

Knoxville Bar Association

www.knoxbar.org

MyKBA Tutorial

Knoxville Bar Association | 865-522-6522 | www.knoxbar.org

Presentation Overview

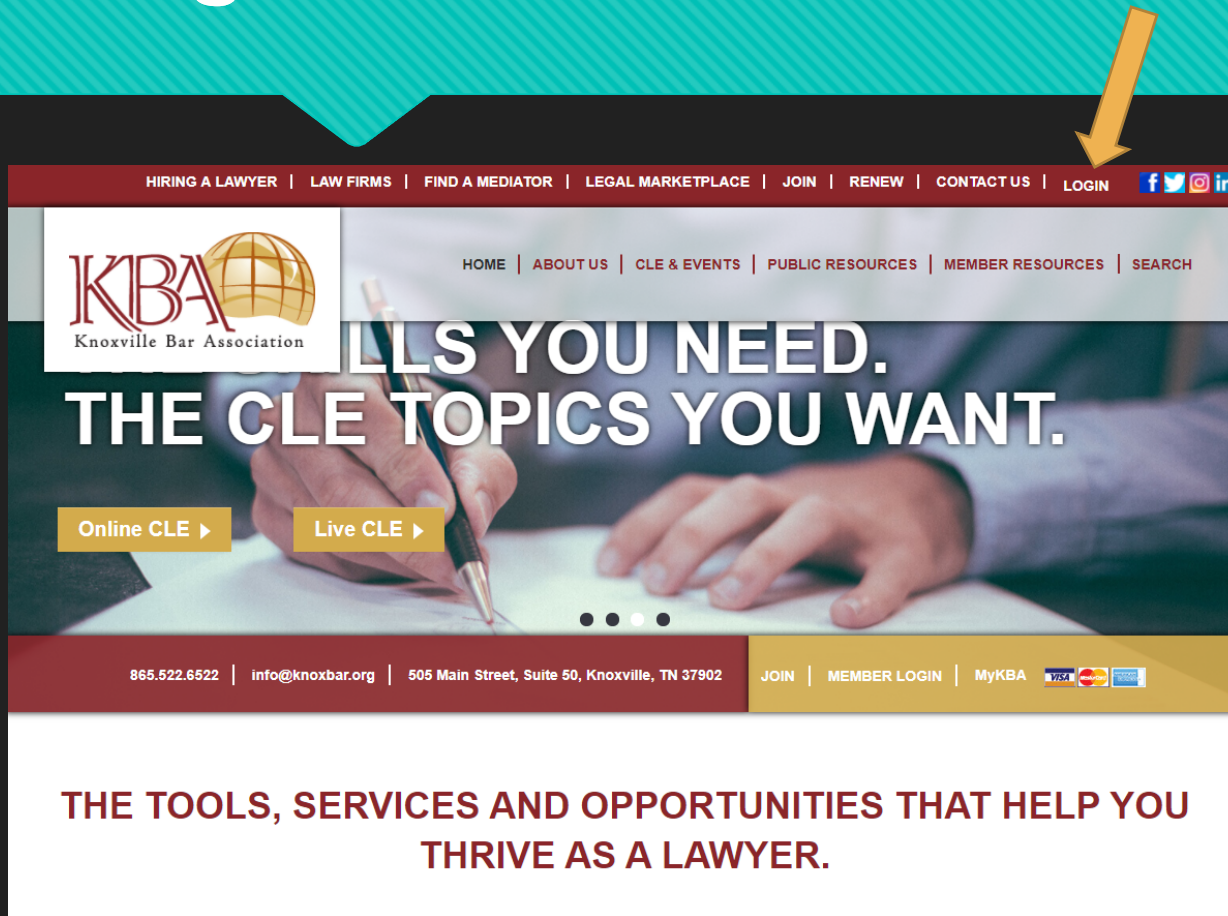
Much has changed since the KBA introduced its first web site in 1998. The latest version of www.knoxbar.org has been designed to be mobile-friendly and to make a vast array of information and products accessible to our members and the public at large. In addition, extensive attention has been devoted to maintaining a site that utilizes the latest in online security applications.

Redesign goals included improving navigation, search results and e-commerce transactions, enhanced browsing and searching of CLE programs, and numerous upgrades to committee and section areas which will connect our members like never before.

You will quickly see and experience the ease of navigation, access to information and simplicity of registering and paying for events, dues, CLE, meetings, and enjoy all of this from your desktop, laptop, tablet or phone.

If you have trouble accessing any information on the site, please contact the KBA Office at (865) 522-6522 or email info@knoxbar.org for assistance.

Login Instructions



Go to www.knoxbar.org, once there you will find the KBA homepage. Select Login in the upper right hand corner to proceed.

