heading > select **Homepage Options** > Make any changes to the homepage > **Submit**

Add a date to your committee's calendar:

- Under the **Calendar Management** heading > select **Add a New Date** (use this for committee meetings etc. when registration is not required) > Active > enter the name of the calendar item, a short description > Start Date > Start Time > End Date > End Time > Save.

*NOTE: Lawyers Club staff creates and manages the **Events** and will have them linked to the committee's group page (if applicable). To request that an event be added to the general LC calendar, please submit the Lawyers Club Event Information form.

Upload or view committee photos:

- Under the **Photo Management** heading > select **View All Photos** > to upload photos select **Upload Photo** at the top of the page > drop photos or click to upload.

*NOTE: Submit any event or committee photos to Rhianna Maras Rhianna@lawyersclubsandiego.com for the archives and/or to be posted on Facebook.



Start a discussion/forum:

-Under the **Forum Management** heading > select **Add a New Forum** > enter in the Forum Name > select your committee as the Category > enter a Brief Description for the discussion > Save

- Similar to a Facebook wall, you can also start a discussion on the homepage using the **Group Feed** box.

-This feature is useful when requesting committee member's availability, scheduling volunteers, and continuing dialogue on a certain topic.

Adding a document to your committee page:

- Save the document as a PDF
- Once on your Group Homepage > Select Group Admin Options > Homepage Options > Select Resource Manager  [Resource Manager](#) to and upload the PDF.
- After having uploaded the PDF to Resource Manager> enter the text for the document your adding (ex. August Meeting Minutes) to the Group Homepage Welcome Text.
- Highlight the document's text (ex. August Meeting Minutes) > select **Insert** > choose Resource Manager  > select the PDF of the document you want to add.
- This will show on your group home page and the text will be linked to the PDF of the document.