



## **Welcome to Tradewing, the new Listserv for the Young Lawyers Section!**

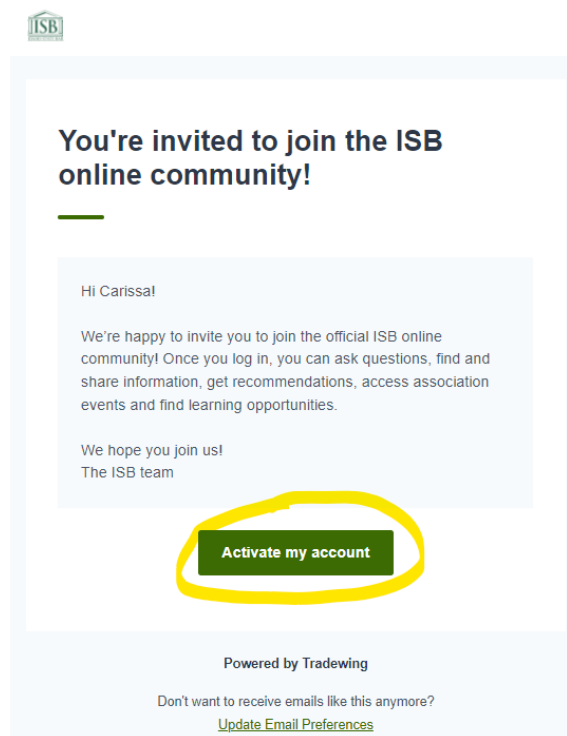
Members of the Young Lawyers Section will now have a listserv type platform as a communication method for asking questions of other members, sharing ideas, articles and documents. We hope that you will find this service helpful and that it will enhance the membership benefits of the section.

The Tradewing platform looks and functions very much like social media websites. You can decide how you receive posts/emails with options to receive them in real time or by digest on a daily or weekly basis.

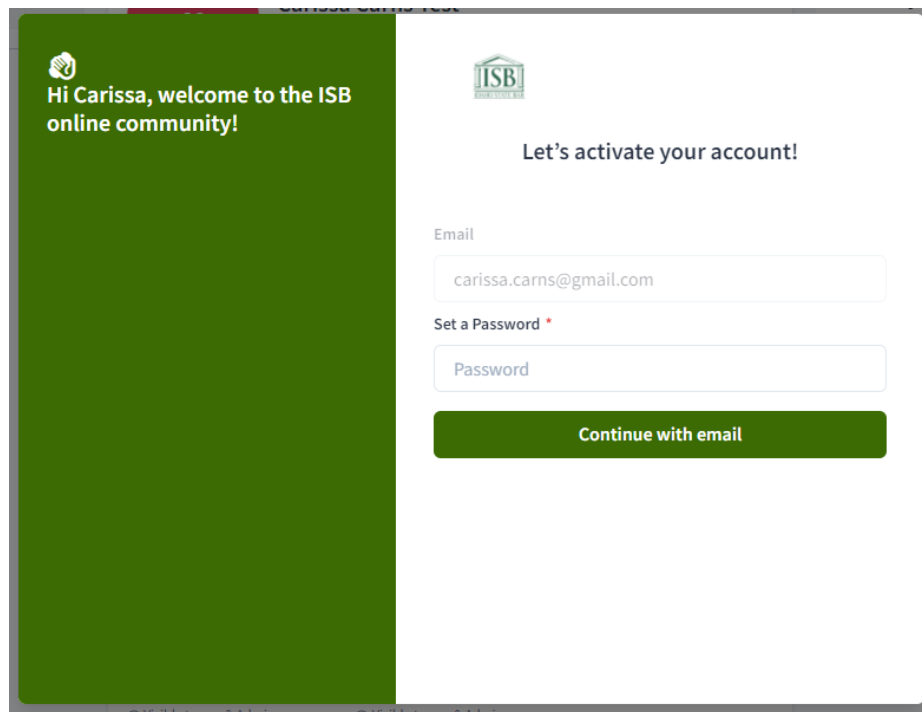
If you do not wish to participate in the ListServ, you may also unsubscribe by contacting [Colleen Austin](#).

### **Activate Your Account To Begin Posting or Reading**

You will get an email in your inbox inviting you to the new ListServ. Click “Activate my account” to get started.

