

How to Upload a Photograph to the Inns Website

1. Go to the National Inns website: <http://home.innsofcourt.org/>

The screenshot shows the homepage of the American Inns of Court website. The browser window title is "Home - American Inns of Court - Windows Internet Explorer". The address bar shows "http://home.innsofcourt.org/". The website features a blue header with the American Inns of Court logo and the tagline "Fostering Excellence in Professionalism, Ethics, Civility and Legal Skills". Navigation links include "SIGN IN", "HAVE A QUESTION?", "DIRECTORY", "MANAGE MY INN", "MANAGE MY INN WEBSITE", and "HOME". A search bar is located in the top right. Below the header are three main navigation buttons: "ABOUT US", "FOR MEMBERS", and "FOR LEADERS". The main content area is divided into three columns. The left column features a large graphic of a lightbulb with puzzle pieces and the text "the program library" followed by "• brainstorm •", "• innovate •", "• create •", and "• inspire •". The middle column is titled "Latest News" and lists several news items with dates and titles, including "2013 Warren E. Burger Prize Recipient Announced" and "2014 Pegasus Scholarship October 15th Application Deadline Approaches". A "MORE NEWS..." link is at the bottom of this section. The right column is titled "Find an Inn" and includes a "SEARCH BY:" section with options for "ZIP Code", "State", "Inn Name", and "Inn ID". Below the search options is a photograph of the Earth from space. At the bottom of the page, a dark blue footer contains a series of navigation links: "ABOUT US | FOR MEMBERS | FOR LEADERS | DISCLAIMER | PRIVACY POLICY | HOME | DIRECTORY | SITE MAP | REQUEST INFORMATION | SIGN IN".

2. Click on “Sign In” (at top of the page)

The screenshot shows the American Inns of Court website in a Windows Internet Explorer browser window. The address bar shows the URL <http://home.innsofcourt.org/>. The browser's Favorites bar shows the current page. The website header features the American Inns of Court logo and the tagline "Fostering Excellence in Professionalism, Ethics, Civility and Legal Skills". A navigation bar includes links for "SIGN IN", "HAVE A QUESTION?", "DIRECTORY", "MANAGE MY INN", "MANAGE MY INN WEBSITE", and "HOME". A search bar is located below the navigation bar. The main content area is divided into several sections: a large graphic of a lightbulb with puzzle pieces and people, the "the program library" section with the text "brainstorm • innovate • create • inspire", a "Latest News" section with a list of recent announcements, a "Resources" section with a list of links, a "Features" section with a list of program highlights, and a "Find an Inn" section with a search form and a globe image. The footer contains contact information and social media links.

Home - American Inns of Court - Windows Internet Explorer

http://home.innsofcourt.org/

Home - American Inns of Court

SIGN IN | HAVE A QUESTION? | DIRECTORY | MANAGE MY INN | MANAGE MY INN WEBSITE | HOME

SEARCH GO

AMERICAN INNS OF COURT®

Fostering Excellence in Professionalism, Ethics, Civility and Legal Skills

ABOUT US FOR MEMBERS FOR LEADERS

the program library

- brainstorm •
- innovate •
- create •
- inspire •

Latest News

- ▶ 2013 Warren E. Burger Prize Recipient Announced
- ▶ 2014 Pegasus Scholarship October 15th Application Deadline Approaches
- ▶ New Inn Websites and User Guide Available Monday August 26
- ▶ 2013 Christensen, Powell, and OConnor Award Recipients Announced
- ▶ Featured Bencher Article: Practical Advice for Dealing with Difficult Clients

MORE NEWS...

Resources

- ▶ Message from our President
- ▶ Board of Trustees Resources
- ▶ Manage My Inn
- ▶ Manage My Inn Website
- ▶ Achieving Excellence
- ▶ Program Library
- ▶ The Bencher
- ▶ Request Information

Features

- ▶ InnSight
- ▶ Leadership Summits
- ▶ Inn Leadership Topics
- ▶ Specialty Inn Alliances
- ▶ Model Mentoring Program
- ▶ Member Satisfaction Measurement
- ▶ Warren E. Burger Writing Prize

Find an Inn

SEARCH BY:

- ZIP Code
- State
- Inn Name
- Inn ID

ABOUT US | FOR MEMBERS | FOR LEADERS | DISCLAIMER | PRIVACY POLICY | HOME | DIRECTORY | SITE MAP | REQUEST INFORMATION | SIGN IN

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1229 King Street, Second Floor, Alexandria, VA 22314 | Phone: (703) 684-3590 | Fax: (703) 684-3607 | info@innsofcourt.org

Internet 100%

3. Enter your Username and Password

If you do not know your Username or Password, click on “Find Me”. Then, enter the information requested. The web site will display your current email address. Then, click on your email address, and the information will be emailed to you.

