

## Grab Your Bags. NELA's Online Services are Moving July 16!

At the 2011 Fall NELA Executive Board Meeting, the Board enthusiastically voted to invest in upgrading and enhancing NELA's online services. The scope of this project includes updating how you collaborate, strategize, and network. Our goal is to reimagine how you share information online. Earlier this year, we partnered with Higher Logic in order to enhance NELA's online services. Higher Logic's Connected Community is the platform for our new, centralized site for all of NELA's online member resources. Our new online community is called "The NELA Exchange" ("The Exchange"). If you are a member of any of the following associations, you may already be familiar with the Connected Community platform.

- American College of Trial Lawyers
- Massachusetts Bar Association
- New Jersey State Bar Association
- South Carolina Bar Association

Beginning July 16, The Exchange will replace our current online Membership Directory and NELANet. Here are just a few features available in The Exchange.

### Groups Are Replacing NELANet Forums

The Exchange includes 16 substantive Groups, each with its own listserv and document library. You will be able to subscribe to any Group whenever you like and choose how you wish to participate.

- *Real Time* - Receive and respond to messages as they are posted by clicking on the links in the message and entering your response on The Exchange.
- *Daily Digest* - One daily auto-generated summary of the day's postings.
- *Legacy* - Full participation via Outlook or your email client of choice. (No need to visit The Exchange.)
- *No Mail* - You will not receive messages sent to the Group.

The Executive Board, committees, and task forces will have private Groups on The Exchange to assist them in their work on behalf of NELA.

Your user name is your email address. Your default password is your last name. *We strongly suggest you change your password as soon as possible.*

### Getting Started With The Exchange

**Login to The Exchange at <http://exchange.nela.org>.** Your user name is your email address. Your password is your last name. We strongly suggest you change your password as soon as possible.

#### Set up your subscriptions:

*Real Time* - Receive and respond to messages as they are posted by clicking on the links in the message and entering your response on The Exchange.

*Daily Digest* - One daily auto-generated summary of the day's postings.

*Legacy* - Full participation via Outlook or your email client of choice. (No need to visit The Exchange.)

*No Mail* - You will not receive messages sent to the Group.

**Subscribe to the RSS** feed to keep up with the NELA HQ Blog. Our RSS feed also allows you to be notified each time something is added to The Exchange.

#### Update your profile

**Add to the library collections.** Upload briefs, jury instructions, and other documents you think others will find useful. Don't forget to tag your documents. Tags will make searching easier.

Questions? Email Pedro at [pvalverde@nelahq.org](mailto:pvalverde@nelahq.org) or call (415) 296-7629.

### **New Libraries Make Sharing Documents Easier**

Attachments to list messages will be automatically indexed and added to that Group's library. You will be able to add tags to your attachments and document uploads. Tags allow for quicker sorting when returning search results. When you see a tag, simply click on it to begin searching The Exchange. Documents without tags will still be included in searches, but may end up toward the bottom of the results. If you opt to join a Group and participate via the Legacy option, you will not be able to attach documents to your posts. You will have to visit The Exchange in order to upload, tag, and have your attachments indexed.

Libraries have also been created to organize NELA's *amicus* briefs, *The Employee Advocate* articles, press releases, toolkit papers, reports, member services forms, and more.

### **Get To Know Your Neighbors**

The new online Membership Directory will include your contact information, committee memberships, areas of concentration, and Affiliate membership. Members will also have the opportunity to provide biographical information, professional experience, and more.

If you have a LinkedIn account, you can easily bring over your profile information into The Exchange. You can also link to your Facebook and Twitter accounts. Networks are automatically created to help you connect with other members in your city and state, NELA affiliate, and Group subscriptions. A Primary Company network allows everyone to view a snapshot of NELA members within your firm. Find NELA members near you and update your profile.

### **News From NELAHQ As It Happens**

The NELA Staff will be blogging on a regular basis to keep you informed of our activities on the Hill, in the courts, and around the country. From time to time, we may ask you to be a guest blogger. If you maintain your own blog, let us know. We may also link to your blog in future entries. You can subscribe to the NELAHQ blog via an RSS reader. The NELAHQ blog is available to advocates and coalition partners. You do not have to be a current member to subscribe to the blog.

### **One Community, One Login**

All this information will be available on one site with a single sign on and easily searchable. Your user name is your email address and your password is your last name. We strongly encourage you to take a moment to change your password to something only you know and will remember.

If you think of NELA as the largest plaintiffs' employment law firm in the country, consider The Exchange your intranet.

Log in now and begin the exchange! <http://exchange.nela.org>.

Look for more information about The Exchange and how you can take advantage of this new community over the next month.

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