

View Committee List: <http://connect.michbar.org/committees>

Community Administrators

Community administrators assist/lead the moderation and maintenance of community content.

Each committee has a home, discussion, library, events, and members tab.



The only content viewable to the public is the member tab. All other information is for committee members only.

Home Page

Here members will see the 5 most recent discussion, library, and announcement posts. Only the member roster is available to the non-committee members.

Discussion

The default communication preference is Real Time, so one e-mail is sent for each discussion post. Members can change their communication preference to Daily Digest (one e-mail per day) or None (they can still interact online). Members can add and edit their own posts. Discussion attachments, like a PDF or Word doc, are stored in the Library.

All discussions are self moderated. This means that anyone can report a post as inappropriate and remove the post from the conversation. A message is sent to SuperAdmins (Sandi, Julie, Andrew) alerting us to the report. We review the message for site conduct violations. If no violation has occurred, we return the message to the discussion area. If a violation has occurred, we would contact the committee liaison for assistance.

Administrator-only functions:

- Edit any post, which will then read "edited by [your name]"
- Pin post to top (post stays at the top till you unpin it)

Library

Every committee has its own library. Any member can add documents to any folder, and edit their own entries. Libraries can hold a variety of documents, including PDFs, Word files, video, or audio files; in addition, an individual library entry can contain documents of different file types—such as a video file and its corresponding PDF.

The default view for libraries is Folder View.

Administrator-only functions:

- Edit/delete library entries
- Add/edit/delete folders
- Move files between folders

Events

Events is a great place to post details about the committee's meetings and events. Any member can post an event and edit their own event.

Administrator-only functions:

- Edit/delete any event
- Add tags

Members Tab

All members are listed on the members tab. Click a member's name to view their contact information.

Administrator-only functions:

- Export roster using the Export button. Includes e-mail, address, and phone number.

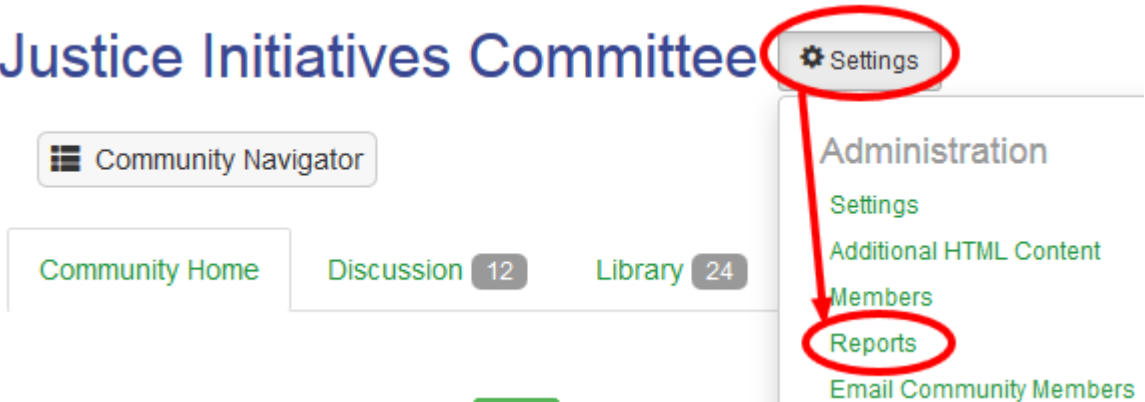
Other Community Admin Tasks

- Add Community Announcements
- Designate more Community Administrators
- Access community reports (see below)
- Send an announcement e-blast
- Add content to area just below the Home page navigation tabs (see Client Protection Fund)

Export a Roster and other Reports

Community administrators can find reports in Settings (gear icon) > Reports.

Justice Initiatives Committee



Select a report and download using the Report Viewer export button.



1. **Roster.** View report for Current Community Members. Includes e-mail address and discussion communication preference.
Helpful Hint: see when members last logged in!
2. **Discussion Dashboard.** Choose a start & end date, then View Report. This report provides discussin statistics for the date range selected.
Helpful Hint: Click the number under Notifications Updated or Notifications Removed to see who has changed their communication preferences.

Notifications Updated	Notifications Removed
19	1

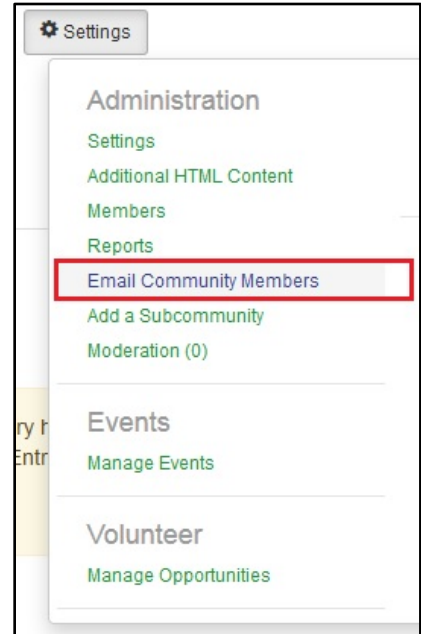
Members can opt out of discussion by:

- Removing their e-mail address in iMIS
- By selecting Don't Publish e-Mail in iMIS
- By changing communication preference to No E-Mail

E-Mail Community Members

Community administrators can send an announcement e-blast to all members using a custom message template found in Settings (gear icon) > Email Community Members.

The e-mail will be sent immediately. This is an announcement only and no discussion is allowed. The "From" will be your name and you choose a subject line.



To*

19 members selected to receive this email.