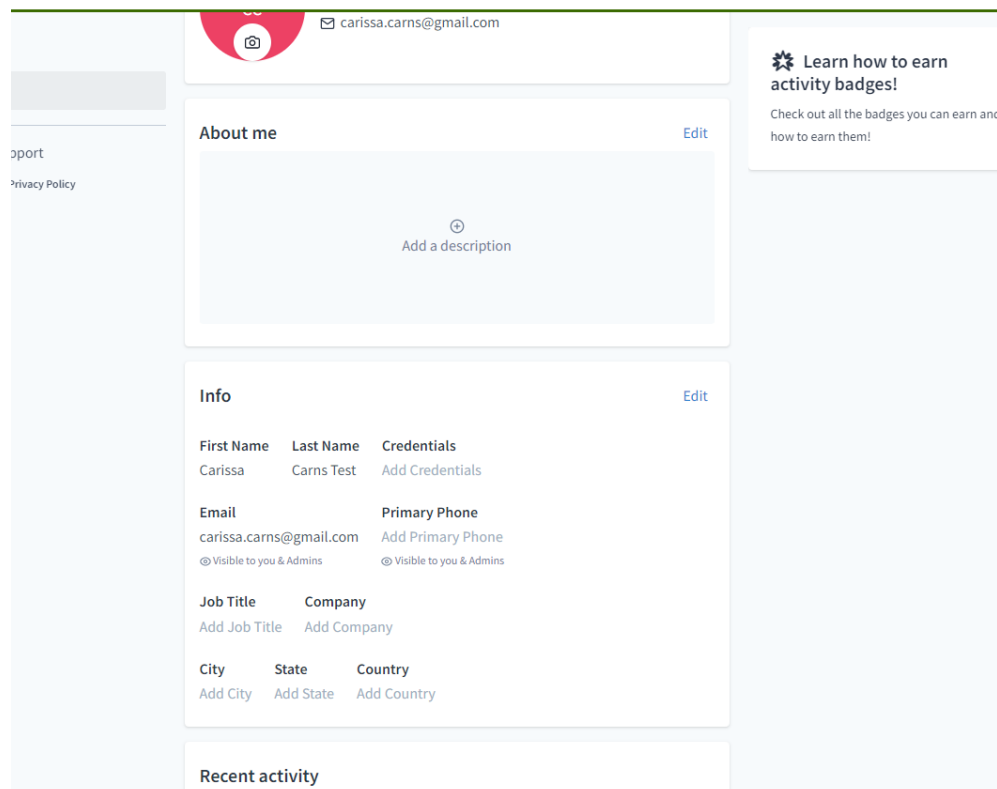


You will be prompted to create a password for your new Tradewing account.



The image shows a web interface for account activation. On the left, a green sidebar contains a hand icon and the text "Hi Carissa, welcome to the ISB online community!". On the right, the ISB logo is at the top, followed by the heading "Let's activate your account!". Below this, there is an "Email" field containing "carissa.carns@gmail.com". A "Set a Password \*" section has a "Password" field. At the bottom is a green button labeled "Continue with email".

