

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 November 24, 2020.

Member Directory Opt-Ins	Member Directory Mentors
2,434	287

www.advocates.ca

How to update your Member Profile

1. Sign in to your member profile at www.advocates.ca



The screenshot shows the website header with the logo on the left, the text "The Advocates' Society" in the center, and navigation links on the right: "Sign In" (circled in red), "Cart", "Search", and "Français". Below the header is a secondary navigation bar with links: "About", "Professional Development", "Community & Events", "Advocacy", "Resources", "COVID-19", and "Join Us".

The main content area features a "Forgot your Password?" section with a left-pointing arrow, a sub-header, a paragraph: "No worries! Our new & improved password reset tool will have you logged into the TAS website in a flash!", and a button labeled "Reset log-in credentials". Below this is a decorative graphic of a globe with a grid pattern.

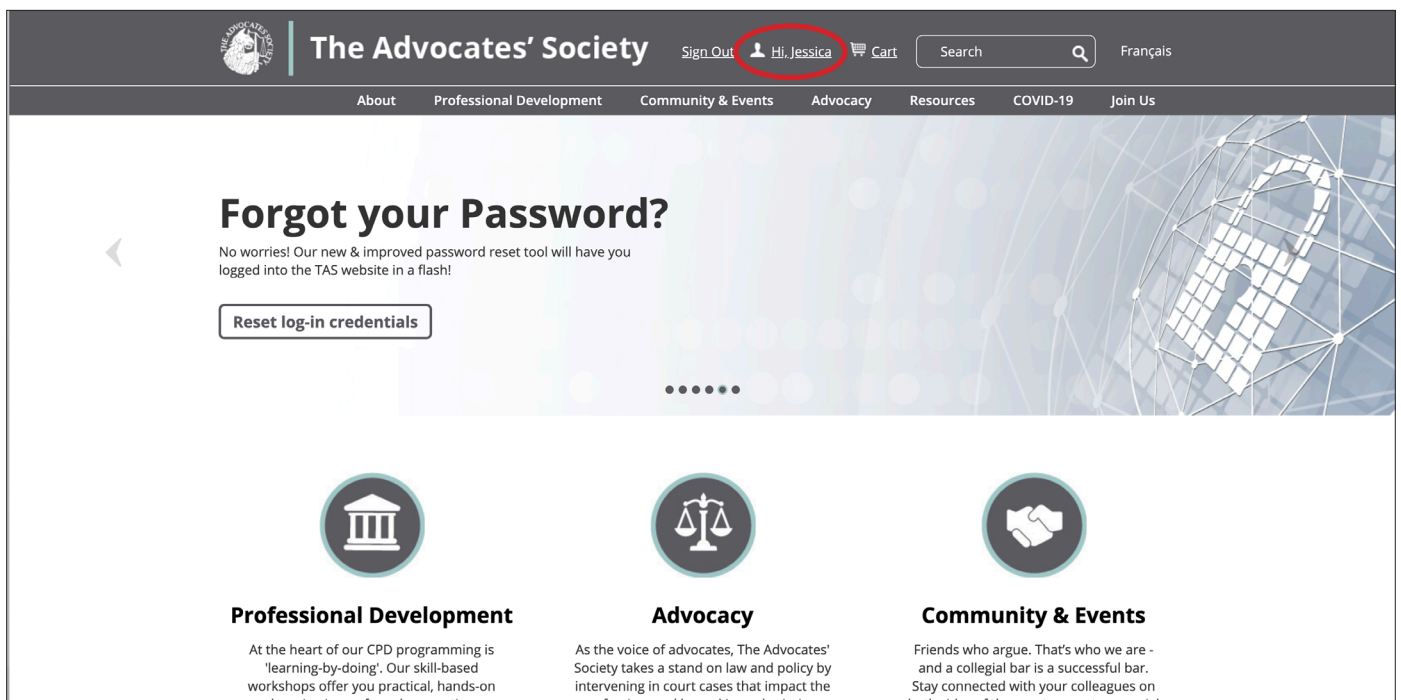
Below the graphic are three circular icons representing different services:

