

The NALA Members Conference Center

E-mailing with friends and family using Twitter™, Facebook™, or LinkedIn™ is easy and used by millions of people around the world. We know, however, to be very careful when posting messages because there is not a great deal of security. The NALA Conference Center, however, is totally secure with controlled accessibility. You can be assured that only authorized visitors will see your messages.

The following information provides enough instruction to get you started using the Conference Center. Log on and browse around...have fun and experiment with the various functions. Use the Conference Center to network with paralegals you meet at local, regional and national events.

Follow these step-by-step instructions:

1. Where do I start?

When your NALA membership becomes effective, you are automatically registered to use this feature. To access the Conference Center from www.nala.org (the NALA home page), hold the mouse over the “Members’ Area” and click on “Conference Center Login and Rules” (the rules page) on the drop-down menu.

2. How do I get to the Conference Center?

Click on “Click to Enter” in the box on the right side of the rules page.

3. How do I log in?

User Name: Your user name is the alphabetical part of the NALA Net login information on your membership card. That will usually be your first initial, middle initial, and last name. If there is no middle initial on your card, be sure to leave a space between your first initial and last name. The user name is not case sensitive.

Password: Your password is your member account number.

If you do not know your user name or password, click on the link, “Click to request your NALA Net user name and password” located in the left side bar on the rules page. This link will send an e-mail request to NALA Headquarters. You may also call Headquarters for the information.

4. How do I set up my personal information?

On the Conference Center home page, go to “My Controls” where you can change how the screen looks and feels as well as add your own personal information. You may add a signature, add an avatar (an image that appears under your user name), or add a photo of yourself to your profile.

5. What does the Conference Center offer?

You may subscribe to any of the following forums:

- Conference Center—general communications
- Affiliated Association Activities—information regarding affiliated association events and questions
- Questions for NALA Headquarters
- Questions about NALA CP and ACP programs
- Leads and Referrals—messages regarding contacts in other states for work-related issues
- Employment Opportunities—messages about employment opportunities.

6. How do I communicate with other members?

When you click into a specific forum, a list of all topics available for discussion will appear, including who started the topic, how many have read the postings and who posted the last response. If there is a topic of interest to you, click on the “Reply” button to enter the discussion.

To post a new topic under one of the forums, simply click on “NewTopic” on the right-hand side of the page. Enter the title and a short description of your topic, then type the message in the space provided. Once you have completed your message, scroll to the bottom to preview your posting or to post your new topic.

To subscribe to a topic or forum, you may also use the “My Controls” tab. The subscribe feature will deliver postings on a forum directly to your e-mail when they are posted.

7. Be sure to log out as you exit the Conference Center. ■