

Tutorial for Creating a DEBA Lawyer Directory Listing

*This tutorial is for creating a listing using a laptop or desktop. If you are using a mobile device or a small screen, your experience may be different.

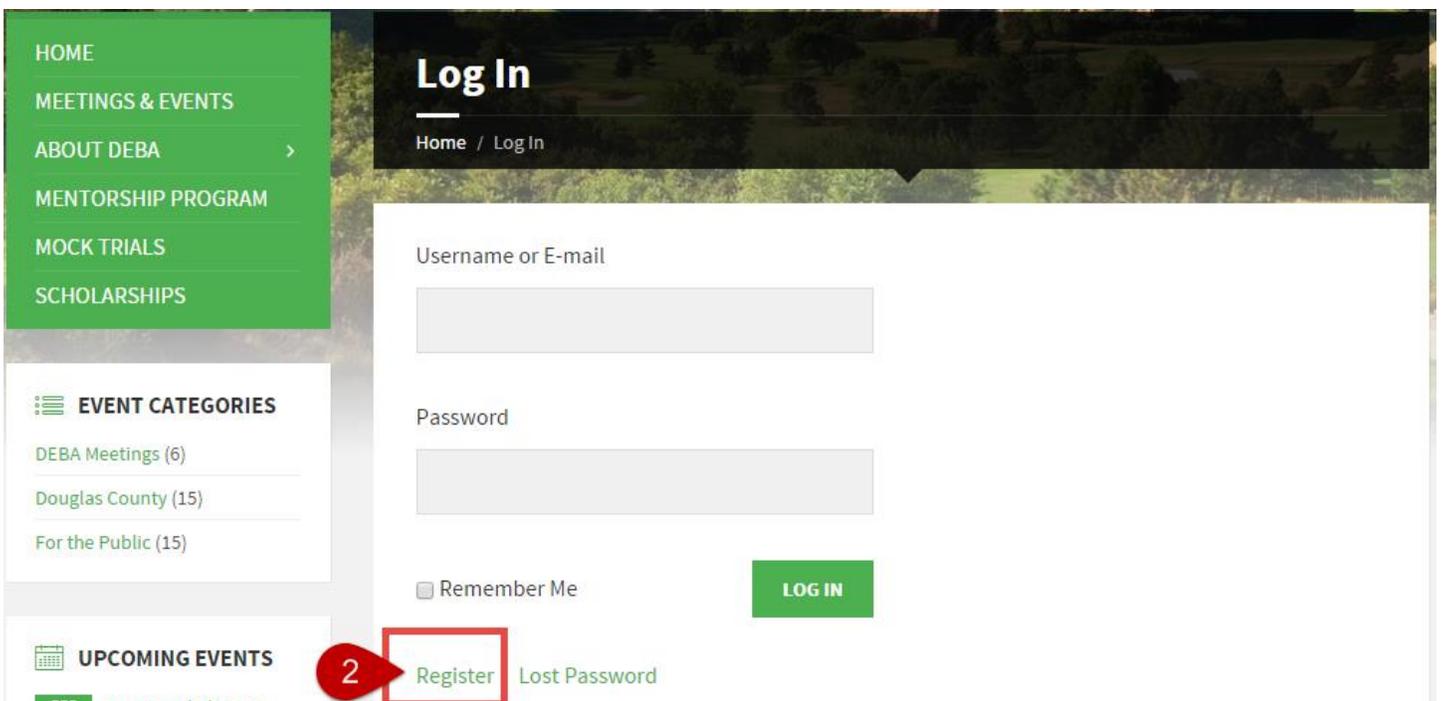
Step 1 – Create a DEBA username and password

You will use these credentials to create your listing *and* update your listing at any time.

