Guide to Member Self-Serve Functions on the ALA Web Site

The Appellate Lawyers Association has recently added a number of self-service functions to the ALA Web site that will make it easier for you to:

- update contact information and other details in your member profile
- choose what information you want included in the profile that appears in the member database, and what information you want to keep private
- view and search the ALA's member database (which is now more complete and current than ever before)
- register for ALA events and pay online via a credit card or using an existing PayPal account (manual payment via check is still an option, of course)

Accessing the System/Getting Your Password

Please put applawyers@cloverpad.org on your approved senders list to ensure that your spam filter doesn't stop ALA email from reaching you.

The new online member system has automatically assigned you a user name (the email address the ALA has on file for you) and a randomly generated password. To access to your online profile, go to:

http://www.applawyers.org/memberprofile.html

Enter your email address, and then click on "Forget password". Instructions on how to reset your password will be emailed to you. Click on the link that is in that email, which will take you to a browser window labeled "Reset your password." Here you need to fill in your new password, re-enter that new password, and then click on the "Set new password" button. Close out that browser window and return to:

http://www.applawyers.org/memberprofile.html

Type in your email address and the new password you created.

Edit Your Member Profile

Once you have created your new password, verified it, and then logged in using your email address and your newly created password at the http://www.applawyers.org/memberprofile.html page, you will be taken to a screen within the ALA's web site that is labeled "My profile". To edit your profile, click on the "Edit profile" button. On the initial profile screen, you can:

- change your password manually
- have the system automatically generate a password for you
- add to or edit your name, including your prefix (Mr., Mrs., Mrs., Hon., etc.); first, middle and last name; and suffix (Jr., II, etc.)
- choose your employment type (private practice, government, education, judge/justice)
- fill in the number of attorneys in your field/at your employer
- fill in your title, firm/employer, address, city, state, zip, phone, fax, email, and web site URL

- check boxes for committees you may be interested in joining
- fill in your appellate district number

When you have completed any changes or updates, please hit the "Publish" button.

Choosing What Information Appears in Your Listing in the Membership Directory

The "Access by others" link on the main page of your profile takes you to a page that will allow you to edit what information appears in your listing in the member directory. By default, the "Allow to show profile" box is checked. **If you do not want your listing to appear in the member directory, uncheck this box. If you want only certain info to appear in your member listing, select the "No access" option next to the fields that you do not want included in your listing in the member directory.** After you update your member record by putting information in a field that was previously empty, you will need to update "Profile access settings" on your member profile in order for other members to be able to view this new information in the online directory. **Do not delete any information from your member record itself unless it is inaccurate, because if you do that information will be permanently deleted from our administrative database.**

Choosing Your Email Settings

To set what type of emails, if any, you want to receive from the ALA, click on the "Subscriptions" link. By default, all members are automatically signed up to receive emails reminding them about upcoming ALA events and also general communications that come from the ALA. If you want to opt out of getting the ALA's event emails, uncheck the subscribed box under the Event Reminders section. If you want to opt out of getting other official ALA emails, such as those letting members know that the new Cases Pending is online, then uncheck the subscribed box in the Members section.

We urge you to retain the default email settings. The ALA will not barrage your inbox with emails, but only send you occasional emails regarding ALA events and other official ALA business. The ALA **does not** sell or rent its member list. Please put applawyers@cloverpad.org on your approved senders list to ensure that your spam filter doesn't stop it from reaching you.

Upgrading/Changing Your Membership Level

On the initial My Profile page, you can upgrade or change your membership level. To do that, click the "Change membership level" button.