Login Instructions

HIRING A LAWYER | LAW FIRMS | FIND A MEDIATOR | LEGAL MARKETPLACE | JOIN | RENEW | CONTACT US | LOGIN

KBA
Knoxville Bar Association

HOME | ABOUT US | CLE & EVENTS | PUBLIC RESOURCES | MEMBER RESOURCES | SEARCH

LOGIN

Site Login

Username:

Password:

[I forgot my username or password](#)

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DISCLAIMER | PRIVACY POLICY

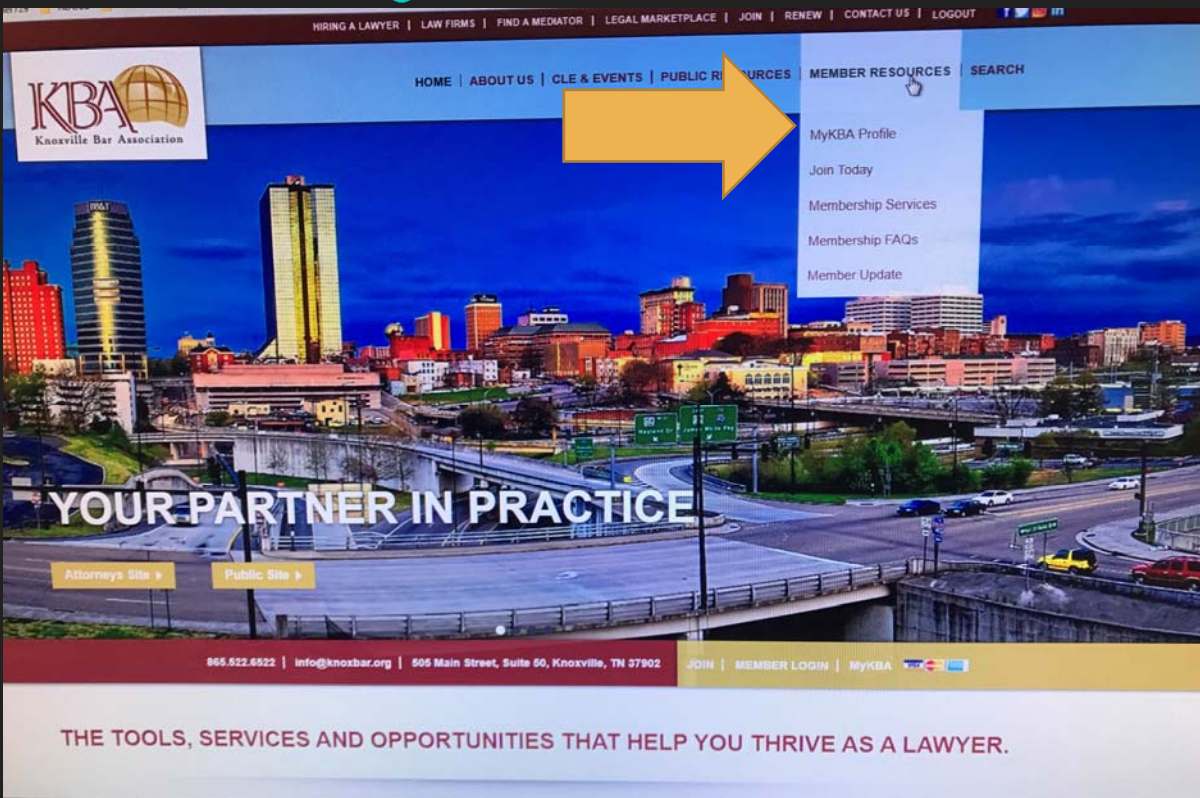
HOW TO LOGIN

To log on, enter your username & password to access your MyKBA homepage.

FORGOT USERNAME OR PASSWORD

If you have forgotten your username or password, follow the prompts to reset your login information.

Login Instructions



AFTER A SUCCESSFUL LOGIN

Once you have successfully logged in to your profile you will be returned to the KBA homepage.

HOW TO ACCESS YOUR MyKBA PROFILE

To access your MyKBA page, select the "Member Resources" Tab and click on "MyKBA Profile".

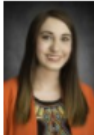
MyKBA Profile



From your MyKBA Profile homepage you can view your profile, update your contact information, change your photo, and much more.

*To access your contact information and mailing address select the "Update My Profile" hyperlink.

MYKBA

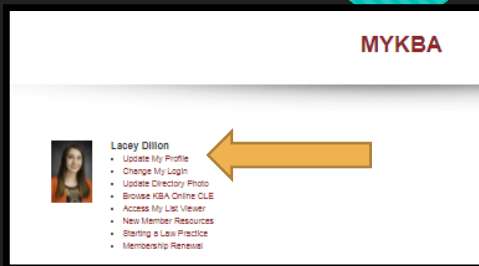


Lacey Dillon

- Update My Profile
- Change My Login
- Update Directory Photo
- Browse KBA Online CLE
- Access My List Viewer
- New Member Resources
- Starting a Law Practice
- Membership Renewal

The Member Profile section provides you with options to update your member record, review your CLE history and check out resources available exclusively for members. We will go over all of these separately in the next slides.

