

# WLG Members-Only Website Access

Did you know anyone in your firm can create a profile on the members-only portion of the WLG website? (Note: <u>WLG's Jurisdiction Policy</u> applies.) A profile is needed to access members-only content, including:

- members-only events and a My Events portal to view upcoming and previous event information;
- a Dashboard that gives you a snapshot of activity related to your preferences;
- all locked resources in the Knowledge Center and WLG | university;
- a Marketing page with resources to leverage your membership and educate clients;
- Discussion Boards where all group, committee, and forum members can exchange information, and communicate with each other; and
- a searchable Lawyer & Professional Directory.

The information from your profile preferences populate your personal profile page that is accessible via the Lawyer & Professional Directory; ensures you are aware of relevant WLG activities and content; generates members lists for our groups, committees, and forums; and helps us facilitate virtual and inperson interactions between you and other member firm lawyers and professionals. Be sure to complete your profile as fully as possible:

- Add contact details (profile picture, office location, website links to social media and/or your firm bio, your designation as a lawyer or professional, year of bar call for lawyers, etc.).
- Join relevant practice and industry groups, committees, and forums, and identify other interest areas relevant to you.
- Select discussion board notification settings (receive each individual post or an email with all posts from that day or week).
- Select relevant Additional Email Subscriptions.
- If you <u>do not</u> want to appear in the **Lawyer & Professional Directory**, uncheck the field "Include me in the Lawyer & Professional Directory."

See the instructions below to create and manage your WLG User Profile.

## **Create a WLG User Profile**

- 1. Navigate to theworldlawgroup.com
- 2. Click Sign Up / Log In
- 3. In the "Not a Registered User Yet?" section, enter the requested information and click "Submit."



4. Check your firm-provided email inbox for the *Activate Your Account* email and click the link to activate your account.

5. You will receive a welcome email with additional information about World Law Group and how to get involved. Click the link provided in the email to finish setting up your profile.

### Update and Manage Your WLG Profile

Keep your profile up to date to ensure you're aware of and receiving information for the activities relevant to you. Go to your <u>Profile Preferences page</u> to make changes to your group, committee, and forum memberships and related email lists.

Group

About Events Knowledge Center WLG | u

ss collaboration and

### 1. Navigate to theworldlawgroup.com

#### 2. Click Sign Up / Log In

### 3. Enter your login details

- If you have forgotten your password, click "Forgot Password." An email link will be sent to reset your password. For technical issues resetting your password, email <u>tmowery@theworldlawgroup.com</u>.
- 4. Once logged in click "Edit Profile" from your Dashboard or hover over your name in the top right corner of your screen to open the members-only dropdown and click "Edit Profile."
- 5. Update your profile.
- 6. Click Save Profile Changes at the bottom of the page.

Already a Registered User?		Not a Registered User Yet?
Email *		If you are a lawyer or professional from one of our Member Firms, you register yourself for access to members-only content. Use your firm-prov email address to get started.
Password *		For nonmembers interested in receiving communications and content fr World Law Group, select the appropriate button below to begin the registration process.
Forgot Password?		*All fields are mandatory # 1 am part of a WLG Member Firm O I am <u>not</u> part of a WLG Member Firm
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Select the additional email subscriptions you would like to receive.	
Additional Email Subscriptions	Z WLG Newsletter
	Save Profile Changes

You can unsubscribe from **all WLG communications and remove your information from our system** by emailing <u>administrator@theworldlawgroup.com</u>.