Subject*

Email Template* Replacement merge variables are in square brackets and are converted to text when the email is sent. Remember to "Preview Email Before Sending".

Community Admin Message* Text entered below appears in place of the [CommunityAdminMessage] merge variable shown in the template box above.

Insert message here

E-Mail Fields

To: Choose all members or recent members.

Subject: You can customize the subject line.

Email Template: This field cannot be changed. The template will automatically insert the member's first name followed by a comma, then insert your Message, followed by standard unsubscribe information.

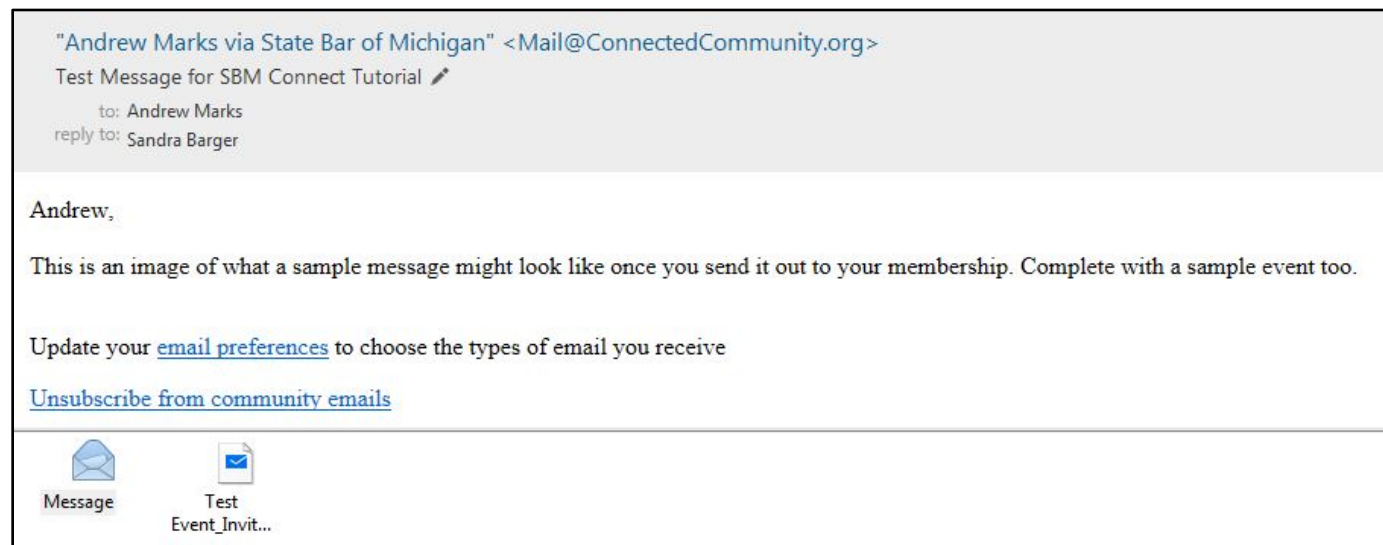
Community Admin Message: Insert your message.

Attach: You can attach documents, like a PDF or Word doc. The attachment will appear as a link in the body of the e-mail, but no password is needed to open the link.

Add Meeting Invitation: You can include a meeting invitation that will not appear in the message body itself, but rather as an iCalendar file that will allow members to automatically add the event to their digital calendars. Select an existing event or create your own. NOTE: the meeting info will not be spelled out in the e-mail; if you want to include date/time/place in the e-mail, you must type it in the Message area.

It is recommended that you preview your e-mail before sending it out to the entire community.

Your name will be included in the From field, followed by "via State Bar of Michigan." Any replies will be sent to only you.



Subcommunities for Subcommittees

We now have the ability to create subcommunities (called nested communities), where a person must be a member of the parent committee to join the subcommittee.

These subcommunities have all the same options as other communities, such as discussion, library, and events just like the other committees.

Membership can be open for any committee member to opt themselves in/out of the subcommittee, or by invitation only (from the admin).

View permissions can be set so that anyone in the parent community can view the discussion and library, or set so that only sub members can see discussion and library.

Right now, you can't create them yourself, you must ask Sandi or Andrew to create them. When requesting a subcommittee, provide:

1. Name of subcommittee & parent committee
2. Who are the admins? It doesn't have to be a staff member.
3. List of iMIS IDs (not P#) for who should be pre-populated into the subcommittee
4. Is membership opt in/out or controlled by the admin?
5. Can the entire committee view the subcommittee? Or is viewing restricted to sub members only?
6. Do you want discussion, library, or events?

Here's the Real Property committees opt in:

Bankruptcy

The members of this committee are interested in the interplay of real estate law with bankruptcy law and debtor/creditor law. The emphasis is on education, and the members participate in seminars, write articles for Michigan Real Property Review, and sponsor events that provide opportunities for networking and sharing of ideas.

last person joined 15 hours ago

Join

Discussions 0

Libraries 0

Members 47

Commercial Development, Ownership, & Finance

This committee is focused on issues important to real estate developers and mortgage loan borrowers and strives to tackle the practical issues affecting developers, such as choice of entity, financing, due diligence, purchase agreement, title, economic incentive, and distressed real estate issues relative to developers and borrowers. The committee meets at least twice per year, and will host guest speakers to address issues important to attorneys in advising their developer clients. Committee will also be responsible for contributing to the Michigan Real Property Review, presenting seminars, and speaking at gatherings.

last person joined 15 hours ago

Join

Discussions 6

Libraries 2

Members 135