

Get Started Guide - <http://connect.dcbars.org/home>



Sign In: ***What is my username/password?***

Your login credentials are the same username and password that you use to log in to the main site. If you have forgotten your login credentials or need assistance with your login information, please click <https://join.dcbars.org/eweb/DynamicPage.aspx?WebCode=forgotpassword&Site=DCBAR>

Update Your Profile/Picture/Privacy Settings/Notifications:

A screenshot of the DCBAR Connect website. The top navigation bar includes links for "Contact Us" and "Terms and Conditions". The main header features the "DCBAR Connect" logo. On the right side, a user profile dropdown menu is open, showing the user's name "CONNECT MANAGER", email "connectmanager@dcbars.org", and a 20% progress bar. Below the progress bar are buttons for "PROFILE" and "COMMUNITIES", and a "LOGOUT" button. A red circle highlights the user profile icon in the top right corner. The main content area has a teal background with the text "YOUR PROFESSIONAL NETWORK" and a sub-headline: "Your most powerful industry resource. Search, find and connect with your peers worldwide. Search by location, interest or expertise." A red button labeled "VIEW NETWORK" is positioned below the text. To the right, there is a graphic of a name tag that says "Hello" and "Let's make the connection." with a right-pointing arrow. The bottom navigation bar includes links for "HOME", "COMMUNITIES", "DIRECTORY", "EVENTS", "BROWSE", and "PARTICIPATE", along with a search bar.

Upload Profile Picture & Update Profile:

Choose profile from your desktop, computer, or social Media & manually update your bio
OR Import your profile from LinkedIn:

The screenshot shows the 'CONNECT MANAGER' profile page. At the top, there is a navigation bar with tabs: 'MY PROFILE', 'MY CONNECTIONS', 'MY CONTRIBUTIONS', 'MY ACCOUNT', and 'ADMIN'. Below the navigation bar, the 'BIO' section is visible, with a text area for sharing information and an 'ADD' button. The 'CONTACT DETAILS' section shows the address '1101 K ST NW, Washington, DC' and the email 'connectmanager@dcbar.org'. The 'SOCIAL LINKS' section has a text area for linking to other social media accounts and an 'ADD' button. The 'EDUCATION' section has a text area for sharing education details and an 'ADD' button. The 'JOB HISTORY' section has a text area for providing employment experience and an 'ADD' button. The 'IMPORT FROM LINKEDIN' section has an 'IMPORT YOUR INFO' button and the text 'Bring in your information from LinkedIn®'.

Adjust your privacy settings

Privacy Settings: You can control who sees what

Profile > My Account > Privacy Settings –

The screenshot shows the 'CONNECT MANAGER' profile page with the 'My Account' dropdown menu open. The dropdown menu is highlighted in yellow and contains the following options: 'Inbox', 'Privacy Settings', 'Email Preferences', 'RSS Feeds', 'Community Notifications', and 'Discussion Signature'. The 'Privacy Settings' option is highlighted in yellow. The background shows the 'BIO' section with an 'ADD' button and the 'IMPORT FROM LINKEDIN' section with an 'IMPORT YOUR INFO' button.

You can choose which piece of information you want to share to who. Pick from Public, My Contacts,

Members Only, or Only Me

****Remember to Save Changes at the end****

Privacy Settings

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.


This setting is managed by your membership preferences

I would like to be included in the member directory and community rosters: Yes No

Picture	Public
My Networks	Members Only
Company Information	Public
Job Title and Department	Members Only
Address Lines	Only Me
City, State, Zip	Only Me
Country	Only Me
Website URL	Public
Phone1	My Contacts

Community Notifications – Control how often you want to be notified via email of community activities. You will not be notified if there is no activity. Your default is set to Daily Digest, and you will receive 1 digest for EACH community you are in.