MyKBA Profile- Update my Profile



UPDATE MEMBER INFORMATION

Update Your Information

Use this form to update your information and press save changes when you are finished.

Quick Links to Sections of this form:

- Name and Company
- Addresses and Phone Information
- Email Addresses
- Websites
- Additional Information to Update
- Update Member Practice Areas
- Update Mentor Areas of Practice
- Online Mediator Listing
- Update LRIS Profile Information
- Update Law Firm Online and Print Listings
- Update Law Firm Online Listing
- Update Law Firm Print Listing
- Login Information

Save Changes

Click on the "Update my Profile" text from the MyKBA homepage and it will take you to the "Update Member Information" page. Here you can edit the information listed in the snapshot to the left.

*Make sure you click the "Save Changes" button before you leave the page.

MyKBA Profile- Change Login Information

MYKBA



Lacey Dillon
• Update My Profile
• Change My Login
• Update Directory Photo
• Browse KBA Online CLE
• Access My Law View
• New Member Resources
• Starting a Law Practice
• Membership Renewal

UPDATE MEMBER INFORMATION

Update Your Information

Use this form to update your information and press save changes when you are finished.

Quick Links to Sections of this form:

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- Update Mentor Areas of Practice
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- Update UDS Profile Information
- Update Law Firm Online and Print Listings
- Update Law Firm Online Listing
- Update Law Firm Print Listing
- Login Information

Save Changes

Click on the "Change My Login" text from the MyKBA homepage and it will take you to the "Update Member Information" page. Scroll all the way to the bottom to find the "Login Information". Enter your current password then your new password.

*Make sure you click the "Save Changes" button before you leave the webpage.

Login Information

Username

Current Password (required in order to change your password)

New Password

Confirm New Password

Save Changes

MyKBA Profile- Update Directory Photo



UPDATE MEMBER INFORMATION

Update Your Photo

To update your photo, please click the "Choose File" button and select the photo you would like to use and then press the "Upload" button.



Upload New Photo

Choose File

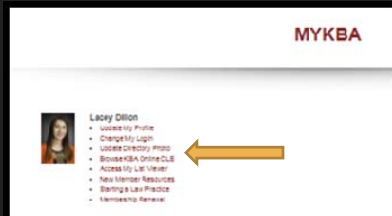
No file chosen

Upload

(Please select a JPG, JPEG, GIF or PNG file.)

Click on the "Update Directory Photo" text from the MyKBA homepage and it will take you to the Update your Photo page. Click on the "Choose File" button, add your jpg file, then click on the "Upload Button". The photo is resized to 80 pixels wide by 100 pixels high. The recommended resolution is no higher than 72 dpi.

MyKBA Profile- Browse KBA Online CLE



Click on the "Browse KBA Online CLE" text from the MyKBA homepage and it will take you to the CLE Catalog. From here you can view upcoming "Live CLE Courses" or "Online Courses". Each page will bring you to the Cle catalog which permits you to search courses using a variety of different options. You can also use this link to view your "My CLE" which we will explain in more detail in later slides.

CLE CATALOG

CLE CATALOG

Upcoming [Live CLE Courses](#)

[Online Courses](#) offered 24/7

View Purchased Programs

View purchased programs and titles in [My CLE](#)

MyKBA Profile- Access my List Viewer

The image shows two screenshots from the MyKBA website. The left screenshot shows the user profile menu with the 'Access my List Viewer' option highlighted by an orange arrow. The right screenshot shows the 'LIST MESSAGES' page, which includes a navigation bar, a 'Certified Addresses' section with a warning message, and a 'Certify Additional Addresses' section with a form and an important note.

MYKBA

- Lucy Olson
- Update My Profile
- Change My Login
- Update Directory Photo
- Browse KBA Online CLUB
- Access my List Viewer
- View Member Resources
- Billing & Late Practice
- Membership Renewal

LIST MESSAGES

Messages Search Lists Threads New Post Email Certify Settings

Certified Addresses

Knoxville Bar Association requires certification of your Email address(es) used to access Knoxville Bar Association List Server message archives online.

You have not certified any email addresses.

Certify Additional Addresses

How to Certify Additional Email Addresses
Fill in the email addresses that you use below. After you submit this form, check your Email Inbox. You'll need to click the link in your email to Certify Each Email you entered. Failure to do so will limit your access to Knoxville Bar Association List Servers.

IMPORTANT NOTE: Certifying your email address does NOT put you on a list server. You must contact your association directly to be added to a list server.

Next Step

Click on the “Access my List Viewer” text from the MyKBA homepage and it will take you to the List Messages webpage. Each member must certify his or her email address in order to use any of the online tools and search the list archives. Members may choose how they wish to receive listserv messages in the settings tab. To become familiar with the listserv options, review the [Terms of Use Agreement](#).