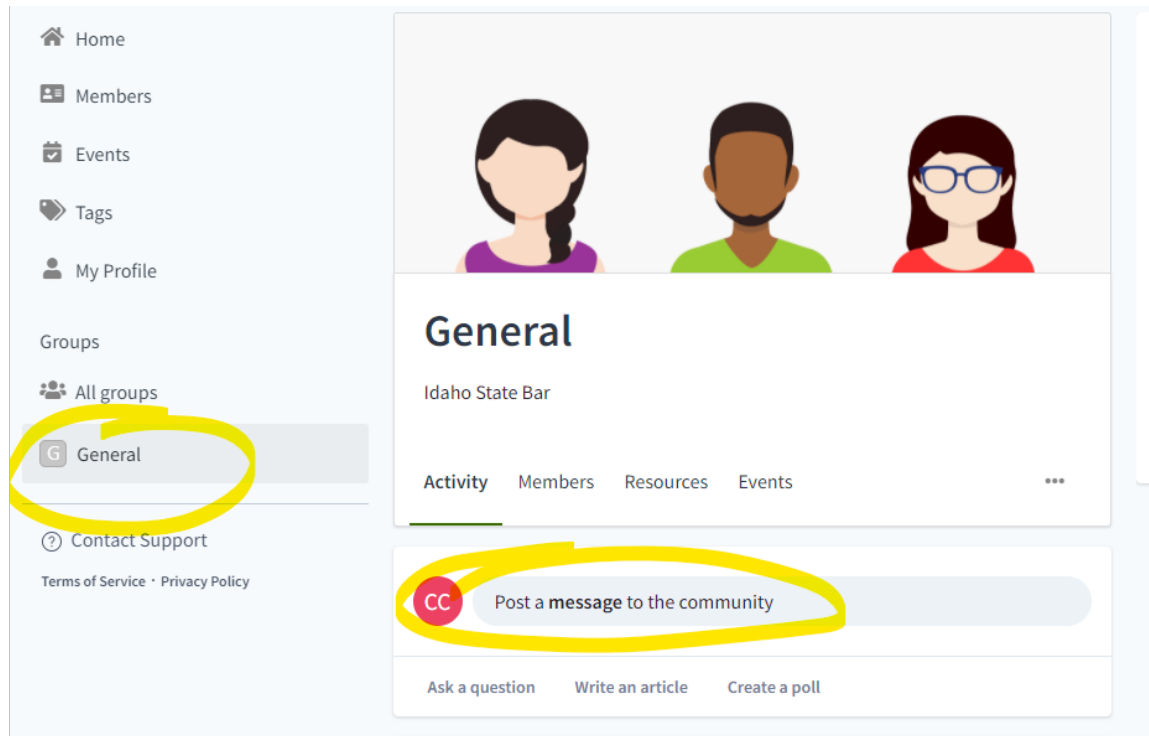
You will then be directed to your profile. The Idaho State Bar has populated your name, employer and email address in your profile. This information will be accessible to your fellow listserv-members. You can add a picture, a description of yourself or your practice, a phone number, your location, or anything else that you wish to include. You may also delete any information that you do not wish to share.



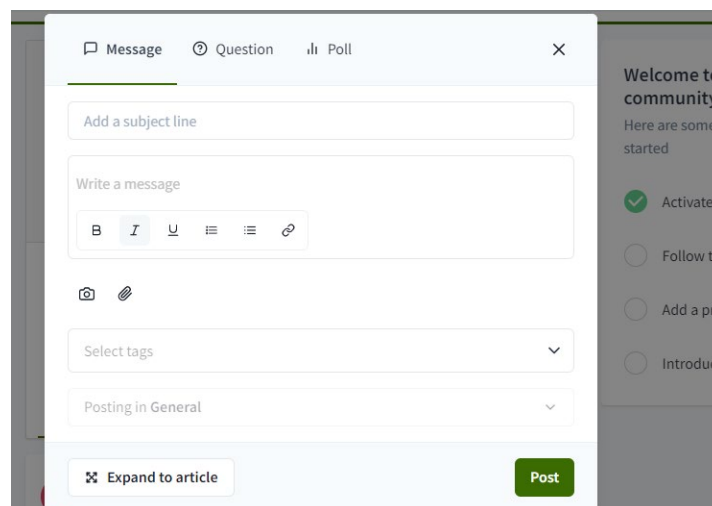
The image shows a user profile page. At the top, there is a header with a profile picture placeholder and the email "carissa.carns@gmail.com". Below the header, the "About me" section has a description box with a placeholder "Add a description" and an "Edit" link. The "Info" section contains fields for "First Name" (Carissa), "Last Name" (Carns Test), "Credentials" (Add Credentials), "Email" (carissa.carns@gmail.com), "Primary Phone" (Add Primary Phone), "Job Title" (Add Job Title), "Company" (Add Company), "City" (Add City), "State" (Add State), and "Country" (Add Country). Each field has an "Add" or "Edit" link. A "Recent activity" section is at the bottom. On the right, there is a sidebar with a "Learn how to earn activity badges!" link and a "Check out all the badges you can earn and how to earn them!" link.

## Posting Questions, Comments and Content

You are now setup in the Tradewing Listserv and can begin it. If you want to make a post from inside the Tradewing website, you can click the group/listserv you want to post in, then type into “Post a **message** to the community”. You will be a member of the different communities if you belong to multiple practice sections that have decided to offer this service to their members. To navigate easily to the platform, you can bookmark this page: <https://isb.tradewing.com/home>. There is also a link on your section’s page on the ISB website to access the platform.