- Professional Development**: At the heart of our CPD programming is 'learning-by-doing'. Our skill-based workshops offer you practical, hands-on learning in a safe and supportive environment.
- Advocacy**: As the voice of advocates, The Advocates' Society takes a stand on law and policy by intervening in court cases that impact the profession, and by making submissions.
- Community & Events**: Friends who argue. That's who we are - and a collegial bar is a successful bar. Stay connected with your colleagues on both sides of the courtroom at our social events.

www.advocates.ca

How to update your Member Profile

2. Your name will appear at the top



The screenshot shows the top navigation bar of the website. The logo for The Advocates' Society is on the left. The main navigation menu includes: About, Professional Development, Community & Events, Advocacy, Resources, COVID-19, and Join Us. On the right side of the navigation bar, there are links for Sign Out, a user profile icon with the text 'Hi, Jessica' (circled in red), a Cart icon, a Search box, and a link for Français.

Forgot your Password?
No worries! Our new & improved password reset tool will have you logged into the TAS website in a flash!

[Reset log-in credentials](#)

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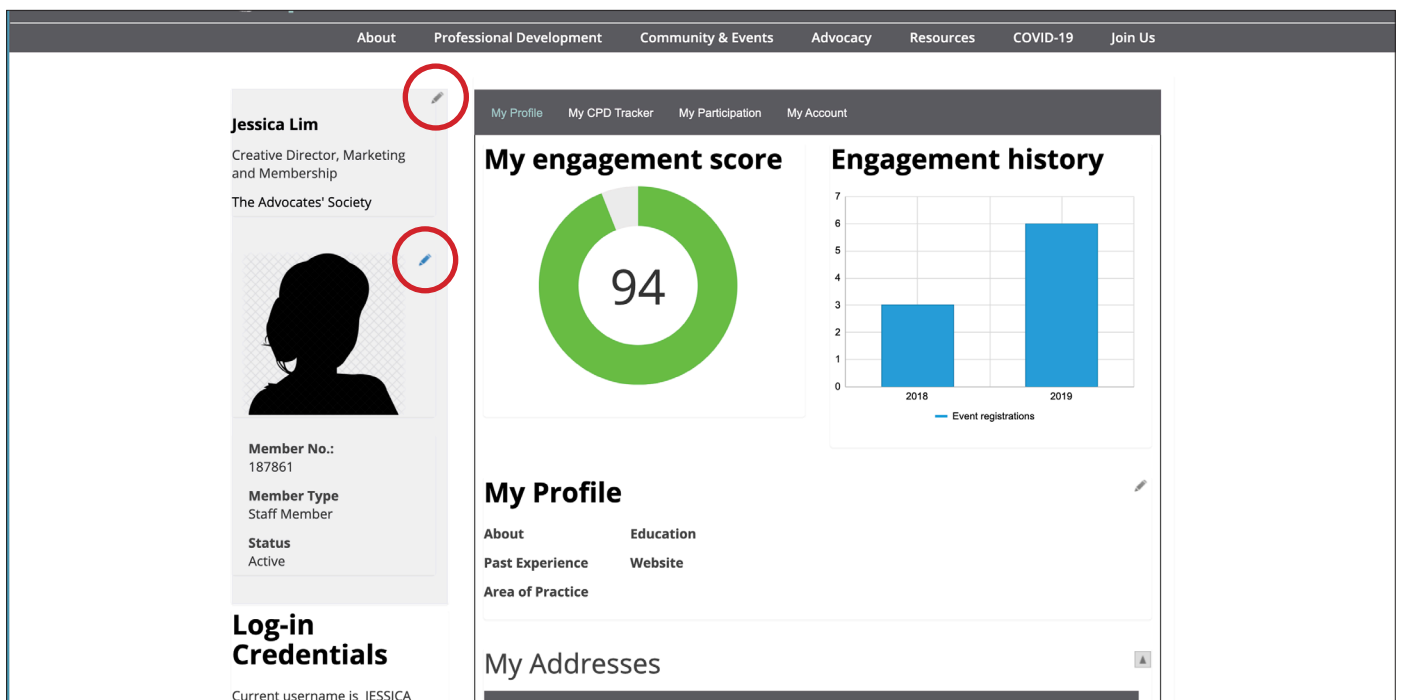
3. Click your name and it will take you to your profile page

