



Welcome to **My Bar Access**, 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.

Join the MBA's online community today and connect, share and collaborate in a secure environment.

## My Bar Access: Glossary

### Announcements

Announcements are **My Bar Access** member group specific. Group Administrators can utilize **announcements** to post information about section or committee events, legal news or other group-specific information.

### Blogs

Every **My Bar Access** group has an interactive **blog** option, providing members with an opportunity to post opinions about recent legal decisions, personal experiences in the courtroom, practice tip ideas and more. Each **blog** poster can choose who sees his/her post and who can make comments on the **blog** posting.

### Discussions (formerly known as listservs)

Every **My Bar Access** member group has its own **discussion** functionality -- a way for members to instantly connect via web-enriched e-mail messaging. **Discussions** allow users to interact with fellow practitioners and utilize colleagues as resources. **Discussion** functionality includes:

- **Multiple posts with the click of a button.** A poster can share his/her **discussion** question/post with any **My Bar Access** group(s) to which he/she belongs.

*For example, you can share your post with both the Access to Justice and Young Lawyers Division member groups, if you are an active MBA member in each section.*

- **E-mailed directly to you for your convenience.** When you set-up your “**My Subscriptions**” portion of your **My Bar Access** profile, you can choose how often you wish to receive notification of member group **discussion** posts. Options include:
  - a. Real-time:  
You receive an e-mail for each post made in your member groups. You must login to **My Bar Access** to respond to the **discussion** thread.
  - b. Daily Digest (recommended):  
You receive a single e-mail each day which includes every post to the **discussion** group for the previous day. Daily digests for multiple groups can’t be compiled. You must login to **My Bar Access** to respond to the **discussion** thread.  
  
*For example, if you are a member of the **My Bar Access** Access to Justice and the Young Lawyers Division member groups -- you will receive a digest for each group.*
  - c. Legacy (most like a traditional listserv):  
You receive a message for every post in real-time. The Legacy options are plain text format (no HTML) and allow the subscriber to respond to a message, or create one, from an e-mail client as opposed to being logged into **My Bar Access**. This option doesn’t allow attachments.
  - d. No E-mails (Opting out of e-mail delivery. Not recommended):  
You will have to log-in to **My Bar Access** every time, to view **discussion** posts. You must login to **My Bar Access** to respond to the discussion thread.
- **Resource Library connectivity.** All **discussion** attachments are automatically contributed to the respective group’s **resource library**.
- **Threaded posts.** All posts are available online at **My Bar Access** and searchable.

## Flagging

**My Bar Access** **discussions** -- and the **resource library** associated with a member group discussion -- are self-moderated. All posts/entries have a “Mark as Inappropriate” link, which allows any user to place that post/entry in a moderation queue, if the post’s content is deemed inappropriate. This will remove the post from the **discussion** pending review by MBA staff. The user who “marked as inappropriate” is named in the moderation queue.

## Group Administrators (Group Admins)

Group Admins are content managers for their respective **My Bar Access** member groups and can “tag” **blog** posts and files shared in the **resource library**, approve/reject flagged **discussion** posts, “pin” important **discussion** posts and add **announcements**.

## Member Groups

**Member groups** are **My Bar Access**’s online communities, organized around your membership in an MBA section, division or committee.

*For example, if you are an Access to Justice Section member, you belong to the Access to Justice Member Group in **My Bar Access**.*

## Pinning

Important **discussion** posts can remain at the TOP of the list of posts displayed on a member group's landing page. A Group Admin can establish "pinning" for a discussion post accessed online.

## Recommending

If you read content in a **blog** or **discussion** post -- or view a file in the **resource library** which has provided you with useful content, please "**Recommend It**" to fellow **My Bar Access** users by clicking on the thumbs-up image. This functionality is similar to Facebook's "Like" button.

By rating the usefulness of the content, you are helping provide the option for **My Bar Access** users to view content based on user-generated inputs.

## Resource Library

The **Resource Library** allows users to share files, including multimedia, in a socially-enriched environment. All **discussions** maintain a library, which contains **discussion** post attachments.

## Tagging

If you create a **blog** or share a **resource library** file, you can add a "tag" to your entry, to ease its identification and recall in the future.

*For example, if you write a **blog** entry about the recent changes to the UPC and tag the entry as "Probate Law" and "Legislation," other **My Bar Access** members using the search tool will have an easier time recalling your content under those search terms.*

As a user, you have tagging rights only to the content you have created. Your Group Admins can also make tags to the content you share in the **resource library**. **If you do not see a tag available and you would like it created, please contact your Group Admins and request the tag term.**