

# WSBACommunity

## User Instructions

### Overview

Each participating entity has an online 'community' established in WSBACommunity. Your staff liaison(s) has already added information to your online 'community' including upcoming meetings, and documents in the Library. Each member of a participating entity has a User Profile which has already been created for you and prepopulated some information.

This document is a comprehensive set of instructions to help you learn how to use WSBACommunity, which is powered by Higher Logic, LLC.

For any questions, suggestions or comments regarding these instructions, please contact Paris Eriksen, [parise@wsba.org](mailto:parise@wsba.org).

### Important Information:

#### WSBACommunity and WSBA's Open Meetings Policy

Use of WSBACommunity should be limited to discussions, shared files and other content to what is best suited to the purpose of the online community, which is to provide a forum for ongoing public conversation, collaboration, shared document storage, meeting scheduling and logistics. Any formal actions and votes taken by any entity should be restricted to an open public meeting of the entity required by the WSBA's Bylaws or court rules. WSBACommunity's format does not replace a meeting.

#### WSBA 'Bar' Records

Records on this platform (including all documents and communications) are Washington State Bar records and may be subject to public disclosure. For more information about WSBA's public disclosure obligations, please [click here](#). The rule governing public access to bar records is [General Rule \(GR\) 12.4](#).

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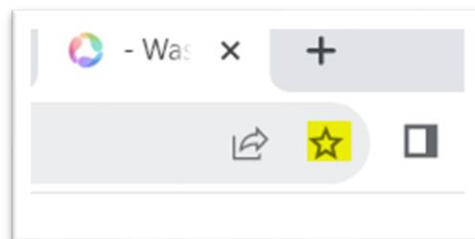
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## Access

1. [Click Here to access WSBACommunity](#). Tip: bookmark this link in your browser, see image below.

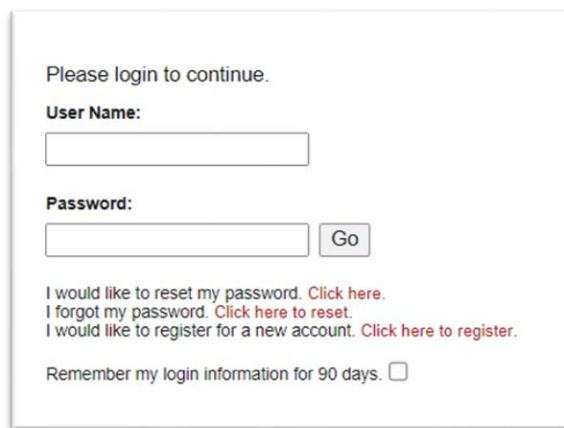


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2. Select the **Log In** button. See image below.



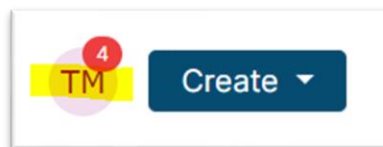
3. When you select Log In, you will be routed to the myWSBA Log In page. See image below. **Please use your myWSBA credentials** (User Name and Password) to access WSBACommunity.

A screenshot of a login form. At the top, it says "Please login to continue." Below that are two input fields: "User Name:" and "Password:". To the right of the password field is a "Go" button. Below the input fields are three links: "I would like to reset my password. Click here.", "I forgot my password. Click here to reset.", and "I would like to register for a new account. Click here to register." At the bottom, there is a checkbox labeled "Remember my login information for 90 days."

4. Review and Agree to the **WSBACommunity Code of Conduct and Terms of Use**.
5. You will then be routed to your **Member Home page**. This page will feature various activity feeds (information and interactions) from the Community(s) to which you are a member. From here you can navigate to your Profile, Events, Discussion Threads, Quick Links, etc.

## Manage Your Profile & Settings

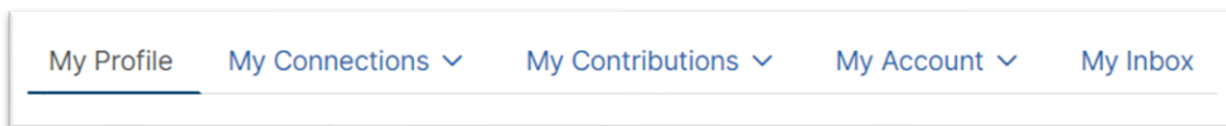
1. Select Your Profile icon in the top right-hand corner, or in the dark gray box on your Member Home page.