The screenshot shows the website interface for 'The Advocates' Society'. In the top navigation bar, the user's name 'Hi, Jessica' is highlighted with a red circle. Below the navigation bar, the profile page is displayed. On the left, there is a user profile card for 'Jessica Lim', Creative Director, Marketing and Membership, with a member number of 187861 and a status of 'Active'. Below this is a 'Log-in Credentials' section. The main content area features a 'My engagement score' of 94, represented by a green donut chart. To the right is an 'Engagement history' bar chart showing 3 event registrations in 2018 and 6 in 2019. Below these charts is a 'My Profile' section with tabs for 'About', 'Education', 'Past Experience', 'Website', and 'Area of Practice'.

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4. Members can edit the sections of the page by clicking the 'pencil'



The screenshot shows a user interface for a member profile. At the top, there is a navigation bar with links: About, Professional Development, Community & Events, Advocacy, Resources, COVID-19, and Join Us. Below this, the profile for Jessica Lim is displayed. On the left, her name, title (Creative Director, Marketing and Membership), and organization (The Advocates' Society) are shown. A silhouette of a person is present, with a red circle and a pencil icon indicating it can be edited. Below the silhouette, her member details are listed: Member No.: 187861, Member Type: Staff Member, and Status: Active. A 'Log-in Credentials' section is also visible, with the text 'Current username is JESSICA'. On the right, there are three main sections: 'My engagement score' showing a green donut chart with the number 94; 'Engagement history' showing a bar chart with data for 2018 (3) and 2019 (6); and 'My Profile' with sub-sections for About, Education, Past Experience, Website, and Area of Practice. A red circle and pencil icon are also placed over the 'My Profile' section header. At the bottom of the profile area, there is a 'My Addresses' section with a dropdown arrow.

Year	Event registrations
2018	3
2019	6

Don't forget to upload a photo!

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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.

The screenshot shows a member profile page for 'The Advocates' Society'. On the left, there is a profile card with a silhouette of a person wearing a headset. Below the silhouette, the following information is displayed: Member No.: 187861, Member Type: Staff Member, and Status: Active. Underneath this is a 'Log-in Credentials' section with the text 'Current username is JESSICA' and a 'Change username' link. At the bottom of the left column, there is a 'Change password' section with the instruction 'Please click on the links above to update your username and/or password.'

The main content area is titled 'My Profile' and contains several sections: 'About' and 'Education' both contain placeholder text and an edit icon; 'Past Experience' contains placeholder text and an edit icon; 'Website' contains the URL 'www.advocates.ca' and an edit icon; and 'Area of Practice' has a checked box for 'Administrative' and unchecked boxes for 'ADR/Mediation/Arbitration' and 'Appellate Advocacy'. A red circle highlights the edit icon in the 'Education' section.

At the top of the main content area, there are two charts: a donut chart showing 94% completion and a bar chart showing 'Event registrations' for 2018 (3) and 2019 (6).

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How to update your Member Profile

6. Update your address and your password

Member Type
Staff Member

Status
Active

Log-in Credentials

Current username is JESSICA
Change username

Change password

Please click on the links above to update your username and/or password.

[View my public profile](#)

My Profile

About
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud

Education
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud

Past Experience
incidunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Website
www.advocates.ca

Area of Practice

Administrative
 ADR/Mediation/Arbitration
 Appellate Advocacy

[Save](#) [Cancel](#)

