New Jersey State Bar Association

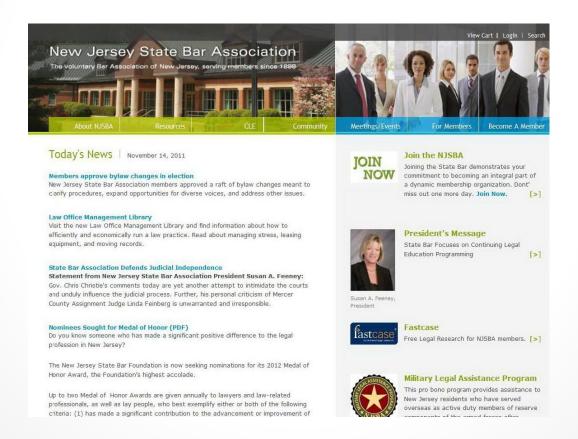
# CommunityNET

Connected Communities for Sections, the Young Lawyers Division, Standing and Special Committees

Connect Publish Share Collaborate Learn Belong

# www.njsba.com

The NJSBA has a new website and connected communities for the members of NJSBA Sections, the Young Lawyers Division and Special and Standing Committees



From www.njsba.com, choose Login

View Cart | Login | Search

Enter your user name and password, and click Login

Login
UserName:
Password:
Login Create Account

#### Click on the button for Community

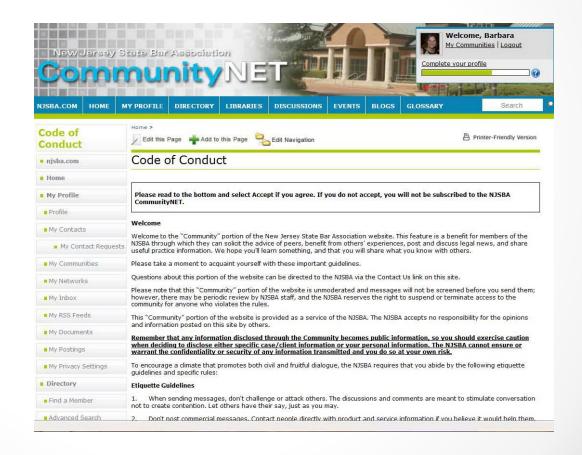


## Code of Conduct

The first time you visit CommunityNET, you will be asked to read and accept the Code of Conduct.

The Code of Conduct provides guidelines regarding online etiquette, prohibited conduct, no guarantee of confidentiality, disclaimers, limitation of liability, indemnification and amendments.

Any changes to the code take effect immediately upon notice, which will be posted on CommunityNET or sent via email. Review the agreement periodically. Participation in CommunityNET after such notice deems your acceptance of the changes.



#### Before you engage with your fellow members in discussions and shared file libraries, it is important that you customize your profile, privacy settings and subscriptions in CommunityNET.

#### Profile – This is where you share information about yourself with NJSBA members. Add a photograph, edit your contact information, update your biography and education information, and more.

- Privacy Settings Determine what people can see in your profile. Set up permissions for who can view your information and how much of it.
- Subscriptions All of the NJSBA groups have online discussions. How do you want this email delivered? Your options are real time, as a daily digest, legacy, no email or unsubscribe.

# Customize your Personal Settings on CommunityNET

Create your Profile

Adjust your Privacy Settings

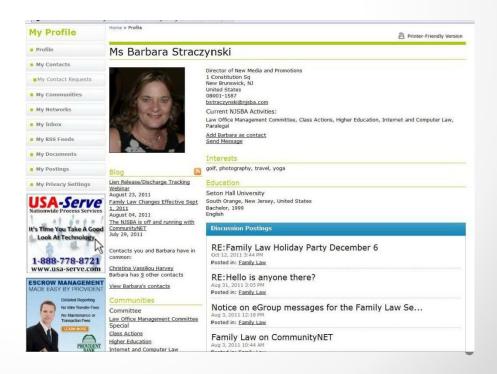
Manage your Subscriptions

# Create your Profile



Mouse over My Profile and choose Profile

Edit your biography, interests, education, certifications, credentials, job history, honors and awards; link to your profile on LinkedIn, Facebook, your blogs; or upload a photo.