MyKBA Profile- New Member Resources

MYKBA



Lacey Dillon

- Update My Profile
- Change My Login
- Update Directory Photo
- Browse KBA Online CLE
- Access My Calendar
- New Member Resources
- Training & Law Practice
- Membership Renewal

NEWLY ADMITTED ATTORNEYS

Getting Started as a New KBA Member

The Knoxville Bar Association is dedicated to serve the needs of attorneys beginning the practice of law. Involvement in the Knoxville Bar as a new attorney in the legal profession is a great opportunity to build your practice, network in your local community and become a strong lawyer. There is no charge for KBA membership for new lawyers who are licensed and admitted to practice during the calendar year in which they are admitted. [Join today](#) and join the many benefits of the Knoxville Bar.

[Download](#) a copy of the 2017 New Admittees Survival Guide!

Make the Most out of knoxbar.org

Navigate the KBA's award-winning website, www.knoxbar.org with ease by exploring these simple steps that will show you the ins and outs of the KBA's website. Our website has been designed with the needs of our members in mind, so please take a few minutes to view the [PowerPoint slides](#).

Get Involved Now!

[Continuing Legal Education](#)

[CLE FAQs](#)

[New Member FAQs](#)

[Solo/Small Firm Checklist](#)

[Small Law Firm Practice Mentors](#)


The KBA Offers Ample Opportunity

The Knoxville Bar Association has made a point to provide as many methods as possible to keep new lawyers involved and to ensure you grow in your practice. For new lawyers, the Knoxville Bar Association's expertise is a valuable and indispensable asset. We're working hard to ensure that new lawyers have the access to the best of what bar membership can offer, whether it's meeting colleagues, mentors, or developing professionally in the practice of law. Your membership includes an invitation in many exciting networking events and continuing legal education programs, designed to help you feel at home in your new profession. Get involved today! [Join a Committee or Section](#) today!

Click on the "New Member Resources" text from the MyKBA homepage and it will take you to the New Admitted Attorneys webpage. From here you can find a multitude of member resources if you are a new attorney. You will find a downloadable copy of the New Admittee Survival Guide, learn how to join a Committee or Section, find out about CLE options, discover how to sign up for court appointments, obtain a photo ID for the courthouse, and much more.

MyKBA Profile- Starting a Law Practice

MYKBA



Lacey Dillon

- Update My Profile
- Change My Login
- Update Contact Photo
- Browse KBA Online CLE
- Access My Law Venter
- View Member Resources
- Starting a Law Practice
- (Knox County) Bar Manual

STARTING A LAW PRACTICE

Solo Practitioners / Starting a Law Practice

The Knoxville Bar Association offers resources to help guide you through starting a practice. Find highlights and important tools, resources and services that you will use throughout your professional career to assist your clients and build your practice.

The KBA Can Help Increase Your Referral Network

Get advice from a Small Firm Law Practice [Mentor](#)

Join the Solo & Small Firm Practitioner Section

Make sure to take advantage of the services offered by the Knoxville Bar Association that can help you promote your law practice. Add your practice to the "Knoxville Law Firms" on www.knoxbar.org. Use www.knoxbar.org to provide potential clients with information about your practice 24/7! An online listing is a great way to promote your services to potential clients and other attorneys. [Find out more](#) on how to include your practice!

Not only can an online listing help build your referral network, joining a KBA Committee or Section provides you a great opportunity to come together with your colleagues to share insight and experience. View the [Committees and Sections](#) of the KBA to learn more. To join a committee or section, please contact Wendy Williams at (865) 522-6522 or jguess@knoxbar.org. Or volunteer to speak at a CLE seminar on a topic in your area of practice.

Build your client base by joining the KBA Lawyer Referral & Information Service (LRIS). Customize your referrals! LRIS can help customize your panel listings so that you receive the best referrals possible. Get started with LRIS and let us help you build your practice. Learn more about [joining LRIS](#). As a LRIS member you are also invited to participate in the Speakers Bureau. This is a great opportunity to become acquainted with local businesses and individuals in our community.

KBA Solo & Small Firm Section Resources

Beginning in 2002, the KBA Solo Practitioner & Small Firm has sponsored a continuing legal education program on how to set-up and maintain a law practice. [Download](#) the most recent version (2010).

[Knox County Governmental Law Library Information](#)

Solo & Small Firms Not Goin' It Alone

DICTAoften has at least one article related to solo and small firms located in the section titled Solo & Small Firms Not Goin' It Alone. We've gathered recentDICTAarticles from that section so you don't have to dig through past issues!

Articles About Growing Your Practice

[Ignorance is Bliss: Confessions of a Guy on a Ladder](#)(August 2013)
By Jesse D. Nelson, Law Office of Jesse D. Nelson, PLLC

[Musing on Marketing in a Small Firm Environment](#)(December 2013)
By Anne M. McKinney, Anne M. McKinney, P.C.

