

NCBA Forums

The Online Communication Portal for NCBA Legal Professionals

The NCBA Forums are a Web-based communication tool designed to encourage members to conduct open and active online discussions in a dynamic and inviting Web environment. Forums provide typical thread-based discussions in which a topic is posted and replies can be made online that are public or anonymous, as well as privately to the topic's originator.

NCBA Forums provide a centralized communication tool that is available 24 hours a day for each of the NCBA's 28 sections and four divisions, and new categories can be easily created for other areas of interest to legal professionals. Each forum category includes separate discussion forums that are restricted to members assigned to that group (e.g., section, division) as well as others that can be used by any NCBA member or even viewed by the public. Therefore, this powerful communication tool can be used to provide valuable information to anyone with Internet access, providing an excellent compliment to the NCBA's LISTSERVs, which are restricted to LISTSERV participants only.

Features

The NCBA forums use a standard Web-based format and some of the user-friendly features are:

1. Centralized location for any topic of interest to legal professionals. The NCBA Forums format allows us to quickly add new forum categories (e.g., Diversity, Technology, etc.) to provide online discussions for any area of interest to the NCBA's members. Therefore, the NCBA Forums should NOT be viewed as service to our sections and divisions only.
2. Three (3) types of forums are available to each forum category (e.g., section, division, technology, diversity, local bar services, etc.). The different types of forums can be used or not used, as desired (e.g., delete the Open Forums for a specific section/division):
 - a. **Section/Division/Committee Members Only:** only section/division/committee members can see these forums, post new threads and/or add comments.
 - b. **All NCBA Members:** Any NCBA member can see these forums, post new threads and/or add comments.
 - c. **Open Forums:** Anyone even the public can see these forums, however only group (e.g., section, division) members can post new threads and/or add comments. **NOTE:** *Open Forums are available but not being used at this time.*
3. Access to:
 - a. All forums from one (1) central location.
 - b. Selected/member-specific forums from the myNCBar/myMembership forums area (<http://www.ncbar.org/myNCBar/myForums/index.aspx>) provides direct access to the forums members are most interested in (e.g., based on section membership and forum participation).
4. User-friendly interface for viewing, creating and posting comments on forums with a built-in spell-checker, emoticons, attachment capability and formatting tools.

5. User-selectable automated email notifications that include links to user-selected forum discussions.
6. Improved web-based polls that members can create online without help from NCBA staff.
7. Member-specific icons that identify NCBA staff & members, section/division membership and leadership positions.
8. Automated online forum usage statistics for individuals and overall.
9. Three (3) options for replying to posts:
 - a. Online forum comment visible to ALL forum participants
 - b. Email to the originator with OR without (private) the senders email address displayed
10. Personalized account information where members determine what type of information they want to share about themselves.
11. Private forum aliases so members can remain anonymous.
12. Searchable forums to help members locate specific information.
13. Extensive FAQs (<https://portal.ncbar.org/forums/languages/en-US/docs/faq.aspx>). If you have questions about using the forums please check the NCBA Forums FAQs, which are available online 24 hours a day.

Activating FORUMS Account

1. From the NCBA home page (www.ncbar.org):
 - a. Login by entering your “**NCBA #**” and “**Password**” in the login boxes.
 - b. Select the "**Submit**" button.
2. In the “**Security Alert**” dialogue box, select the "**Yes**" button.
3. Select the “**NCBA Forums**” link from the alphabetical list in the “**Welcome**” page.
4. On the “**NCBA Forums**” Web page, select the “**Activate Account**” link in the “**User Options**” area.
5. Enter your:
 - a. Personal “**Forum User Name**” that will be displayed in the forums (e.g., name, alias).
 - b. “**Email address**” that will be used to transmit automatic forum notifications, etc.
6. Select the “**Activate Account**” button.
7. Your member’s “**Forum User Name**” will appear (in red), above the “Forums Account Activation” form. **NOTE:** *The member’s Forums User Account, does not become active until you re-log onto the NCBA website.*
8. Select “**Sign Out**” quick link (top-right) of the NCBA website.

Using NCBA Forums

1. From the NCBA home page (www.ncbar.org) re-enter your “NCBA #” and “Password” and select the “Submit” button.
2. In the “Security Alert” dialogue box, select the "Yes" button.
3. Select the “NCBA Forums” link from the alphabetical list in the “Welcome” page.

Forums Navigation Bar

Forum Account NOT Activated



1. NC Bar Association home page (<http://www.ncbar.org>)
2. Forums Home
3. Forums Search
4. Forums Member List
5. Forums FAQs
6. NCBA Help (<http://www.ncbar.org/help/index.aspx>)
7. Activate Forums Account
8. Logoff/Login

Forum Account Activated



1. NC Bar Association homepage (<http://www.ncbar.org>)
2. Forums Home
3. Forums Search
4. myForums Membership List
5. myPosts
6. myPrivate Messages
7. myProfile
8. Member List
9. Forums FAQs
10. NCBA Help (<http://www.ncbar.org/help/index.aspx>)
11. Logoff/Login