# Adjust your Privacy Settings

Mouse over My Profile and choose My Privacy Settings at the bottom



#### Set permissions for who can view your information

My Privacy Setting	gs			
New Item				
Contact Preferences				
				you to join a community, or sending you rded to an email address based on your
Allow community members to co	ontact me?			
● Yes ◎ No				
Notifications are currently being s	ent to: <u>bstraczynski@</u>	njsba.com (click he	re to chanc	<u>e)</u>
I would like to forward to my noti	fication email address			
Contact Requests	● Yes ● No			
Community Invitations	● Yes ◎ No			
Regular Messages	● Yes ○ No			
Forward Comments	● Yes ● No			
Your profile may be accessed thro others see on your profile.	ough the member direc	ctory and communit	y rosters. 1	ou have control over the information
I would like to be included in the	e member directory a	nd community ros	ters:	
● Yes ② No				
Picture	My Contacts	Members Only	Public	Nobody
My Blog	My Contacts	Members Only	Public	Nobody
Mutual Contacts	My Contacts	Members Only	Public	Nobody
My Communities	My Contacts	Members Only	Public Public	Nobody
My Networks	My Contacts	Members Only	Public	Nobody
Company Information	My Contacts	Members Only	Public	Nobody
Job Title and Department	My Contacts	Members Only	Public Public	<b>◎</b> Nobody
Address Lines	My Contacts	Members Only	O Public	Nobody

## Manage your Subscriptions

#### Mouse over Discussions and choose My Subscriptions



Determine how you will receive your group discussion email:

Real Time - Sends messages in real time, as soon as they are contributed.

Daily Digest - Sends one message per day that contains all of that day's contributed messages.

Legacy - Send messages in real time, in plain text format, and allow reply from the individual's email application.

No Email - Do not send message from this group. Messages will be read online.

Unsubscribe

ligible Discussion	Real Time	Daily Digest	Legacy	No. Emails	Un Subscrib	е
Class Actions Special Committee	•	0	0	0	0	Reset
Gay Lesbian Bisexual and Transgender Rights Law Section Board of Trustees	•	0	0	0	•	Reset
ligher Education Special Committee	•	0	0	0	0	Reset
nternet and Computer Law Special Committee	•	0	0	0	0	Reset
aw Office Management Standing Committee	(0)	0	0	0	0	Reset

#### Now that your personal settings have been customized

# Find your Communities

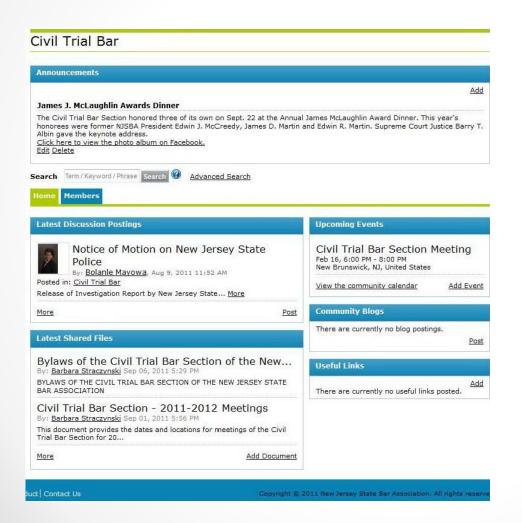
Mouse over
My Profile
and choose
My Communities.



Click on the title of the group to reach that community page



# Each entity has its own private community page

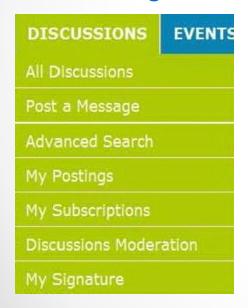


Find Announcements, latest discussion postings, latest shared files, upcoming events, community blogs and useful links on the community page.

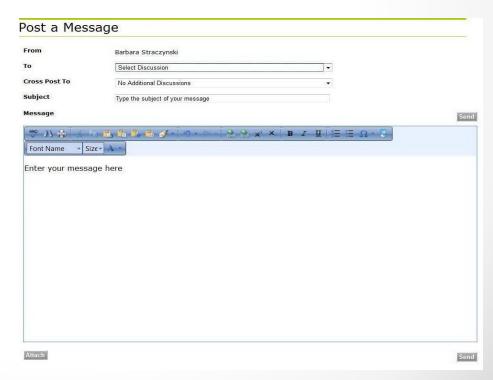
Click on the title of any shared file, discussion posting, blog or upcoming event to open it. Every section, committee and the YLD has a Discussion so members can send messages via email

