My Bar Access is the only online member-to-member community exclusive to Massachusetts Bar Association members.

My Bar Access offers each association section or division with an opportunity to interact and exchange information through member groups. In addition to member-created content, the member groups provide information on section-sponsored MBA On Demand programs, *Section Review* articles, section leadership and more.

The Role of Group Administrators

Group Administrators (Group Admins) play a vital role in the management of their section/division's member-generated content. Group Admin functions include:

- Adding member group announcements and useful links;
- Encouraging fellow group members to post blogs, discussions or resource library files; and
- Modifying tags within member groups.

Announcements: Announcements are established for each section's member group. ONLY Group Admins can post in the announcements section.

Blogs: Similar to discussions, blogs are an interactive option, allowing **My Bar Access** users to provide information to their member group.

Discussions: Discussions, formerly known as listservs, are the ideal communication tool within member groups. Discussions provide a resource for **My Bar Access** users to instantly connect with each other via web-enriched e-mail messaging.

Resource Library: The resource libraries allow **My Bar Access** users to share files in a secure, online environment. All attachments to discussions posts are automatically included in the resource library. Group Admins perform core management roles within the library including: library file editing and deletion, reassigning library entries and organizing the library folder view.

Tags: Tags are labels applied to resource library entries or blog posts to ease identification and recall. Tags are currently available per section and a post's content type. Similar tags are organized into tag groups managed by Group Admins. Group Admins can modify all tags within the member group they manage, while members can only access/modify tags to content they created. Group Admins are responsible for creating tags requested by **My Bar Access** users.