Profile > My Account > Community Notifications> Pick your setting



ACTIONS

CONNECT MANAGER

MY PROFILE
MY CONNECTIONS ▾
MY CONTRIBUTIONS ▾
MY ACCOUNT ▾
ADMIN

COMMUNITY NOTIFICATIONS


Community notification will be delivered to your primary address:

`connectmanager@dcbar.org`

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Discussion Email: 🔔
 You have no override email addresses for discussion emails. [add override addresses](#)

CONTACT DETAILS ✔

1101 K ST NW
 Washington, DC
 connectmanager@dcbar.org

SOCIAL LINKS

Link to other social media accounts


ADD ▾

NOTIFICATION SETTINGS

2 Communities

Community	Discussion Email
Beta Test Community	NO EMAIL ▾
HL Implementation Resources	<div style="background-color: yellow; padding: 2px;">Real Time</div> <div style="background-color: yellow; padding: 2px;">Daily Digest</div> <div style="background-color: yellow; padding: 2px;">No Email</div>

Search Member Directory:



HOME ▾
COMMUNITIES ▾
DIRECTORY
EVENTS ▾
BROWSE ▾
PARTICIPATE ▾

🔍

MEMBER DIRECTORY

BASIC SEARCH
ADVANCED SEARCH
☰ ▾

First Name

Last Name

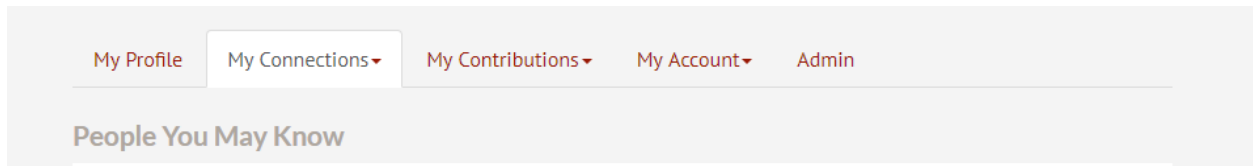
Company Name

Email Address

FIND MEMBERS
CLEAR ALL

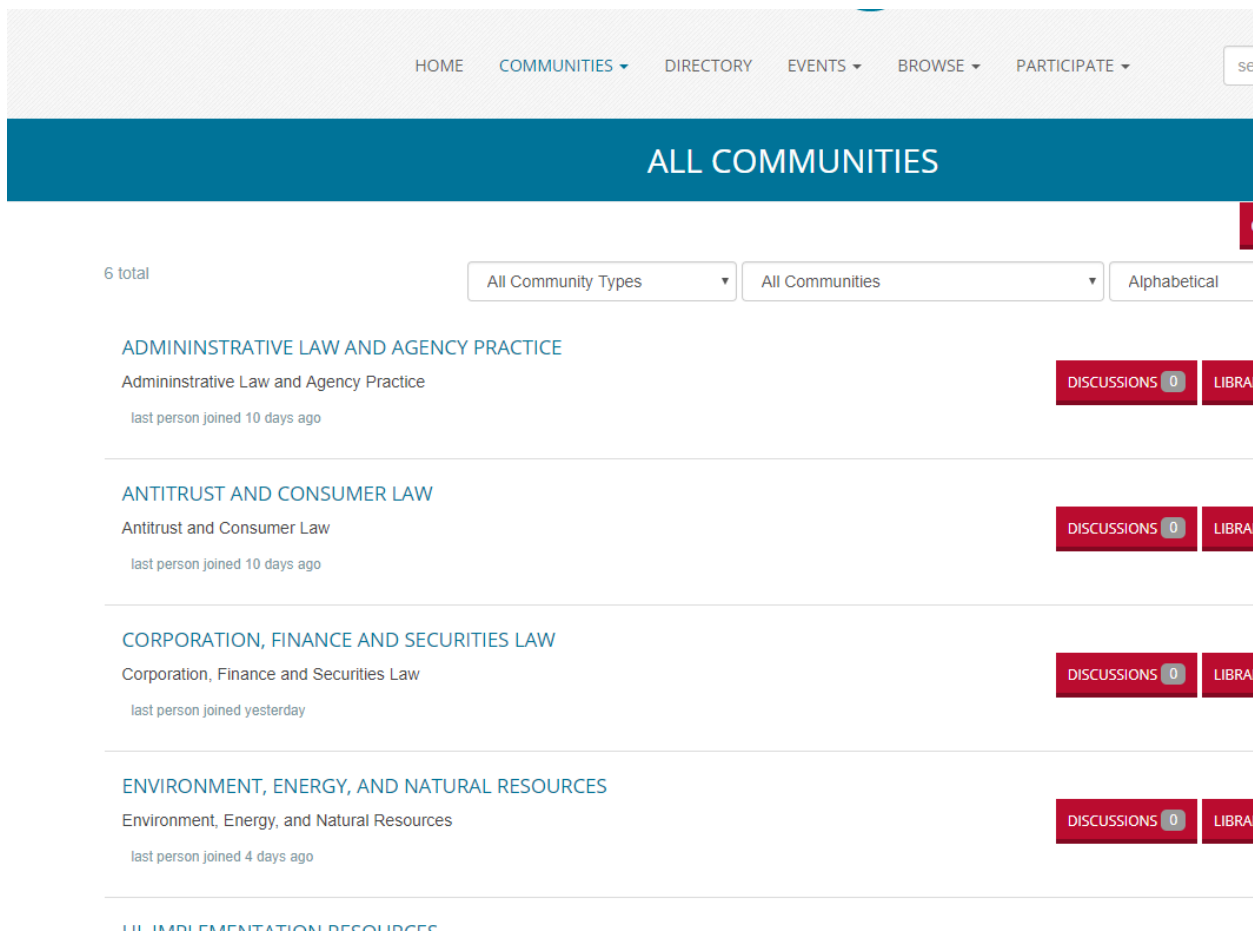
Once you find someone, you can send them a message, or add as contact