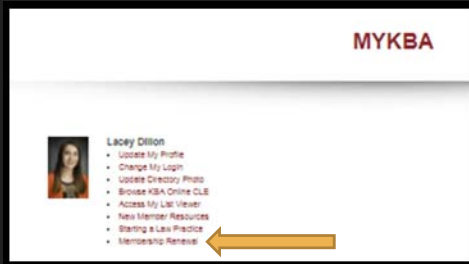
[Marketing 101: Curing Visibibliophobia and Making Networking Work for You](#)(September 2013)
By Sarah C. Easter, The McKellar Law Firm, PLLC

[Marketing for Small Firms and Solo Practitioners](#)(September 2014)
By Shelley S. Breeding and Stephanie Prager, Breeding & Lodato, LLC

[Hot Tub Lawyer Time Machine \(Without the Hot Tub\)](#)(April 2014)
By William E. Maddox, Jr. LLC

Click on the "Starting a Law Practice" text from the MyKBA homepage and it will take you to the Starting a Law Practice webpage. From here you can find multiple resources to help guide you through starting a practice. Find highlights and important tools, resources and services that you will use throughout your professional career to assist your clients and build your practice.

MyKBA Profile- Membership Renewal




Click on the “Membership Renewal” text from the MyKBA homepage and it will take you to the Renew Subscription webpage. From this page you can renew your membership during the Membership renewal process that starts in December of every year.

RENEW SUBSCRIPTION

Membership Renewal

MyKBA Profile- KBA News



KBA News | Announcements

- Inclement Weather Policy
- KBA Annual Meeting
- Proposed Amendment to Rule 8, RPC 8.4
- TBF Legal History Project Interviews Now Available Online
- Barristers Canned Food Drive Results

[View all news items](#)
[Click here to read Legal News](#)

KBA News
[News Archives 2016](#) | [Recent News](#)

[Add Post](#) | [All Posts](#)

[RSS](#)

50 Posts found

Inclement Weather Policy
Posted on: Dec 21, 2017 | [Edit](#) | [Delete](#)



Inclement weather can cause transportation problems or hazardous conditions that can vary widely in our region. Winter storms will have an impact on our day-to-day operations and court appearances. [Click here](#) to view the Inclement Weather Policies for East Tennessee Courts.

Write a note...

KBA Annual Meeting
Posted on: Dec 12, 2017 | [Edit](#) | [Delete](#)

[2017 Annual Meeting Packet](#)
[2017 The Value of Membership Flyer](#)
[2017 Annual Meeting- By the Numbers](#)
[2017 Annual Meeting- PowerPoint](#)

KBA President **Amanda M. Busby** presided over the Annual Meeting of the Knoxville Bar Association on Friday, December 8, 2017. More than 275 lawyers and judges were in attendance. Ms. Busby announced that the following KBA members were elected as officers for 2018: **Wynne Caffey-Knight** – President-Elect, **Hanson R. Tipton** – Treasurer, and **Cheryl G. Rice** – Secretary. The membership elected the following KBA members to the four open positions on the Board of Governors: **Charme Allen**, **Jamie Bollinger-Holden**, **Elizabeth (Betsy) Meadows**, and **Robert E. Pryor, Jr.** **Keith H. Burroughs** assumed the presidency of the Knoxville Bar Association at the close of the meeting.

Penny J. White was presented the highest award of the Knoxville Bar Association, the prestigious Governors' Award. The Governors' Award is given each year to a lawyer whose peers believe to have brought distinction and honor to the legal profession. Ms. White has distinguished herself with a long and tremendous career of service to the bar and to the education of lawyers and law students.

The Presidents' Awards for 2017 was presented to **J. William Coley** and **Ian Hennessey** for their work with the Faith & Justice Legal Advice Clinics and to **J. Spencer Fair** for his work with the Veterans Legal Advice Clinics. The Award for outstanding writing was presented to **Matthew R. Lyon** for his contributions to the KBA monthly magazine DICTA. The Courage in the Face of Adversity Award was presented posthumously to **William Mitchell "Mitch" Cramer**.

T. Mitchell Panter was introduced as President of the Knoxville Barristers, the Young Lawyers Division of the Knoxville Bar Association, and it was announced that **Paul Wehmeier** and **Matthew Knable**, Co-Chairs of Volunteer Breakfast Committee, were presented with the Barristers' Presidents' Award for 2017.

Write a note...

Proposed Amendment to Rule 8, RPC 8.4
Posted on: Nov 29, 2017 | [Edit](#) | [Delete](#)

[JDH2017-02244](#) – Proposed Amendment to Rule 8, RPC 8.4 for the adoption of a New Tenn.Sup Ct R. 8, RPC 8.4(g)

Write a note...