2. Each user can manage their own security settings from their Profile > My Account > Privacy Settings.
3. When in your profile you will default to the *My Profile* tab where you can update your profile photo, update your Contact Details, add Social Links, add a Bio statement or information

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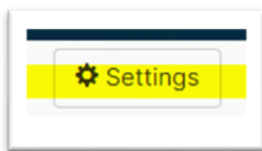
regarding your Education, Honors/Awards and Professional Associations. This information will be visible to other members in your Community only.



4. The *My Connections* tab can be used to access your Community, find Contacts, etc.
5. The *My Contributions* tab tracks your activity in the site for you to easily monitor and manage.
6. Under the *My Account* tab, you can review & edit the following:
  - *Privacy Settings*: here you can change who can view your information. The default is Members Only; that means members of the Communities to which you belong can view your information.
  - *Email Preferences*: here is what you can update your email notification settings for some (but not all) system emails. Community and consolidated digest settings are on the Community Notifications tab.
  - *Community Notifications*: here you can override the primary address for your desired email address when using *WSBACommunity*.
  - *Discussion Signature*: discussions you start or contribute to will have a default signature of [First Name][Last Name][Email Address]. You can modify your signature.
  - *My Inbox*: here is where you can send and track on emails sent using *WSBACommunity*, track your Contact Requests and Community invitations.

## Manage Your Community Settings

1. When you enter your community, you will have the ability to modify your community settings. To view your settings, select the Settings button.



2. A drop-down menu will appear providing you with access to view your Status, change your email address and email notification. Depending on your community set-up, you may be able to navigate other Settings included Events.

Status  
You are currently a member.

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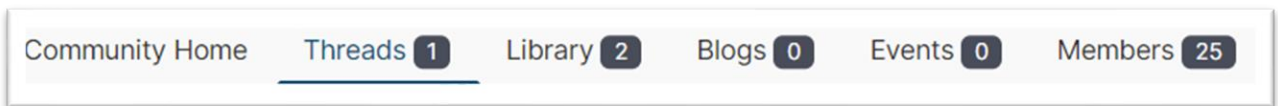
Email Notifications  
parise@wsba.org [Change](#)

No Email ▾

- Real Time
- Daily Digest
- No Email

## Engage with Your Community

When you enter your community, you will have access to a menu of features to help engage, collaborate and organize your work.



**Discussion Threads:** A community's discussion is where its members can post messages to share their thoughts and ideas on a particular topic, ask questions for support, and answer the questions posed by others to offer help and guidance. The Discussion Thread is a place to connect and engage by creating threads; within these threads is where the discussion grows, as others respond by posting replies.

There are two thread types: Open-Ended Discussion, which are posts meant for starting conversation with fellow members or Question to be answered (known as Q&A), which focus posts to specific questions members have.

### 1. To Add a Discussion Thread

- Select the Discussion tab.
- Select Start a New Thread (or you can view all Threads by subject and reply to a particular topic).
- Ensure you are posting your discussion to the correct Community.
- Focus your thread by selecting the Open-Ended Discussion category or the Question to be answered category.
- Add a Discussion subject (be specific, clear and concise)
- Add your message in the large empty content block.
- You can add attachments to messages.

- Your Discussion Signature will appear at the end of the message. You can use your default signature or update your signature.
- You can Post, Schedule, Save as Draft or Cancel the message.

**Library:** libraries are a core element of your community. Through Libraries, users can share files, including multimedia, in a socially-enriched environment. Multimedia content can be viewed directly on Library Entry pages, and even embedded on other web pages. In addition, you can add Creative Commons licensing notices to Library Entries.

## 1. To **Add to the Library**

- Select Create Entry.
- Add Title
- Ensure you are adding the entry to the correct community library (you may be a member of more than one).
- Add a brief Description
- Select the Entry Type (most common will be 'Standard File Upload')
- Add yourself as the Owner. You can search based on email to Lookup.
- Add custom thumbnail (if desired). See below for How to Add Images.
- Select Next where you will upload the file. After you Upload the file, select Finish.

## 2. Creating a **Folder in the Library**: Only Super Admins and Community Admins can create Folders. Contact your Staff Liaison to request a Folder be created.

## 3. **Version Control**: you and your peers can collaborate on your work by using the **version control** feature in a Resource Library. The version control feature lets you download a file, change, and then upload it -- with the same name -- thereby creating a new "version" of the file. The previous version (or versions) of the file are archived and remain accessible, but the latest version becomes the default downloadable file.

- File version control is a multi-step process of downloading a Library file, changing and saving it, and then uploading your updated version into the Library.
- To use version control: Navigate to the Library Entry that hosts the file you want to change.
- If there's only one file in the Library, click **Download**.
- If there are multiple files, click the **ellipsis** to the right of the file you want to change and select **Download**.
- After making the desired updates to the file, it's time to upload your version. Navigate back to the Library Entry and select **Edit** from the **Actions** menu.
- On the resulting page, click **Next** to access the upload file interface.
- Notice the original file is in the list. Click **Choose and Upload**, and then browse for and upload your new version of the file. **WARNING:** The new version of the document **MUST** have the exact same name as of the original!