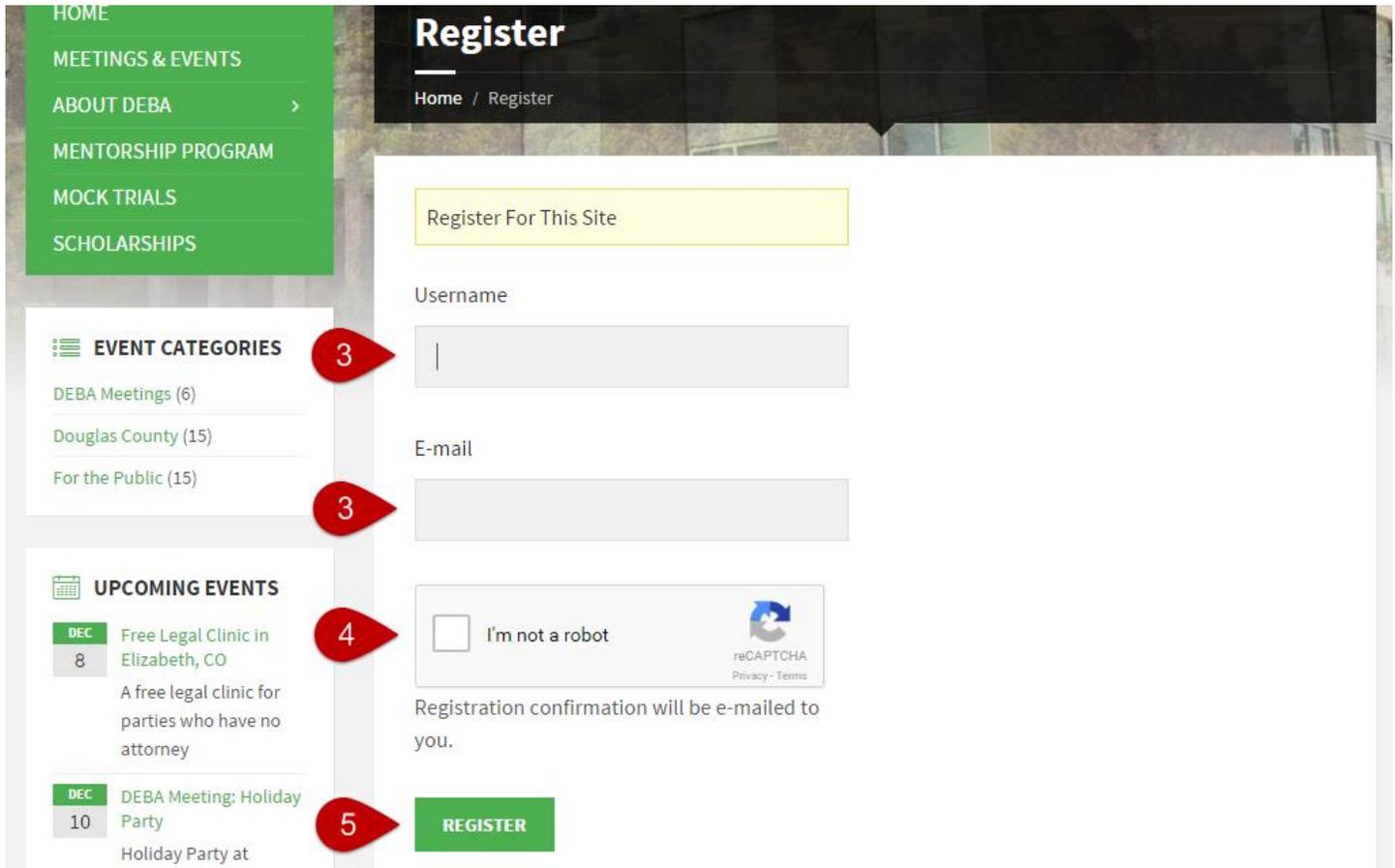
1. Click on the key symbol in the top right corner of the website



