

How to update your Member Profile

Update Your Member Profile: Be Seen. Get Known.

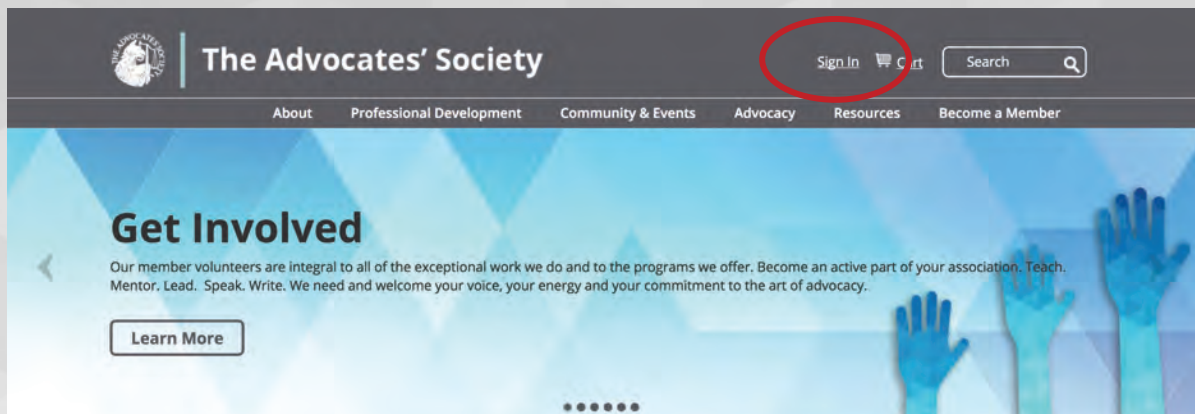
The Member Directory is an exclusive member benefit and is a great way to let other members know who you are and what you do. Society staff often get requests from members, looking for a lawyer in a specific region or one who practices a specific area of law. They call us because they know that a referral to a fellow TAS member means they are connecting with someone who is committed to our community and to the art and craft of advocacy.

Members can add their photo, bio, education, firm website and links to their social media pages, to gain followers. Also on the profile page, they can opt in to be a mentor for the TAS online mentoring portal. Below are the number of members who have opted in, as of April 13, 2018.

Member Directory Opt-Ins 2,125	Member Directory Mentors 258
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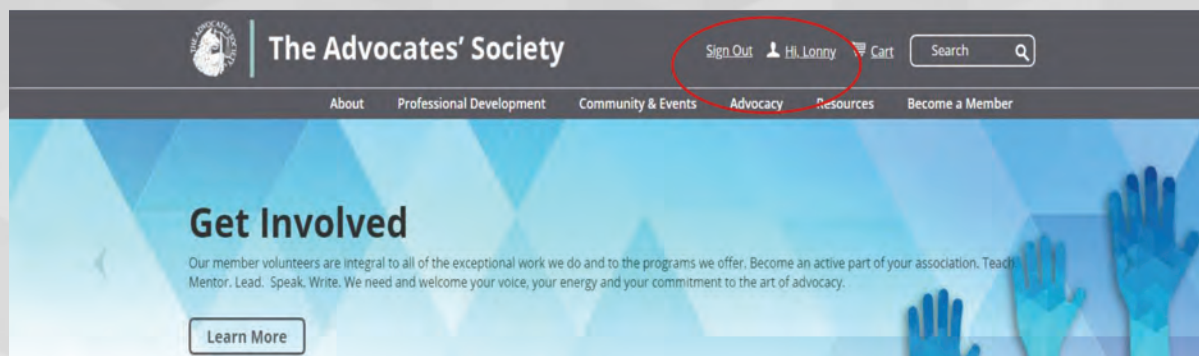
How to update your Member Profile