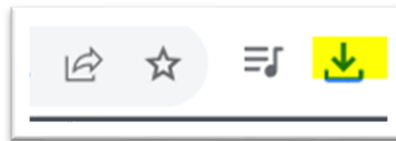
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- You'll notice two files are now listed in the Entry, both with the same name. Click **Finish**.
- Now, there are two versions of the document, indicated in the **Attachment(s)** area. Click this link to view a list of all versions of the file. In the resulting pop-up, you can view which file is the Current version (the one that will download when users download this file), download any version, and use the **Actions** menus to delete a version or make an old version the Current one.

**Events:** events (or meetings) are a great way to view all the related events for your community. You can RSVP, update your RSVP and save an event to your personal calendar. Depending upon how your community is configured you may have the ability to add an event to the community calendar.

## 1. View and RSVP to an event

- In the Events tab, select the event you would like to view and respond to.
- In the specific event or meeting, you can **select the RSVP button**. This will automatically send you a calendar invite from where you can Accept/Decline etc.
- You can also download the event or meeting directly to your calendar by selecting the Download to Your Calendar button. This will create a .ics file for you to download.



## 2. To Add an Event

- From the Events tab, Select the **Add Event** button. Note: some groups may not have this functionality.
- When you select add Event, a page will pop-up. Complete the requested fields with your meeting/event information.
- For Event Type, select Standard Meeting or Standard Meeting with RSVP depending upon how you'd like the event/meeting to function. As it implied, Standard Meeting will not have an RSVP function.

**Members:** the members tab allows you view search and view contact information for all members of your group. You may select Request Contact or Send Message if you'd like to connect with an individual member of your group. You may also export a complete list of the group's members, including first name, last name and email address.

## General Community Etiquette

1. State concisely and clearly the topic of your comments in the subject line. This allows users to respond more appropriately to your posting and makes it easier to search the archives by subject.

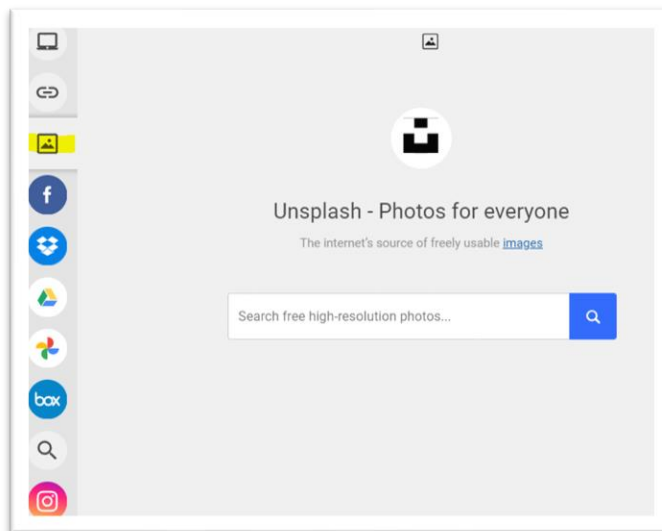
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2. Send messages such as "thanks for the information" or "me, too" to individuals, not to the entire group. Do this by using the "Reply to Sender" link in every message, not Reply All.
3. Do not send administrative messages, such as "remove me from the list," to the group. Instead, use the web interface to change your settings or to remove yourself from a list.
4. If you are changing email addresses, you do not need to remove yourself from the list and rejoin under your new email address, simply change your settings.

## Using Images

The Library and Events tabs provide you the option to add an image to your Library entry or event. This can be helpful toward bringing visual awareness of recognition of your item. You do not have to add an image. Adding an image to a Library entry or event will work the same way.

1. To **Add an Image**:
  - When prompted (and if desired), Select Image. This is usually toward the bottom of your Library Entry submission or Event creating process.
  - A image window will pop-up. You may Select Files to Upload from your computer or hover over the menu of icons on the left hand-side.
  - It is preferred that you use **Unsplash**. Using the icon menu, select Unsplash for freely usable images.
  - After selecting Unsplash, use the search field to find an image based on a relevant key term, such as *Spokane, meeting, public service*, etc.



Note: Higher Logic has also provided a [Frequently Asked Questions \(FAQ\)](#) page which you may want to consult. Please note that the FAQs on this page have *not* been edited by staff and may not wholly apply to WSBACommunity.