Once a contact has been made, they will be located under My Profile> My Connections



Make a discussion post or reply to a thread:

Communities > My Communities > Open Forum



Click "Add" on Latest Discussion Posts

COMMUNITY HOME

DISCUSSION **4**

LIBRARY **1**

MEMBERS **2**

LATEST DISCUSSION POSTS **ADD**



DESIGN THEMES AVAILABLE IN SITE SETUP

BY: SYSTEM, 5 MONTHS AGO

Three unique themes crafted specifically for the Higher Logic platform are now available for download and application to any Higher Logic website. These themes are free and available on the Higher Logic User Group (HUG) Designer's Corner Library for ...



CMS 101

UPLOAD FILE

ANNOUNCEMENTS

Add Announcement Create a new announcement for display here.

ADD ANNOUNCEMENT

Enter your subject > add your message > option: add an attachment to your post> Send

POST A MESSAGE

To

From

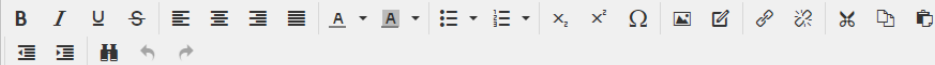
Connect Manager

Subject

Welcome To Your Beta Test Community!

Automatically insert content preview for links

Edit ▾ Insert ▾ View ▾ Styles ▾



- Add a profile picture
- Change your privacy settings to meet your needs
- Alter your notification settings to your preference
- Search the Member Directory for contacts and colleagues with similar interests and backgrounds. (During beta testing, this is limited to other beta testers.)
- Upload useful resources within community groups
- Send a direct message to a colleague

Please record a "Pass" or "Fail" after completing each task. We would also like any additional feedback in the comments section of our [survey](#). Was this easy or difficult to complete? Are there things you think that might make interacting in D.C. Bar Connect easier or more fruitful?

In addition, over the next two weeks we ask you to log in each day and:

- Start discussions about relevant professional topics
- Browse the latest discussions for ones you may find interesting
- Post comments to discussions threads already started

Thank you for participating in the beta testing of D.C. Bar Connect. This should only take 5-10 minutes of your time each day unless you personally would like to spend more time in the forum.

Reply to an existing post:

Click on Discussion Post > Reply to Discussion

COMMUNITY HOME DISCUSSION 4 LIBRARY 1 MEMBERS 2

← BACK TO DISCUSSIONS

TOPIC: DESIGN THEMES AVAILABLE IN SITE SETUP

Add a tag

1. DESIGN THEMES AVAILABLE IN SITE SETUP

0 RECOMMEND

REPLY TO DISCUSSION

Posted 08-01-2017 10:00

System

Network Theme

Powerful and forward. Ideal for a main site, the Network Theme delivers a truly new and fresh version of the Higher Logic baseline. Emphasis is on bold modern presentation. Navigation and header catering anticipate mobile users while rewarding desktop users with solid

Upload a document to the Library

Option 1: Attaching a document to your discussion post will automatically add it to the Beta Test Community Library

Option 2: Create a library entry for Beta Test Community > Latest Shared Files > Create Library Entry

HOME COMMUNITIES DIRECTORY EVENTS BROWSE PARTICIPATE search

LIBRARY ENTRIES

Entries

CREATE NEW LIBRARY ENTRY

CMS 101

by System in HL Implementation Resources

5 months ago

Be the first person to recommend this.