1. Sign in to your member profile at

www.advocates.ca

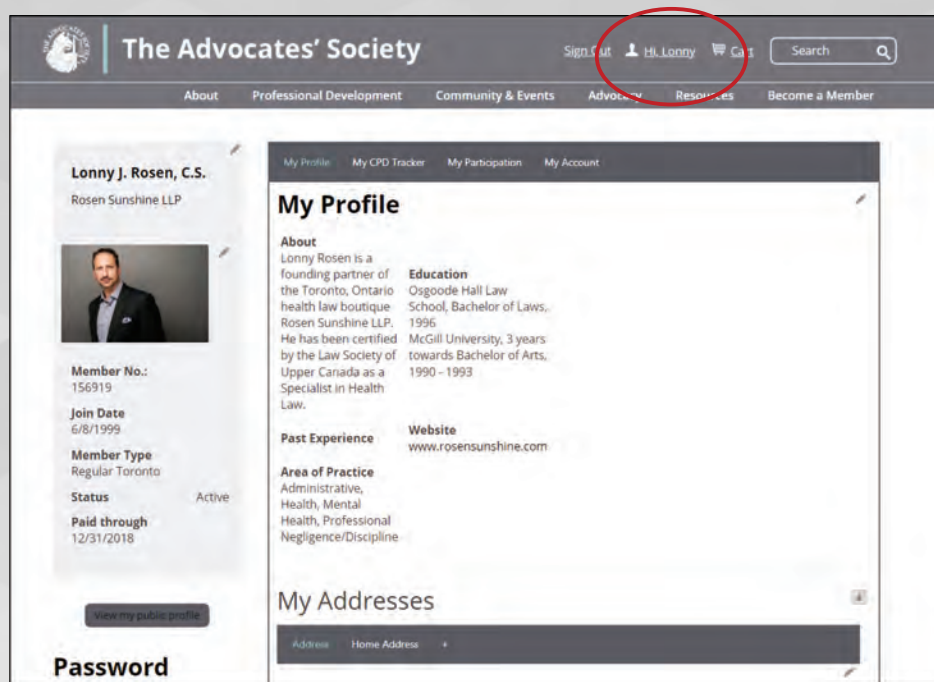
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**2. Your name will appear
at the top**

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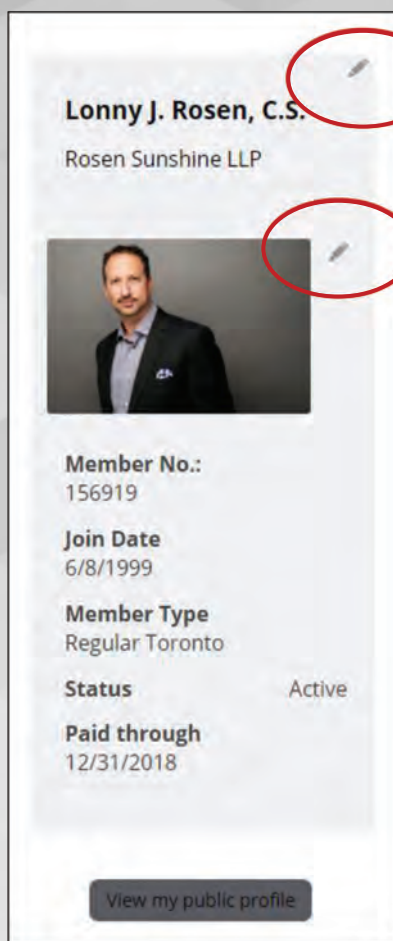
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3. Click your name and it will take you to your profile page

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4. Members can edit the sections of the page by clicking the 'pencil'. Don't forget to upload a photo!

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How to update your Member Profile

The screenshot shows a web interface for updating a member profile. At the top, there are navigation links: "My Profile", "My CPD Tracker", "My Participation", and "My Account". The main heading is "My Profile". Below this, there are several sections:

- About:** A text area containing the text: "Lonny Rosen is a founding partner of the Toronto, Ontario health law boutique Rosen Sunshine LLP. He has been certified by the Law Society of Upper".
- Education:** A text area containing: "Osgoode Hall Law School, Bachelor of Laws, 1996" and "McGill University, 3 years towards Bachelor of Arts, 1990 - 1993".
- Past Experience:** An empty text area.
- Website:** A text area containing "www.rosensunshine.com".
- Area of Practice:** A list box with two items: "Aboriginal" and "Accident Benefits".