AIC | Login - Windows Internet Explorer

http://home.innsocourt.org/vango/core/login.aspx

SIGN IN | HAVE A QUESTION? | DIRECTORY | MANAGE MY INN | MANAGE MY INN WEBSITE | HOME

AMERICAN INNS of COURT

Fostering Excellence in Professionalism, Ethics, Civility and Legal Skills

SEARCH [] GO

ABOUT US FOR MEMBERS FOR LEADERS

Login

Username []

Password []

Login Remember Me

[Find Me](#) Unsure if you already have a logon account?

[Reset Password](#) Have you logged in before and forgot your Password?

ABOUT US | FOR MEMBERS | FOR LEADERS | DISCLAIMER | PRIVACY POLICY | HOME | DIRECTORY | SITE MAP | REQUEST INFORMATION | SIGN IN

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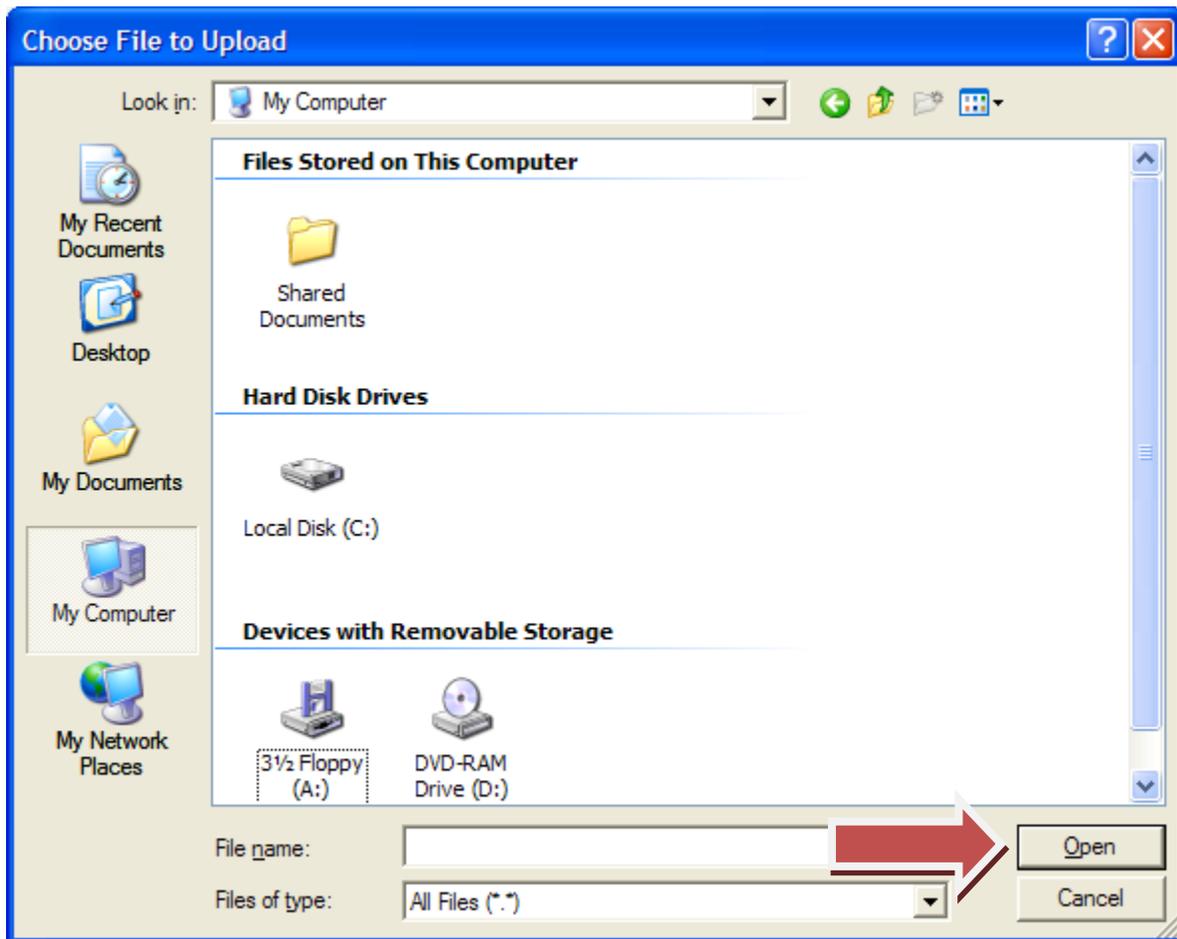
4. Select “My Account” (at top of the page)