TBF Legal History Project Interviews Now Available Online
Posted on: Nov 29, 2017 | [Edit](#) | [Delete](#)

This is where you can quickly see the recently added new items. If you click on them individually it will just take you to only that particular news item. If you click on the "View all News Items" it will take you to a page so that you can scroll through all of the KBA News Items. If you click on the "Read Legal News" it will take you to the Legal News webpage so that you can read state and national news stories.

MyKBA Profile- Announcements



KBA News

Announcements

- Law Office Tech Committee Meeting scheduled for February 6, 2018
- Law Office Tech Committee- Cancelled for January 2, 2018
- Access to Justice Committee Meeting is January 9, 2018
- Access to Justice Committee Update November 2017

KBA LAW OFFICE TECHNOLOGY & MANAGEMENT COMMITTEE

KBA Law Office Technology & Management Committee

[Home](#) [Directory](#) [Links](#) [Files](#) [Calendar](#) [Announcements](#) [Photos](#) [Videos](#)

[Add Announcement](#)

Law Office Tech Committee Meeting scheduled for February 6, 2018

The KBA Law Office Tech Committee will meet on the first Tuesday of each month from 11:30 a.m. - 1 p.m. at The Lunchbox at 607 Market Street, Knoxville TN 37902

[Edit](#) [Delete](#)

The Chairs of the Committee for 2018 are:

Robyn Jarvis Askew
Lewis, Thomason, King, Krieg & Waldrop, P.C.
P.O. Box 2425, Knoxville, TN 37901-2425
(865) 546-464
askew@lewisthomason.com

Stephen Ross Johnson
Ritchie, Dilard, Davies & Johnson, P.C.
P.O. Box 1126, Knoxville, TN 37901
(865) 637-0661
johnson@rddjlaw.com

Law Office Tech Committee- Cancelled for January 2, 2018

The KBA Law Office Tech Committee will not meet on January 2, 2018. The next meeting will be on February 6, 2018.

[Edit](#) [Delete](#)

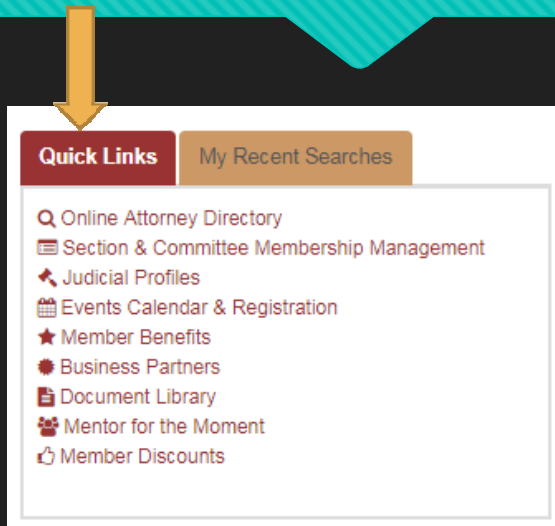
The Chairs of the Committee for 2018 are:

Robyn Jarvis Askew
Lewis, Thomason, King, Krieg & Waldrop, P.C.
P.O. Box 2425, Knoxville, TN 37901-2425
(865) 546-464
askew@lewisthomason.com

Stephen Ross Johnson
Ritchie, Dilard, Davies & Johnson, P.C.
P.O. Box 1126, Knoxville, TN 37901
(865) 637-0661
johnson@rddjlaw.com

This is where you can quickly see announcements regarding any committees or section you are a member of. If you click on an announcement, it will take you to the committee or section e-community.

MyKBA Profile- Quick Links



Quick Links is where you can quickly and easily access different parts of the KBA website. If you click on each individual link it will take you directly to that page.

MyKBA Profile- My Recent Searches

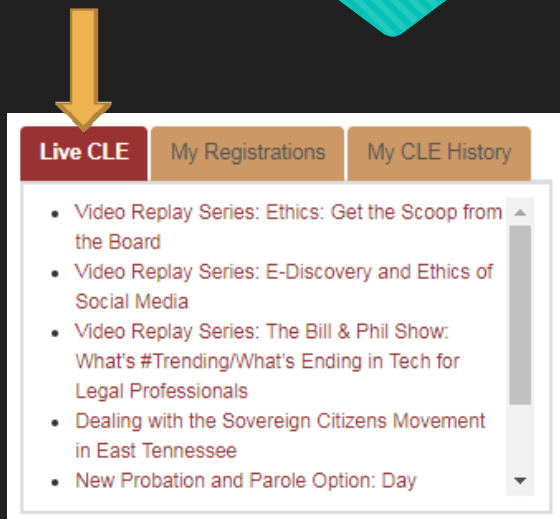
A screenshot of a web interface showing a navigation bar with two tabs: 'Quick Links' and 'My Recent Searches'. The 'My Recent Searches' tab is active and highlighted in red. Below the tabs is a list of search results, each preceded by a bullet point. The list includes search terms like 'lifetime member', 'volunteer handbook', and 'New Member Guide' along with their respective dates. A vertical scrollbar is visible on the right side of the list.

