

# NORFOLK & PORTSMOUTH BAR ASSOCIATION

NPBA is excited to announce a new member benefit: **NPBA Online Member Directory!**

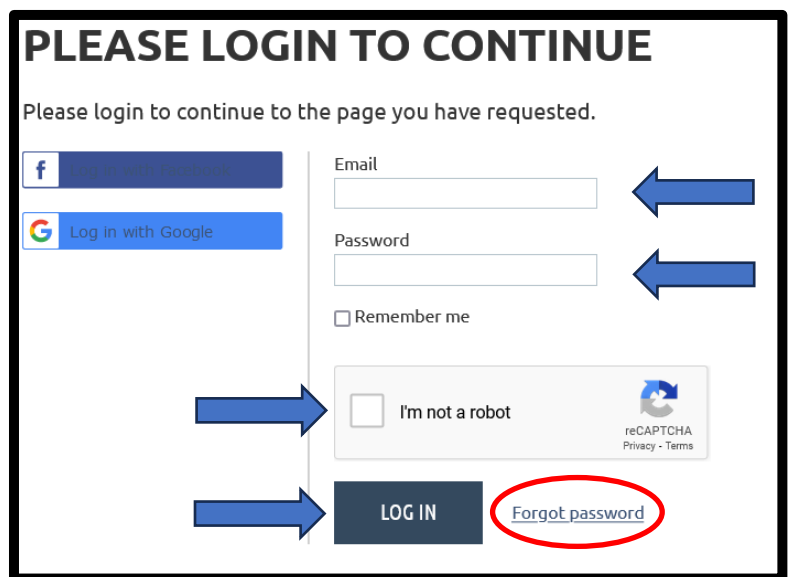
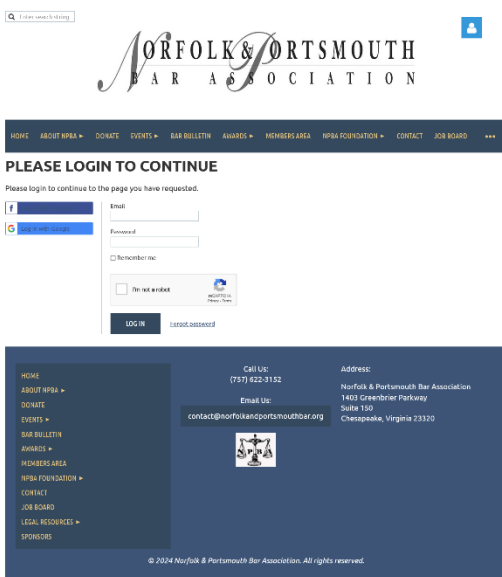
This perk will be available to the public in May 2024. Once public, the directory will allow people to search for NPBA Members by the following searchable fields:

Name  
Company Name  
City  
"I Speak Spanish"  
Law School  
Practice Areas  
NPBA Committee Participation

***To make the directory a success, NPBA members must OPT-IN,  
and update their profile and privacy settings.***

Just follow these directions:

**STEP 1 – Login at <https://www.norfolkandportsmouthbar.org/Sys/Login>**

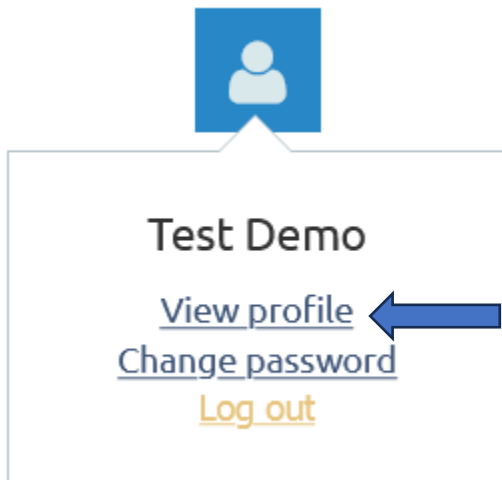


# NORFOLK & PORTSMOUTH B A R A S S O C I A T I O N

STEP 2 – Once logged in, look at top right corner of webpage for your image or a blue placeholder image and click on it.



STEP 3 – Click on View Profile



STEP 4 – Click on Edit Profile. Update profile fields and SAVE.

## My profile

EDIT PROFILE



[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

Avatar  No file selected.

Be more visible by uploading your profile picture!

First name

Last name

Organization

Email

Address Line 1

## My profile

SAVE

CANCEL

[Profile](#) [Privacy](#) [Email subscriptions](#) [Donations](#)

STEP 5 – Click on Edit Profile again. Update privacy fields and SAVE.

## My profile

EDIT PROFILE



[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

✓ Do not show profile to others

This is the default for all users. You'll update this field once you click "Edit Profile". This is the OPT-IN portion of the instructions.

# NORFOLK & PORTSMOUTH B A R A S S O C I A T I O N

STEP 6 - Click on Privacy. Check the box next to "Show profile to others".

## My profile

SAVE

CANCEL

[Profile](#)

[Privacy](#)

[Email subscriptions](#)

[Donations](#)

Show profile to others

STEP 7 – Choose which of your profile attributes you want to show and to which audience. Audiences include:

Anybody – Public

Members – NPBA Members Only

No Access – No one will see any portion of the selected assignment.

### DETAILS TO SHOW

(in member directories, forum and blog posts)

	 Anybody	 Members	 No access
 Send message form	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
 Membership level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Avatar	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
First name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Last name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Organization	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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# NORFOLK & PORTSMOUTH B A R A S S O C I A T I O N

**STEP 8 – Save your privacy settings!**

## My profile



[Profile](#) [Privacy](#) [Email subscriptions](#) [Donations](#)

**STEP 9 - View your listing in the directory at <https://www.norfolkandportsmouthbar.org/Member-Directory>. If you want to make changes to your listing, follow the instructions again.**

**Congratulations! Your listing will now appear in the  
NPBA Online Member Directory  
to be made available to the public in May 2024!**