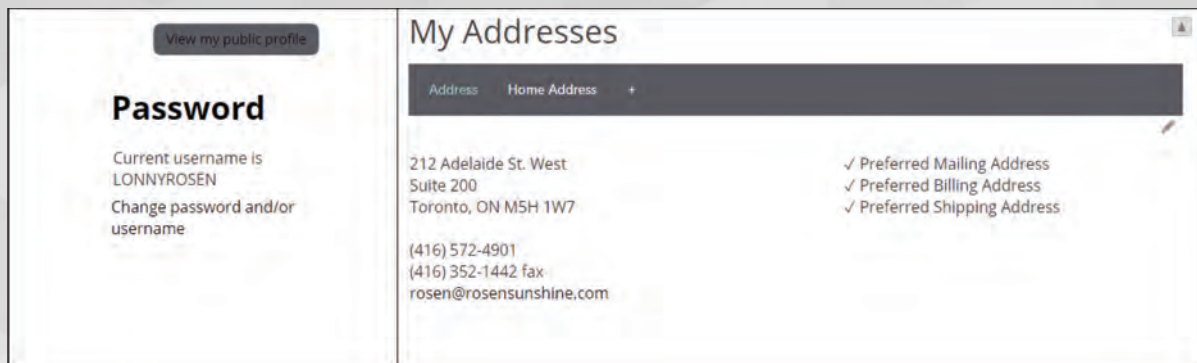
At the bottom right of the form, there are two buttons: "Save" and "Cancel".

5. Update the Profile section

Add information about you, your area of practice, education and your firm website. Some information will be pre-loaded from your membership application.

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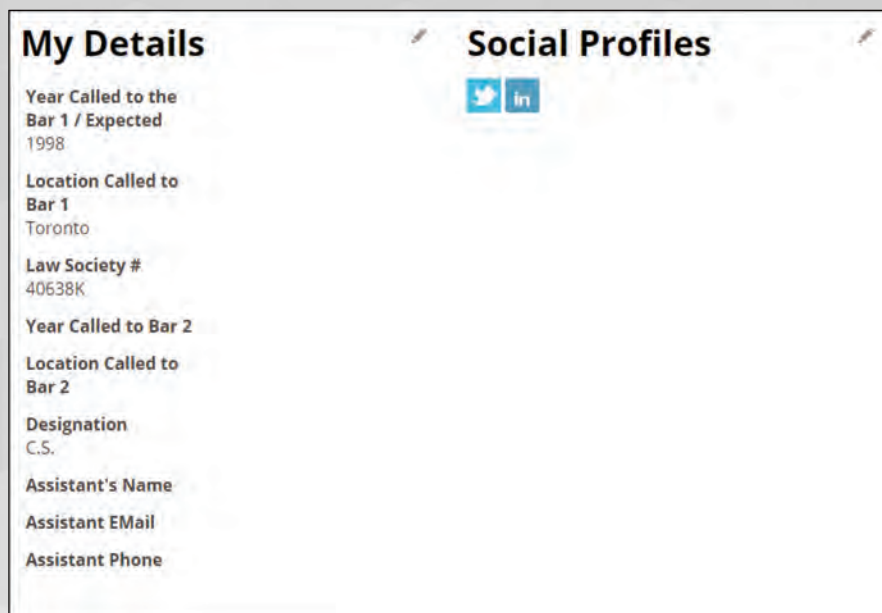


The screenshot shows a user profile page with two main sections: 'Password' and 'My Addresses'. The 'Password' section includes a 'View my public profile' button, the title 'Password', and text indicating the current username is 'LONNYROSEN' and a link to 'Change password and/or username'. The 'My Addresses' section has a title 'My Addresses', a dropdown menu currently showing 'Address' and 'Home Address', and a list of address details for '212 Adelaide St. West Suite 200 Toronto, ON M5H 1W7'. It also includes contact information: '(416) 572-4901', '(416) 352-1442 fax', and 'rosen@rosensunshine.com'. Three checkmarks indicate that this address is the 'Preferred Mailing Address', 'Preferred Billing Address', and 'Preferred Shipping Address'.

6. Update your address and your password

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The screenshot shows a profile update interface with two tabs: "My Details" and "Social Profiles".

My Details

- Year Called to the Bar 1 / Expected: 1998
- Location Called to Bar 1: Toronto
- Law Society #: 40638K
- Year Called to Bar 2
- Location Called to Bar 2
- Designation: C.S.
- Assistant's Name
- Assistant EMail
- Assistant Phone