The screenshot shows the American Inns of Court website in a Windows Internet Explorer browser window. The address bar shows the URL <http://home.insofcourt.org/>. The browser's Favorites bar shows a link to 'Home - American Inns of Court'. The website's top navigation bar includes links for 'MY ACCOUNT', 'SIGN OUT', 'HAVE A QUESTION?', 'DIRECTORY', 'MANAGE MY INN', 'MANAGE MY INN WEBSITE', and 'HOME'. A red arrow points to the 'MY ACCOUNT' link. Below the navigation bar is a search bar with the text 'SEARCH' and a 'GO' button. The main header features the American Inns of Court logo and the tagline 'Fostering Excellence in Professionalism, Ethics, Civility and Legal Skills'. Below the header are three tabs: 'ABOUT US', 'FOR MEMBERS', and 'FOR LEADERS'. The main content area is divided into several sections. On the left is a large graphic of a lightbulb with puzzle pieces and a stack of people. To the right of this graphic is the text 'the program library' followed by a list of bullet points: '• brainstorm •', '• innovate •', '• create •', and '• inspire •'. On the right side of the main content area is a 'Latest News' section with a list of five news items, each preceded by a right-pointing triangle. Below the news items is a link that says 'MORE NEWS...'. At the bottom of the main content area are three columns: 'Resources', 'Features', and 'Find an Inn'. The 'Resources' column contains a list of links: 'Message from our President', 'Board of Trustees Resources', 'Manage My Inn', 'Manage My Inn Website', 'Achieving Excellence', 'Program Library', 'The Bencher', and 'Request Information'. The 'Features' column contains a list of links: 'InnSight', 'Leadership Summits', 'Inn Leadership Topics', 'Specialty Inn Alliances', 'Model Mentoring Program', 'Member Satisfaction Measurement', and 'Warren E. Burger Writing Prize'. The 'Find an Inn' column has a 'SEARCH BY:' section with two columns of links: '• ZIP Code', '• State', '• Inn Name', and '• Inn ID'. Below the 'Find an Inn' section is a photograph of the Earth from space. At the very bottom of the page is a dark blue footer with a list of links: 'ABOUT US | FOR MEMBERS | FOR LEADERS | DISCLAIMER | PRIVACY POLICY | HOME | DIRECTORY | SITE MAP | REQUEST INFORMATION | SIGN IN'.

5. To add a photo, first click on “Browse” (near center of page, next to Upload Photo)

The screenshot shows a web browser window with the URL <http://home.innsofcourt.org/vango/core/accountmanagement/index.aspx>. The page header includes navigation links: MY ACCOUNT, MY CART, SIGN OUT, HAVE A QUESTION?, DIRECTORY, MANAGE MY INN, and MANAGE MY INN WEB. The American Inns of Court logo is displayed with the tagline "Fostering Excellence in Professionalism, Ethics, Civility and Legal Skills". Below the logo are buttons for ABOUT US, FOR MEMBERS, and FOR. The main heading is "Account Management". A navigation bar contains links for Account Summary, Personal Information, Address, Change Password, and Orders. The user is greeted with "Hello, William Galione". A message states: "This is your area to manage personal information. You can change password and email, and update address information." Under the "Member Photo" section, there is a placeholder image with a camera icon and a large 'X'. Below it is a "Remove Photo" link. The "Upload Photo" section features a text input field, a "Browse..." button, and a red arrow pointing to the button. A note at the bottom reads: "Images larger than 170x170 pixels will be cropped. Max Size: 1.0MB".

- Find a photo on your computer and select it, then click Open. The maximum size of the photo is 1.0 MB.



7. Click on “Upload”.

This will start the process of uploading your photo onto the National Inns website – it may take a few minutes. When it is done, you should see your photo next to “Member Photo”.

The screenshot shows a web browser window with the URL <http://home.innsocourt.org/vango/core/accountmanagement/index.aspx>. The page title is "AIC | Account Management - Summary - Windows Internet Explorer". The navigation bar includes links for "MY ACCOUNT", "MY CART", "SIGN OUT", "HAVE A QUESTION?", "DIRECTORY", "MANAGE MY INN", "MANAGE MY INN WEBSITE", and "HOME". The American Inns of Court logo is displayed with the tagline "Fostering Excellence in Professionalism, Ethics, Civility and Legal Skills". Below the logo are buttons for "ABOUT US", "FOR MEMBERS", and "FOR LEADERS".

The main content area is titled "Account Management" and has a sub-navigation bar with links for "Account Summary", "Personal Information", "Address", "Change Password", and "Orders". The user is greeted with "Hello, William Galione" and a message: "This is your area to manage personal information. You can change password and email, and update address information."

The "Member Photo" section features a placeholder image with a camera icon and a large "X" over it. Below the placeholder is a "Remove Photo" link. The "Upload Photo" section contains a file input field with the text "\\192.168.0.8\Data\WGali...", a "Browse..." button, and an "Upload" button. A red arrow points to the "Upload" button. Below the input field is a note: "Images larger than 170x170 pixels will be cropped. Max Size: 1.0MB".

The "My Bars" section displays a table with the following data:

State	Number	Admittance Date	Edit	Delete
Florida		05/10/1996	Edit	Delete

Below the table is a form with a dropdown menu labeled "[Select a State]", two empty input fields, and an "Add" button.

The "My Chapters" section includes a note: "If all of the chapters are not listed, or if the member type or status are incorrect, please report the problem to membership@innsocourt.org." Below this is a table with columns for "Chapter", "Member Type", and "Status".