My Addresses

Address +

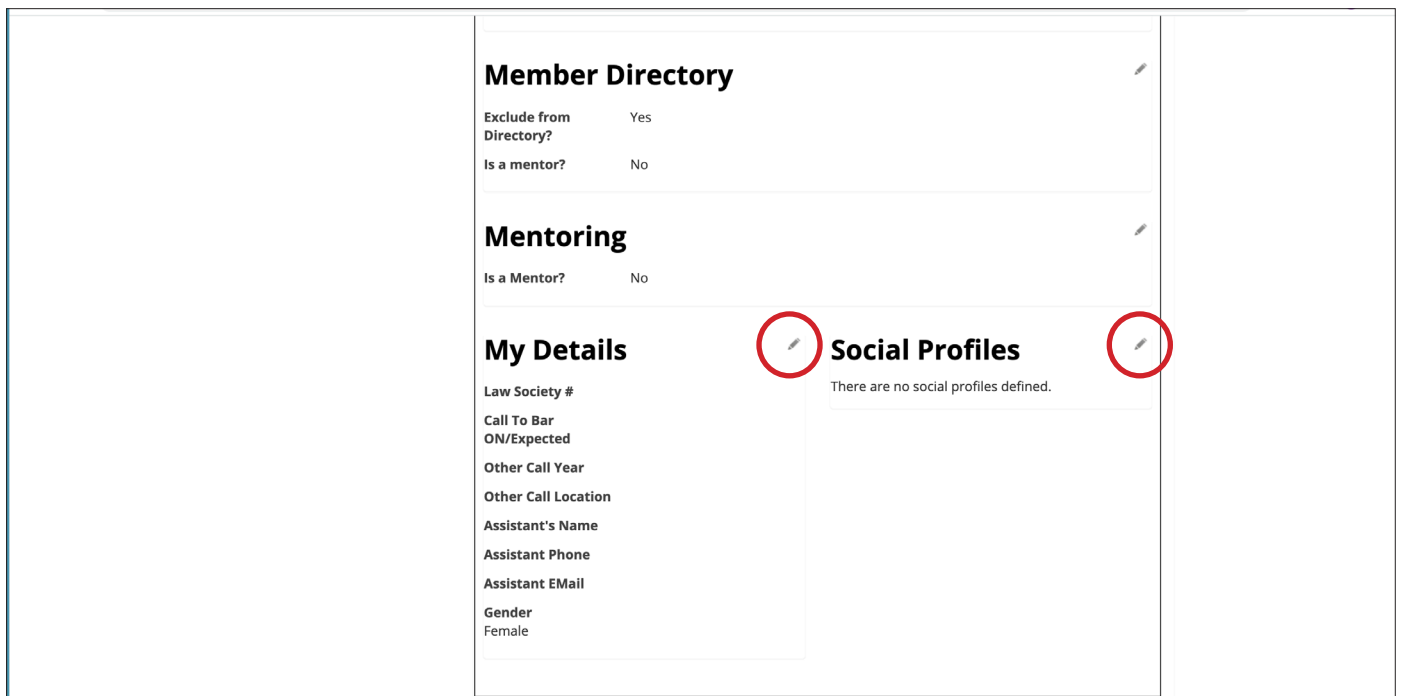
2700-250 Yonge Street
P.O. Box 55
Toronto, ON M5B 2L7
(416) 597-0243

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How to update your Member Profile

7. Update designations and other contact details

Update your assistant's contact information and your social media profiles, so other members can follow you.



The screenshot shows a profile update interface with three main sections: Member Directory, Mentoring, and My Details. The Social Profiles section is highlighted with a red circle around its edit icon. The My Details section lists various fields for updating contact information.

Member Directory	
Exclude from Directory?	Yes
Is a mentor?	No

Mentoring	
Is a Mentor?	No







My Details	Social Profiles
Law Society #	There are no social profiles defined.
Call To Bar ON/Expected	
Other Call Year	
Other Call Location	
Assistant's Name	
Assistant Phone	
Assistant EMail	
Gender	
Female	