Once you choose the community, you can type out your message/email that will go to everyone in your Listserv via email and on the platform. You can also attach a photo, a document, include a hyperlink to a webpage or take a poll of the members. The use of tags is encouraged to help categorize the topic of the post so that it can be found easily by you or other members in the future.



## Tags

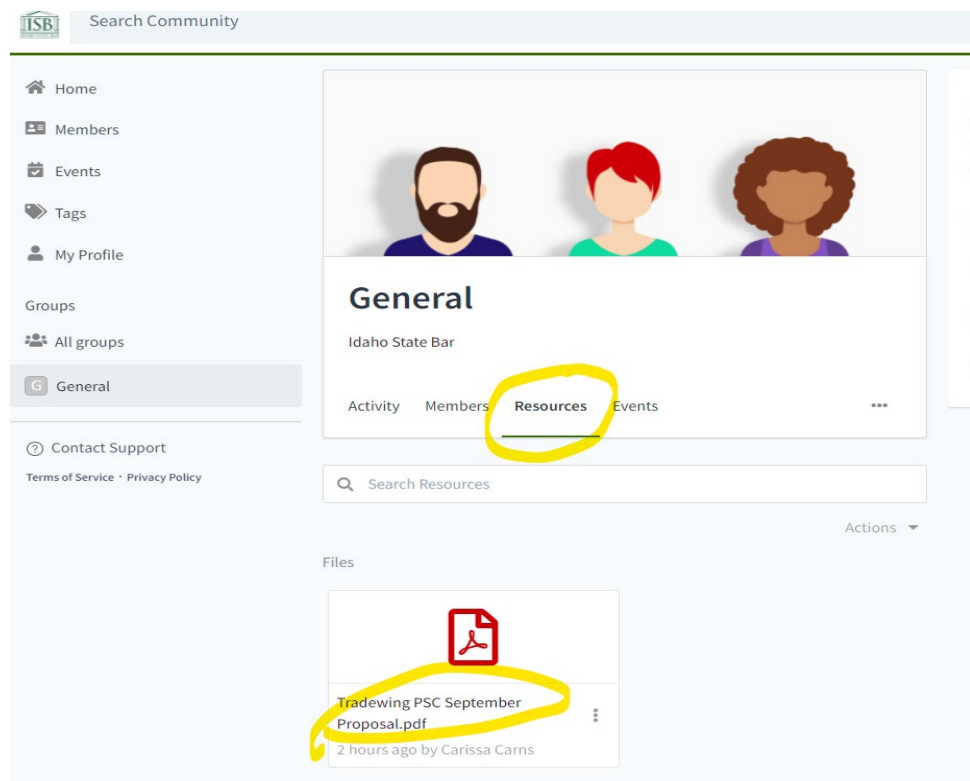
To add a tag, click on the “Select tags” button under your post. You can see what tags have already been used and if you do not see a relevant tag, you can create one.



The screenshot shows a post creation interface. At the top, there are icons for adding a photo and a link. Below these is a green button labeled "Select tags" with a downward arrow. A dropdown menu is open, showing a search bar labeled "Search tags" and a list of tags, with "SCOTUS" visible. At the bottom of the dropdown, there is a checkbox labeled "Expand to article" and a checkbox labeled "Announce this post". To the right of the dropdown is a green button labeled "Post".

## Document Repository

If you or any other members attaches a document to your post/email, they will automatically be stored in the platform’s repository for your practice section under the Resource tab. Be sure to title and tag your document appropriately, so members can search for it by keyword later.



### **Replying to Posts Via Email**

If you receive a post via an email and you wish to reply, you can reply to the message within your email system by hitting reply. This means that you do not need to go the Tradewing website and log into your account. You can simply reply to the email in the regular manner and your reply will be posted to the platform. However, if you want to make an original post or ask a new question of the members, you will need to log into the platform to make your post as explained above.

### **Questions**

If you have questions or need assistance with your account, please contact ISB Member Services Assistant, Colleen Austin at [caustin@isb.idaho.gov](mailto:caustin@isb.idaho.gov) or call our office at 208-334-4500.