Updating Forum User Profile

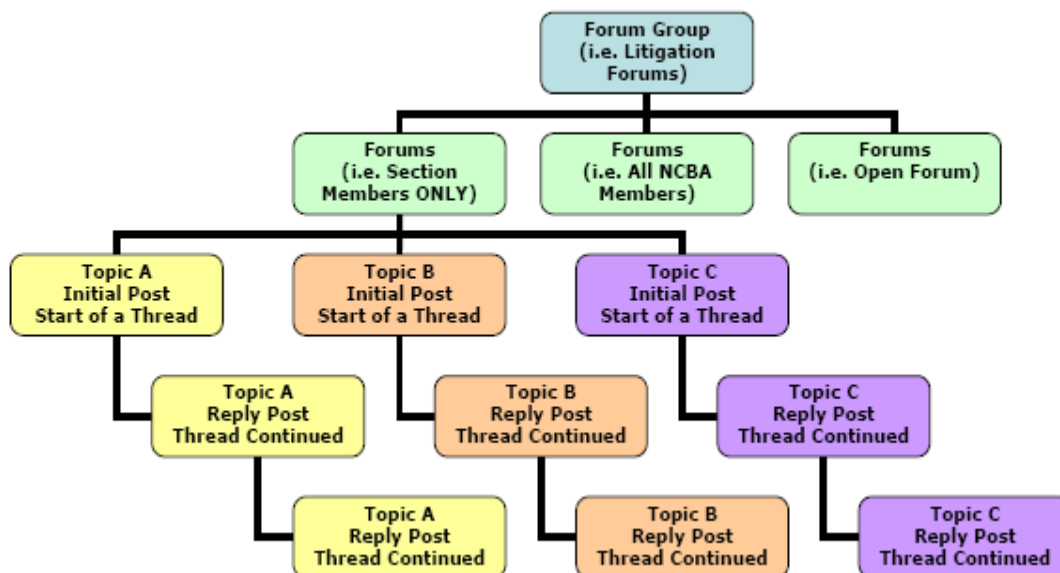
1. From the NCBA Forums menu bar (top-right); select the "myProfile" icon (#7).
2. Add personal information, as desired. (NOTE: Information is visible to all forum members.)
 - a. About You
 - i. Location (e.g., physical/ mailing address)
 - ii. Occupation
 - iii. Interests
 - iv. Web Address
 - v. Web Log
 - vi. Signature (e.g., name, title, contact information)
 - b. Public Contact Information
 - i. Public Email
 - ii. MSN IM (Microsoft's instant messaging program)
 - iii. AOL IM (AOL's instant messaging program)

- iv. Yahoo IM (Yahoo's instant messaging program)
 - v. ICQ - ("I Seek You"; notifies you when friends/contacts are also online).
- c. Avatar (e.g., personal image displayed with your forum posts)
- i. Enable Avatar ... "Yes" or "No"
 - ii. Upload Avatar (**NOTE:** *Image must be stored on the user's computer.*)
- d. Forum Options
- i. Display in Members list ... "Yes" or "No" (**NOTE:** *Recommend "yes" to notify other forum participants.*)
- e. Email Options
- i. Receive Emails ... "Yes" or "No" (**NOTE:** *Recommend yes to receive automatic email notifications.*)
 - ii. Receive Emails in HTML ... "Yes" or "No"
 - iii. Use "Email Notifications" by default ... "Yes" or "No" (**NOTE:** *Recommend yes to receive automatic email notifications.*)
3. Select the "**Update**" button.

Submitting a Post

1. From the NCBA Forums menu bar (top-right); select the "**Forums Home**" icon (#2).
2. Select the "**Forum Group**" (e.g., Business Law Forums). **NOTE:** *Member can select from list of Forum Groups that they are members of and displayed.*
3. Select the Forum, where you want to submit your post.
4. Select the "**Post**" icon.
5. Enter the desired "**Subject**" of your post (**NOTE:** *required*).
6. Select a "**Message Icon**" (**NOTE:** *Optional*).
7. Enter the desired text in the "**Message**" area of the page (**NOTE:** *Formatting options, above*).
8. Below the "**Message**" area are instructions on how to add attachments.
9. When adding attachments to a post:
 - a. Select "**browse**" button to locate file on your personal computer.
 - b. Locate the file, select the filename, and select the "**open**" button.
 - c. Select "**add**" button to attach document.
 - d. To remove a document from your upload list, highlight the document and select the "**remove**" button.
 - e. To add additional documents repeat the steps 9.a-9c.
10. To receive automatic replies to your Post, check the box (below) that reads: "Email me replies to this post".
11. Select the "**Post**" button (bottom).

Forum Post Organization / Hierarchy



Generating a Poll

1. Select the desired NCBA Forum, where the poll will be generated.
2. Select the "**Poll**" button to create a poll question.
3. Enter a poll "**Subject**" or question (**NOTE: Required**).
4. Enter poll "**Instructions**" (**NOTE: Required**).
5. Enter the poll options (**NOTE: 2 to 26 poll options are available**).
6. Add "**Attachment(s)**" (**NOTE: Optional**).
7. When adding attachments to a post:
 - a. Select "**browse**" button to locate file on your personal computer.
 - b. Locate the file, select the filename, and select the "**open**" button.
 - c. Select "**add**" button to attach document.
 - d. To remove a document from your upload list, highlight the document and select the "**remove**" button.
 - e. To add additional documents repeat the steps 7.a-7c.
8. To receive replies to the Poll, check the box (below) that reads "Email me replies to this post".
9. Select the "**Post**" button (bottom).