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8. Update your preferences

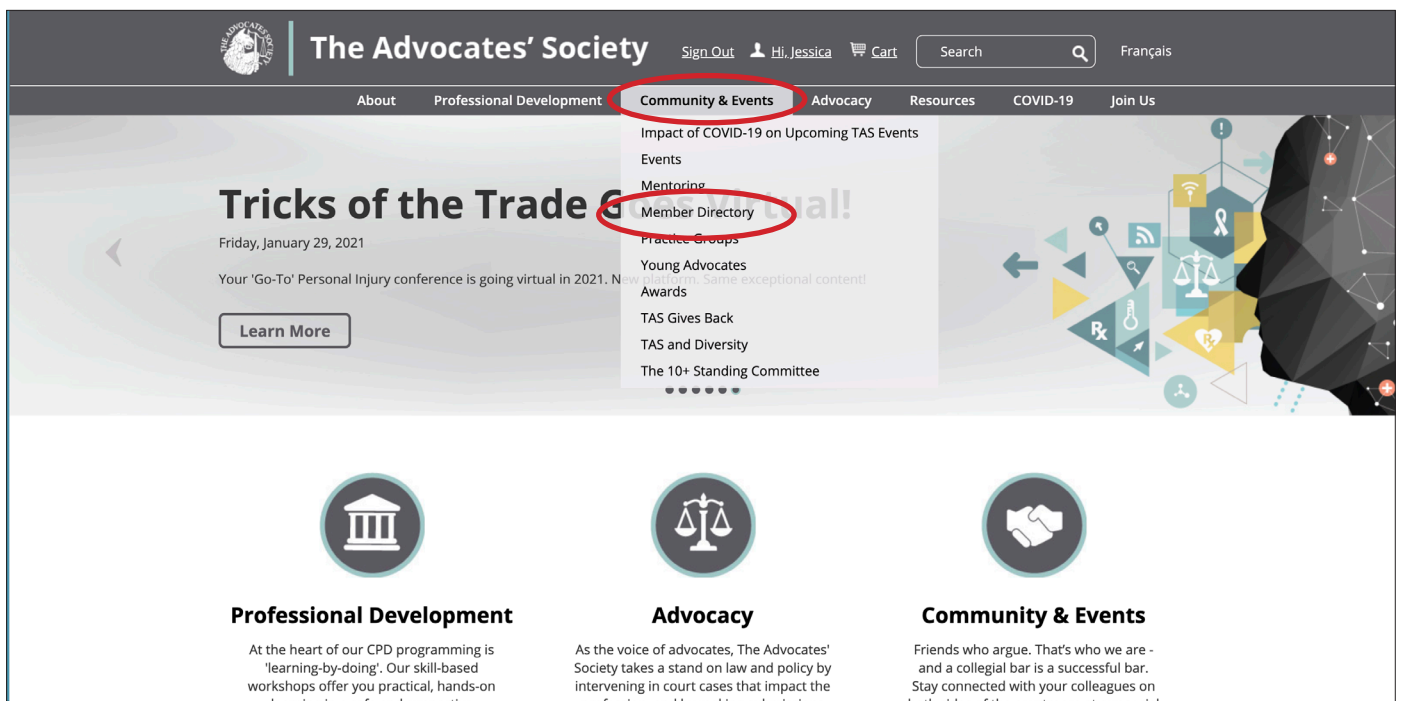
Update your preferences for email, how you would like to receive The Advocates' Journal and if you want to appear on the TAS Member Directory and/or the Mentoring Portal.

My Preferences Please note that opting into the Member Directory, Mentor Directory and Online Journal are options for TAS members-only. Please see our Privacy Policy here.	
Journal Preferences Online Journal Subscriber? No	
E-mail Preferences Unsubscribe from e-mail No	
Member Directory Exclude from Directory? Yes Is a mentor? No	
Mentoring Is a Mentor? No	
My Details	
Social Profiles	

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How to update your Member Profile

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



The screenshot shows the website header for The Advocates' Society. The navigation menu includes: About, Professional Development, **Community & Events**, Advocacy, Resources, COVID-19, and Join Us. The 'Community & Events' menu is open, showing options: Impact of COVID-19 on Upcoming TAS Events, Events, Mentoring, **Member Directory**, Practice Groups, Young Advocates Awards, TAS Gives Back, TAS and Diversity, and The 10+ Standing Committee. Below the menu, there are three main sections: Professional Development (with a building icon), Advocacy (with a scales icon), and Community & Events (with a handshake icon). Each section has a brief description of its services.