#### Join in the Discussion

Mouse over
Discussion and
choose Post a
Message

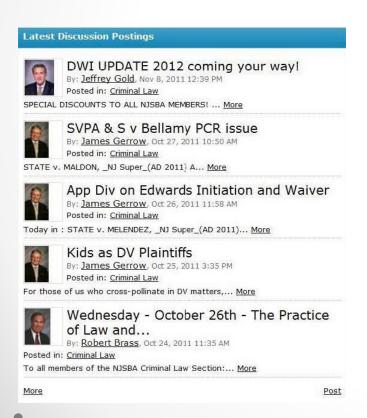


Select the discussion (group), enter the subject, enter your message, any attachments and click send.



### Read the Discussions

On the community page, at the bottom of Latest Discussion Postings, choose More to read all the discussions or Post to post a message for that group.



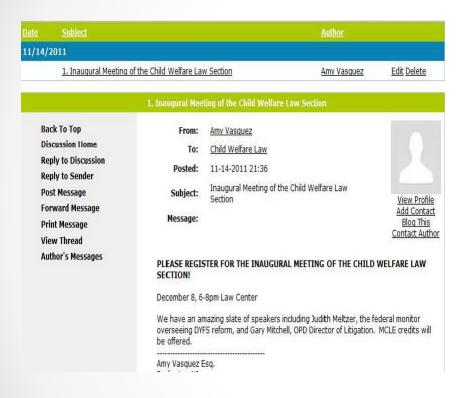
Here is your page, once you choose More. Click on the title to open the discussion message.

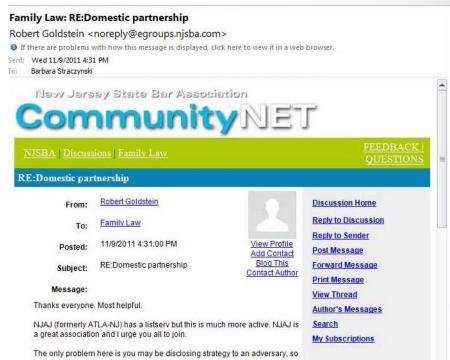


# Read and Reply

Messages appear like this in CommunityNET Discussions

Messages appear like this in your email application





You can reply from either place. Choose Reply to Discussion so everyone in the group will see your message, or choose Reply to Sender to engage in a discussion with the message sender only.

Each community has a Library where members can share standard file uploads, hyperlinks, webinars, YouTube videos and copyright licensed files.

## Share Files in Libraries

Mouse over Libraries and choose Add a New Entry



Enter a title, description, select the community library, select the subfolder if available, select the file type, and click Next.

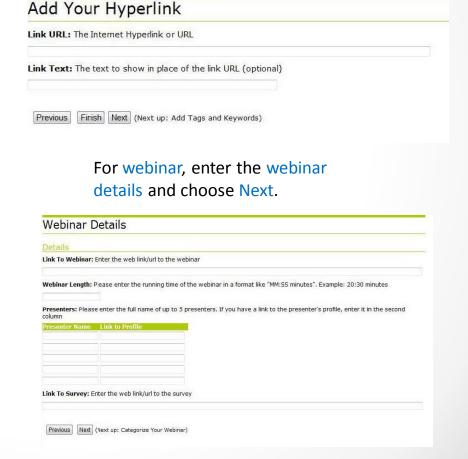
Add a New Er	try
Title: Enter a title for you	library entry
<b>Description:</b> Enter a brief	description of your library entry
Library: Select the library	in which the library entry should be listed
[Select Library]	•
Entry Type: Select the ty	pe of library entry you will create
[Select Type]	
Owner: If you would like	to change the library entry to be owned by someone else, enter their email address
	Lookup
Next	
(Carriero)	

#### Upload Standard Files, Hyperlinks and Webinars

For standard file upload, choose Browse, find the file on your computer, click on the title and choose open, then choose Upload File(s). You can upload more than one file at a time.



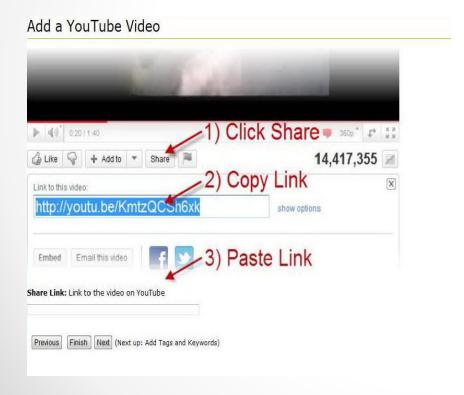
For hyperlink, enter the link, text to show in place of the url (optional), and choose Next.