Social Profiles

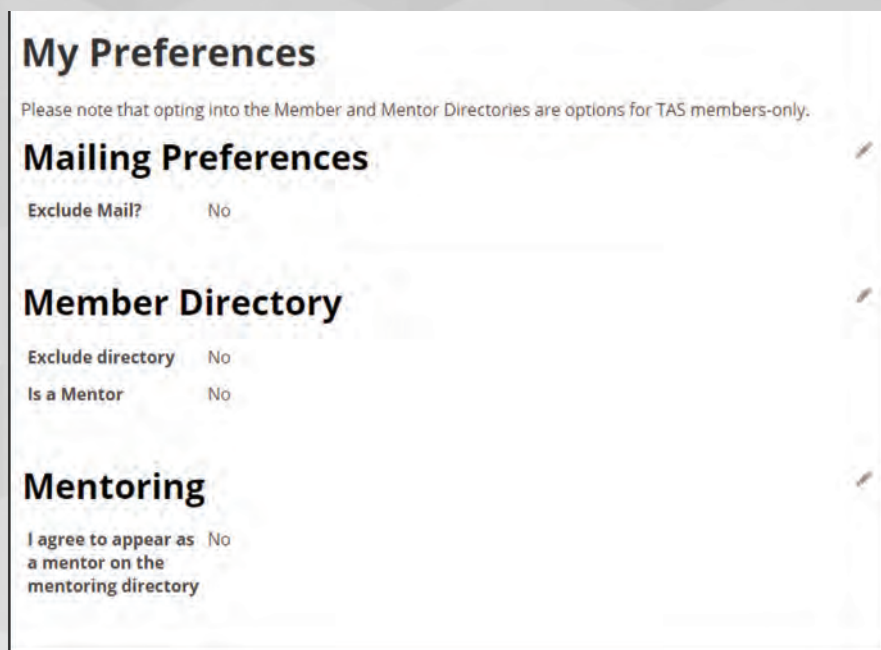
- Twitter icon
- LinkedIn icon

7. Update designations and other contact details

Update your assistant and your social media profiles, so other members can follow you.

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My Preferences

Please note that opting into the Member and Mentor Directories are options for TAS members-only.

Mailing Preferences

Exclude Mail? No

Member Directory

Exclude directory No

Is a Mentor No

Mentoring

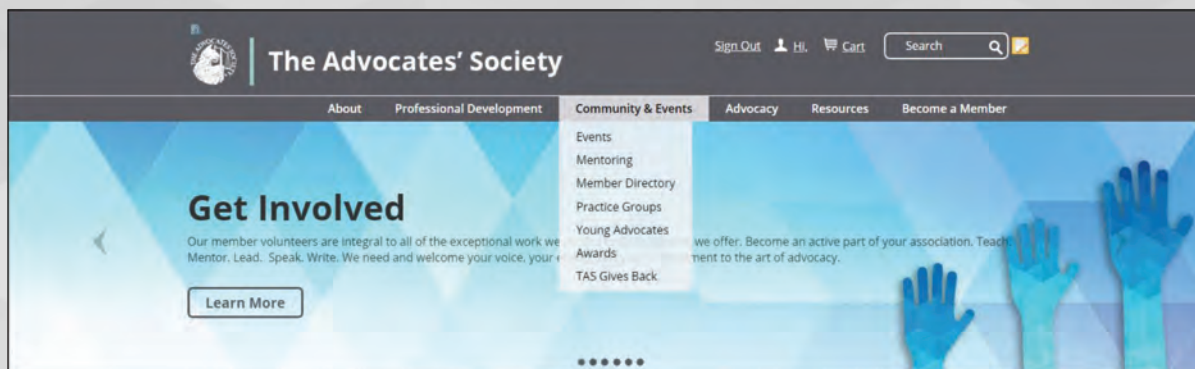
I agree to appear as No a mentor on the mentoring directory

8. Update your preferences

Members can also update their preferences for email and opt-in to appear on the TAS Member Directory and the Mentoring Directory.