Professional Development
At the heart of our CPD programming is 'learning-by-doing'. Our skill-based workshops offer you practical, hands-on learning in a safe and supportive

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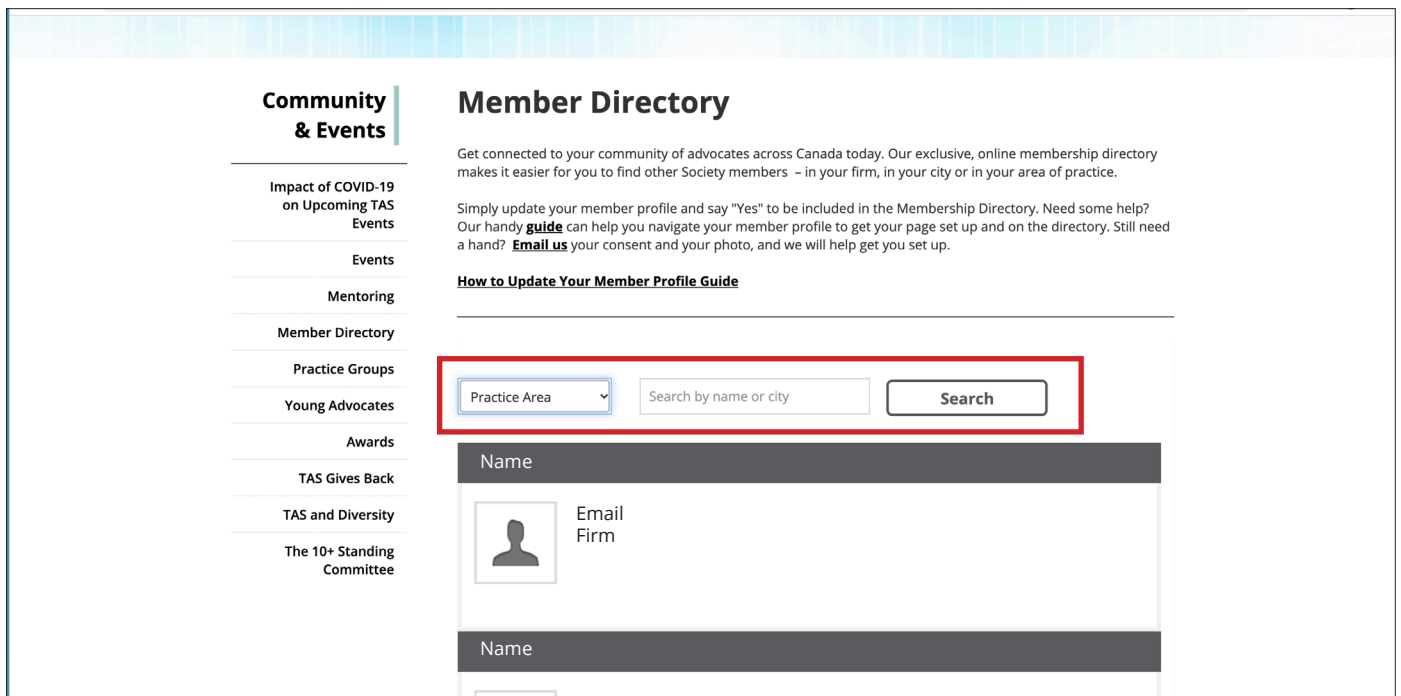
Community & Events
Friends who argue. That's who we are - and a collegial bar is a successful bar. Stay connected with your colleagues on both sides of the courtroom at our social

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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.








The screenshot shows the 'Member Directory' section of a website. On the left is a navigation menu with items like 'Community & Events', 'Impact of COVID-19 on Upcoming TAS Events', 'Events', 'Mentoring', 'Member Directory', 'Practice Groups', 'Young Advocates', 'Awards', 'TAS Gives Back', 'TAS and Diversity', and 'The 10+ Standing Committee'. The main content area is titled 'Member Directory' and contains introductory text and a link to a 'How to Update Your Member Profile Guide'. Below this is a search interface with a 'Practice Area' dropdown menu, a 'Search by name or city' text input, and a 'Search' button. A red box highlights these search elements. Below the search box, a table of member profiles is visible, with columns for 'Name', 'Email', and 'Firm'. The first row shows a profile with a placeholder photo, and the second row shows the 'Name' column header.