#### Upload YouTube Videos and Copyrighted Files

For YouTube Video, find your video in YouTube, click share, copy link. Then paste the link in the Share Link field in CommunityNET, and choose Next.

For copyright licensed files, select your license and choose Next





# Tag or Categorize your File

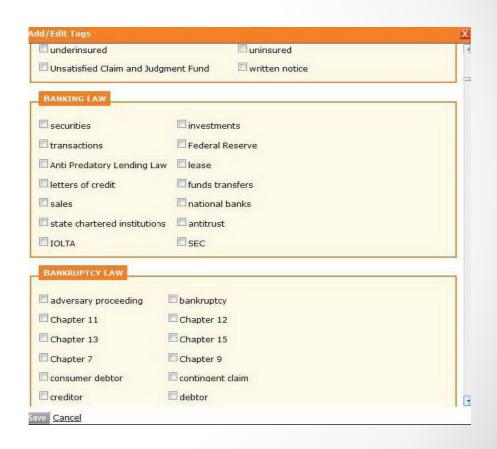
Setting tags makes it easier for you and others to find your files when searching in either CommunityNET or when using one of the popular search engines. You can skip this step, but it is helpful for future searches if you set tags.

Tags have been created in over 70 categories based on NJSBA section and committee names, and common areas of interest such as courts, law, regulations and case summaries.

Search the legal areas for appropriate tags for your file. Put a check next to the tag, and when you have finished choosing all appropriate tags, choose Save.

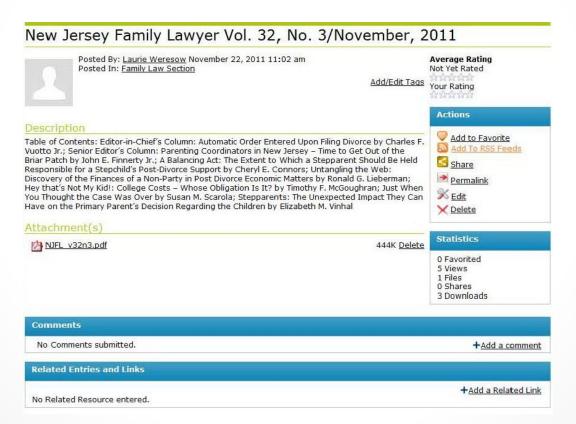
NJSBA members do not have access to create tags. If you would like to suggest tags for a particular category, please email <a href="mailto:bstraczynski@njsba.com">bstraczynski@njsba.com</a> with this information.

Webinars are the only file upload that says Categorize your Webinar. All other file uploads say Add Tags and Keywords. The Add/Edit Tags box will appear in all cases.



### Save the File

Choose Finished, and the full page with all the details about your file will display.



#### Find Shared Files in Libraries

On your community page, look for Latest Shared Files and click More at the bottom of the list of recent files.



Or search from the main navigation with a mouse over Libraries and choose All Libraries (view all and select one) or Search Library to search with specific parameters.



### Libraries in Folder View

The Library will open in folder view, permitting searching and saving in an organized hierarchy. Find the file you want, click on the name of the file to open the page.



### Libraries in List View

From Folder View, Choose Switch to List View



List View will display the full details for each uploaded file on a page that you can scroll through. The files will appear in the order they were submitted, from most recent to oldest.



NJSBA members can share their knowledge and expertise, or news about recent developments, by writing Blogs.

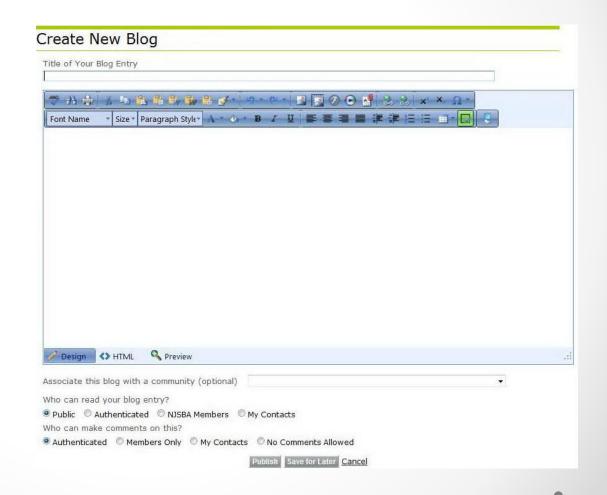
## Publish Yourself - Create Blogs

Mouse over Blogs and choose Create New Blog.