Attachments

DOWNLOAD ALL

ADD TO A LIBRARY

Title*

Library*

Description

Edit ▾ Insert ▾ View ▾ Styles ▾

B / **I** **U** **S** **A** ▾ **A** ▾

Entry Type: Select the type of library entry you will create *

Owner LOOKUP

NEXT CANCEL

Give your file a name, description (optional), choose the entry type (most will be standard upload) > Next

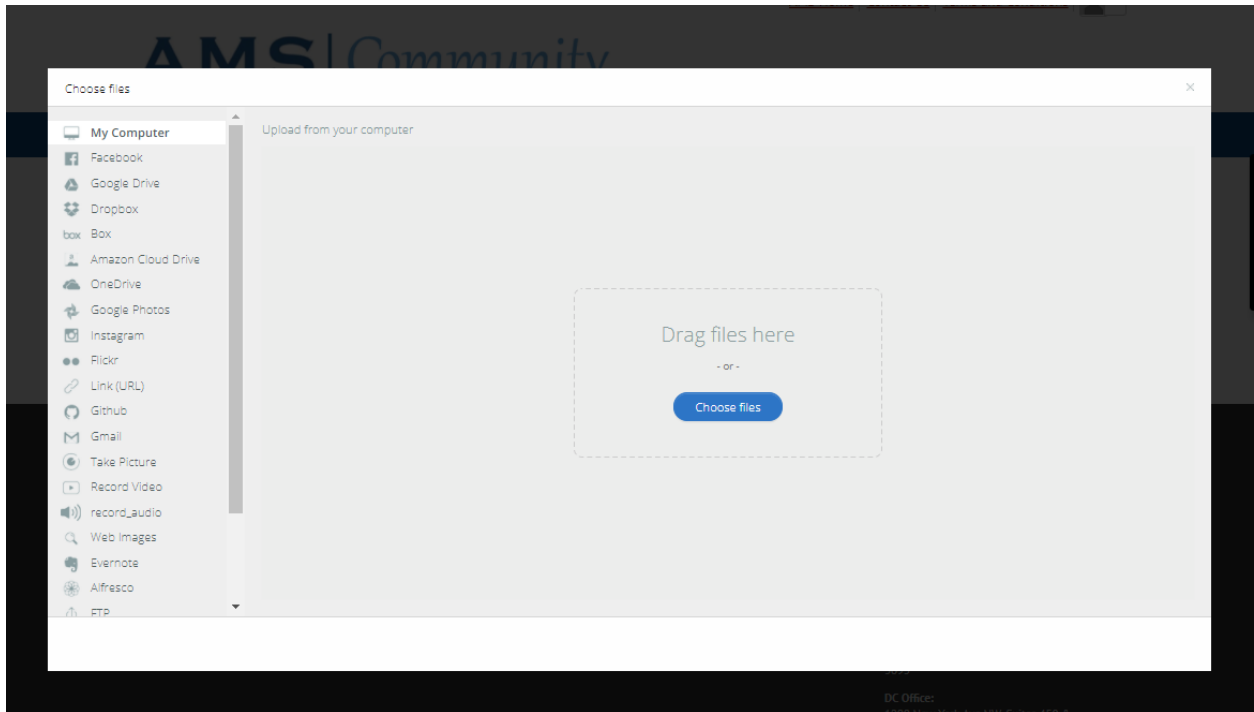
UPLOAD YOUR FILES

CHOOSE AND UPLOAD

NEXT FINISH PREVIOUS CANCEL


(Next up: Describe Your Files)

Drag and drop your file or choose from desktop/cloud











Your file will then appear in the library:

COMMUNITY HOME DISCUSSION **4** LIBRARY **1** MEMBERS **2**






1 Entries  [CREATE NEW LIBRARY ENTRY](#)


FOLDERS

 New  New Child  Delete    

-  HL Implementation Resources

FOLDER CONTENTS

 New  View  Delete  

-  CMS 101