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How to update your Member Profile

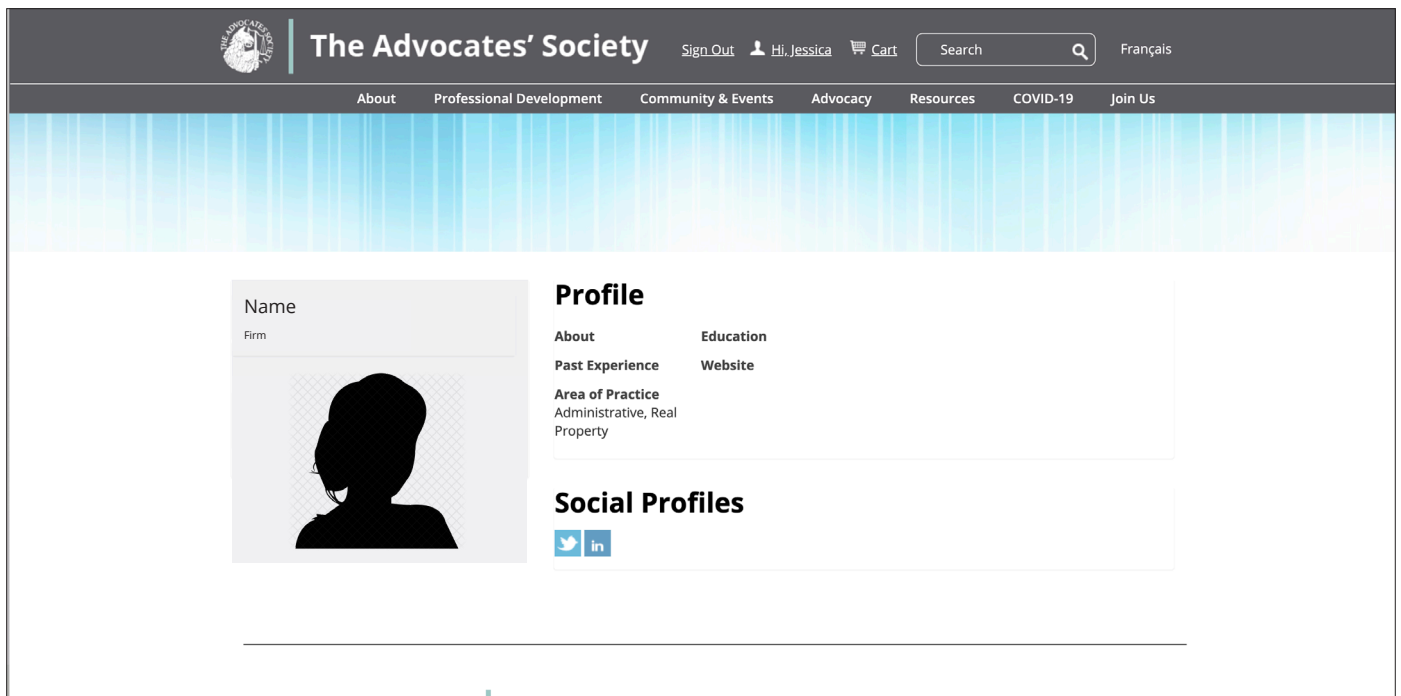
11. The membership list will appear based on your criteria, in alphabetical order.

Name	
	Email Firm 
Name	
	Email Firm
Name	
	Email Firm
Name	
	Email Firm

How to update your Member Profile

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.



The screenshot shows the website interface for The Advocates' Society. At the top, there is a navigation bar with the logo on the left, the text "The Advocates' Society", and links for "Sign Out", "Hi, Jessica", and "Cart". A search bar and a "Français" link are also present. Below this is a secondary navigation bar with links for "About", "Professional Development", "Community & Events", "Advocacy", "Resources", "COVID-19", and "Join Us". The main content area features a member profile card. On the left side of the card, there is a "Name" field and a "Firm" field, both currently empty. Below these fields is a placeholder image of a person's silhouette. To the right of the silhouette, the "Profile" section is displayed, containing links for "About", "Education", "Past Experience", and "Website". Underneath these links, the "Area of Practice" is listed as "Administrative, Real Property". Below the profile section, there is a "Social Profiles" section with icons for Twitter and LinkedIn.

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Still need some help with your profile?

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

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