The author of a blog can determine permissions so that the everyone (including the public), or NJSBA members, or only your contacts, can view and read the blog.

You can also set permissions as to who can comment on the blog.



# Read the Blogs

#### Choose View Blogs to see them all

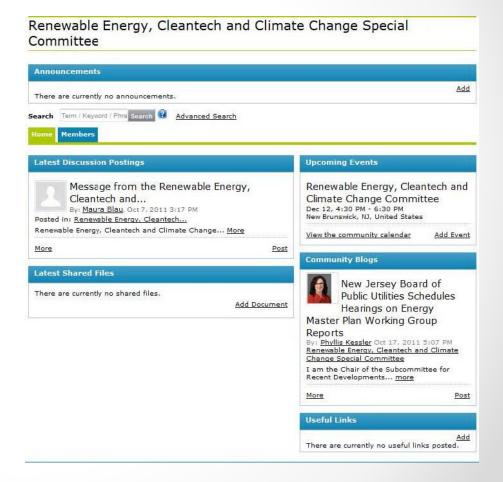
View Bloas Search Term / Keyword / Phra Search @ Advanced Search Add To RSS Feeds Top Rated Most Read My Contacts My Blog CLEAN ENERGY FUNDING WORKING GROUP RECOMMENDATIONS Not Yet Rated REGARDING SOLAR RENEWABLES MARKET AND HEARING Score 0.3/5 By: Kessler, Phyllis Published: October 17, 2011 0 Ratings The NJ Board of Public Utilities ("BPU" or "Board"), BPU four working groups were Comments established by the BPU to further explore policy proposals made in the draft Energy 40 Views Master Plan ("EMP") issued July 7, 2011. The working groups were requested to present recommendations to the BPU to be incorporated in the final EMP. The BPU also established a schedule for hearings to discuss recommendations of the working New Jersey Board of Public Utilities Schedules Hearings on Energy 1 Rating Master Plan Working Group Reports Score 2.8/5 By: Kessler, Phyllis Published: October 17, 2011 Ratings I am the Chair of the Subcommittee for Recent Developments of the Renewable Energy, Comments Cleantech and Climate Change Committee ("Committee") of NJSBA. Following is the first post in 39 Views a blog that I will be writing on an on-going basis on behalf of that Committee. The mission is to cover topics and provide information of interest to the Committee, NJSBA members and the public on developments in New Jersey or relevant developments elsewhere related to renewable energy, energy efficiency, clean technologies, and climate change, all of which [more] New developments in the procedural requirements in medical malpractice matters force defendant-doctors to share some of the burdens under the Score 0.7/5 Affidavit of Merit Statute Ratings By: Vassiliou Harvey, Christina Published: September 14, 2011 0 Comments by Christina Vassiliou Harvey 77 Views The Affidavit of Merit Statute, N.J.S.A. 2A:53A-26, et seq., places hefty burdens on a plaintiff in a malpractice case, particularly in a medical malpractice suit. IRS providing tax relief to individual and business taxpayers impacted by Not Yet Rated **Hurricane Irene** Score 0.0/5 By: Harris, Brett Published: September 01, 2011 0 Ratings IRS announced today that certain taxpayers in New Jersey, North Carolina, New York 0 Comments

and Puerto Rico will receive tax relief. Other locations expected to be added following

additional damage assessments by FEMA. So far. New Jersey counties covered are

100 Views

Your Community pages will also display the related blogs.



## Home Page on CommunityNET

When you click Home or the CommunityNET banner, you will get the home page and a display of the most recent activity for all your groups.

It provides at-a-glance your most recent discussions, shared files and blogs.

The Legal Community
Calendar on the home page
displays all NJSBA meetings
in addition to meetings of
interest to NJSBA members
held by other organizations
in the state.

You can also find a legal news feed and links to other NJSBA social media sites such as Facebook, LinkedIn, Twitter and YouTube.