Quick Links **My Recent Searches**

- Contains: lifetime member
11/28/2017
- Contains: volunteer handbook
9/26/2017
- Contains: volunteer handbook
9/26/2017
- Contains: New Member Guide
7/10/2017
- Contains: New Member Guide
7/10/2017

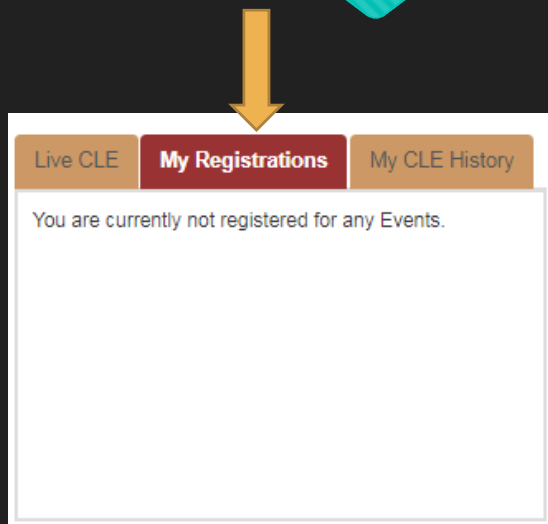
My Recent Searches is where you can quickly access any previous searches that you have done on the KBA website.

MyKBA Profile- Live CLE



The Live CLE tab is an overview of the upcoming Live CLE courses sponsored by the KBA. Click on the name of the program to read a detailed course description and register for the CLE course.

MyKBA Profile- My Registrations



My Registrations is where you can see a list of all of your upcoming CLE registrations. You can click on the name of the CLE program and it will take you to the event page where you can view the program details.

MyKBA Profile- My CLE History



If you click on the “My CLE History” tab this will take you directly to the page below. This is where you can view all of the CLE courses you have attended or viewed online. You will be able to see how many CLE & CME credit hours you have earned through the KBA and the status of any online CLE programs you have registered for. You can also begin or re-enter your online program through the status column.

- **Live CLE**
 - My Registrations
 - **My CLE History**
- Dealing with the Sovereign Citizens Movement in East Tennessee
 - New Probation and Parole Option: Day Reporting and Community Resource Center
 - Probate and Estate Planning: Legislative Update and Other Interest Items
 - Hit the Dirt Again: Issues in Real Estate, Condominium Law and Bankruptcy
 - Recurring Issues in Bankruptcy

MY CLE

Member Number:

[Print](#)

Select your dates: to [Filter Report](#)

Live CLE

Nothing to report during the selected period.

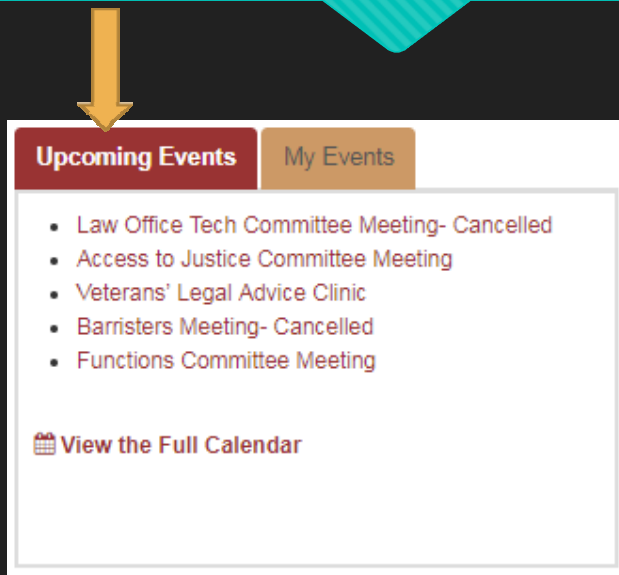
Online Courses

Date	Title	Credit Reported	Course ID	Status
	Evidence Errors to Avoid	0		Begin
	The Evolving Legal Marketplace	0		Begin

Filing for CLE Credit. The Knoxville Bar Association reports credit for paid attendees with completed affidavits to the Tennessee CLE Commission no later than 30 days after the CLE.

Questions? Call Knoxville Bar Association at 865-522-6522 or Email cle@knoxbar.org.


MyKBA Profile- Upcoming Events



A screenshot of the 'MyKBA Profile- Upcoming Events' section. A yellow arrow points down to the 'Upcoming Events' tab, which is highlighted in red. The 'My Events' tab is also visible. Below the tabs, a list of upcoming events is displayed, including 'Law Office Tech Committee Meeting- Cancelled', 'Access to Justice Committee Meeting', 'Veterans' Legal Advice Clinic', 'Barristers Meeting- Cancelled', and 'Functions Committee Meeting'. At the bottom, there is a link to 'View the Full Calendar' with a calendar icon.