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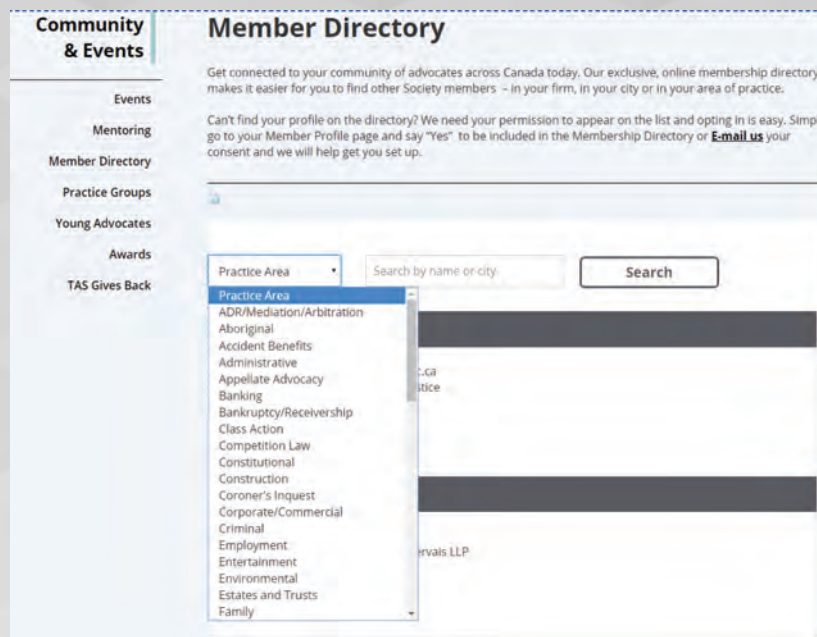
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9. To view the Member Directory, go to the Community & Events drop down menu

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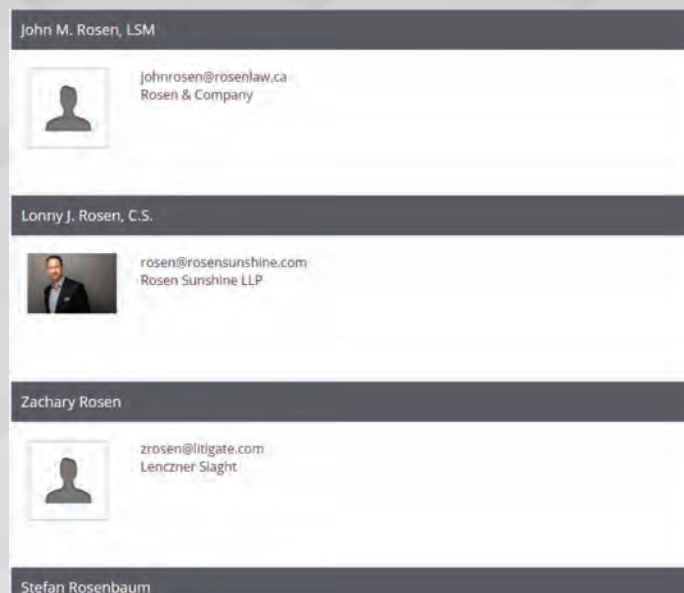


10. Search the Member Directory

The Member Directory can be searched using the Practice Area drop down menu or by typing in a name or city in the Search box.
Click Search button.

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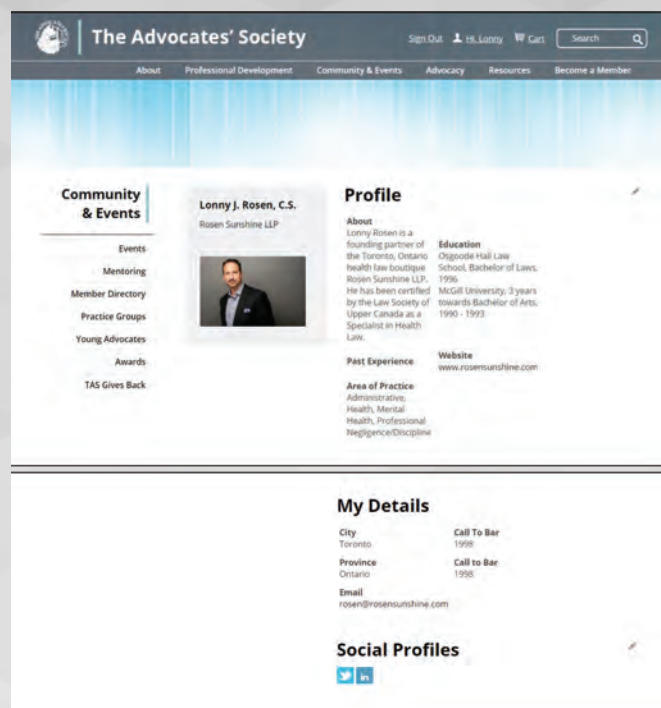
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11. The membership list will appear based on your criteria, in alphabetical order.

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12. Connect with other members

Click on the members name and you will be taken to their profile page. The email link is live so members can quickly communicate by email.

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Still need some help opting in?

Our Membership Department is happy to help and can be reached at membership@advocates.ca

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