Upcoming Events **My Events**

- [Law Office Tech Committee Meeting- Cancelled](#)
- [Access to Justice Committee Meeting](#)
- [Veterans' Legal Advice Clinic](#)
- [Barristers Meeting- Cancelled](#)
- [Functions Committee Meeting](#)

 [View the Full Calendar](#)

This is where you can quickly view all of the upcoming non CLE events, including meetings, happy hours and other networking events. You can click on the individual links and it will take you directly to the event to view additional details about the upcoming events.

MyKBA Profile- My Events



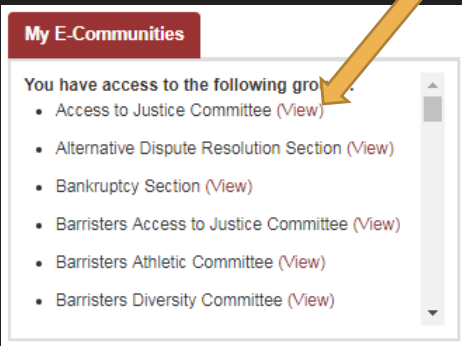
Upcoming Events **My Events**

- Law Office Tech Committee Meeting- Cancelled
- Access to Justice Committee Meeting
- Veterans' Legal Advice Clinic
- Barristers Meeting- Cancelled
- Functions Committee Meeting

[View the Full Calendar](#)

My Events is where you can quickly view all of the upcoming non CLE events you have either registered for or may be interested in due to your committee or section membership. Click on the event name and it will take you directly to the event page where you can review the event time and location.

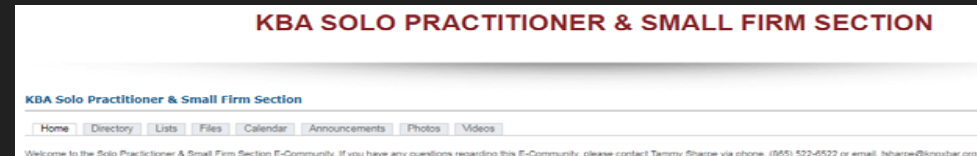
MyKBA Profile- My E-Communities



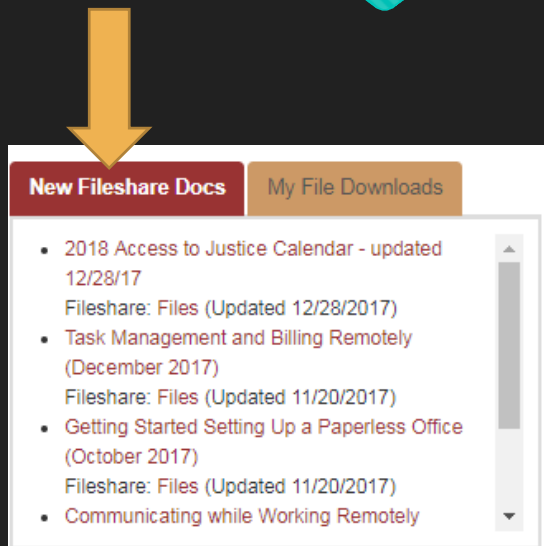
As a member of a committee or section, you will have access to their e-community within your MyKBA Profile. When you click on (**View**), it will take you directly to that committee or section's e-community (see image below).

Each e-community will have the following tabs: Home, Directory, Lists, Files, Calendar, Announcements, Photos and Videos. As a member of the committee or section you will have access to each one of the tabs.

In the directory tab you will find a list of all the committee/section members with contact information. The Lists Tab will take you to that committee's listserv (if applicable). The files tab will let you view documents that have been uploaded as resource material or meeting handouts. The calendar tab will show all the events that are tied to that specific committee or section. The Announcements tab will display all the committee or sections upcoming meetings or other announcements. The photos and video tab is where you can view or add photos or videos to the e-community that are related to the committee or section.



MyKBA Profile- New FileShare Docs



New FileShare Docs is where you can quickly view all of your files from each of your e-communities. You can click on the name of the file to see information about the document and download the file.

MyKBA Profile- My File Downloads



New Fileshare Docs **My File Downloads**

- Expo Registration Form
Expo Registration Form
- 2017 Inclement Weather Policy
2017 Inclement Weather Policy
- Release.members
Mailing list release for members
- Bell
Bell
- AutomobileandTraffic
AutomobileandTraffic

My File Downloads is where you can quickly view all of the files downloaded from the KBA website.

MyKBA Profile- Past Due Invoices



Past Due Invoices

You do not have any past due invoices.

 [View All Past Due Invoices](#)

Past Due Invoices is where you can quickly view all of your past due invoices and pay them online through the KBA website. Just click the individual link and it will take you to a secure webpage to process your credit card payment.

DO YOU HAVE ANY QUESTIONS?

Contact Us:

Knoxville Bar Association | 865-522-6522 | www.knoxbar.org