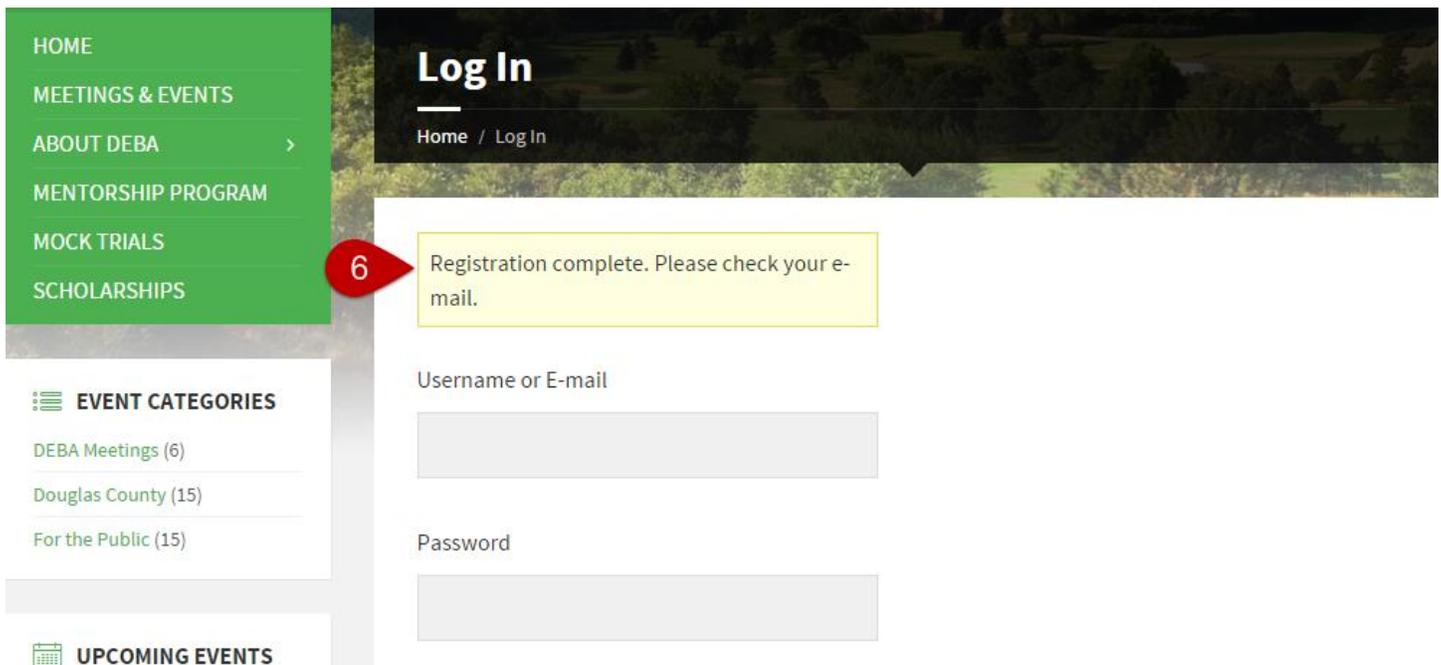
2. Click on the "Register" link



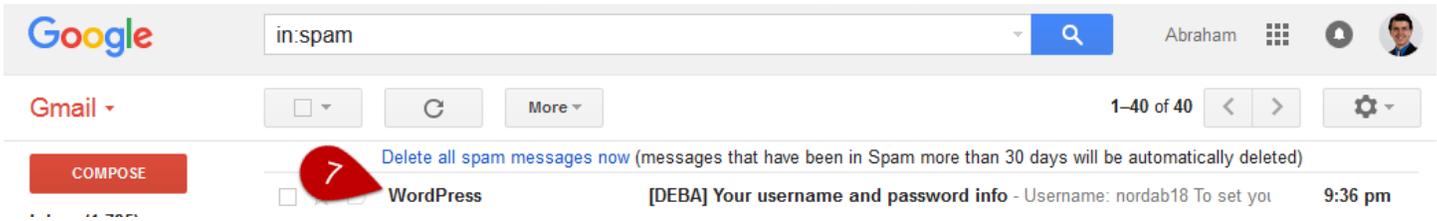
3. Enter what you want your username to be and enter your email
 - **NOTE** - Your initial password will be sent to this email
4. Click the “I’m not a robot” box
5. Click on the “Register” button



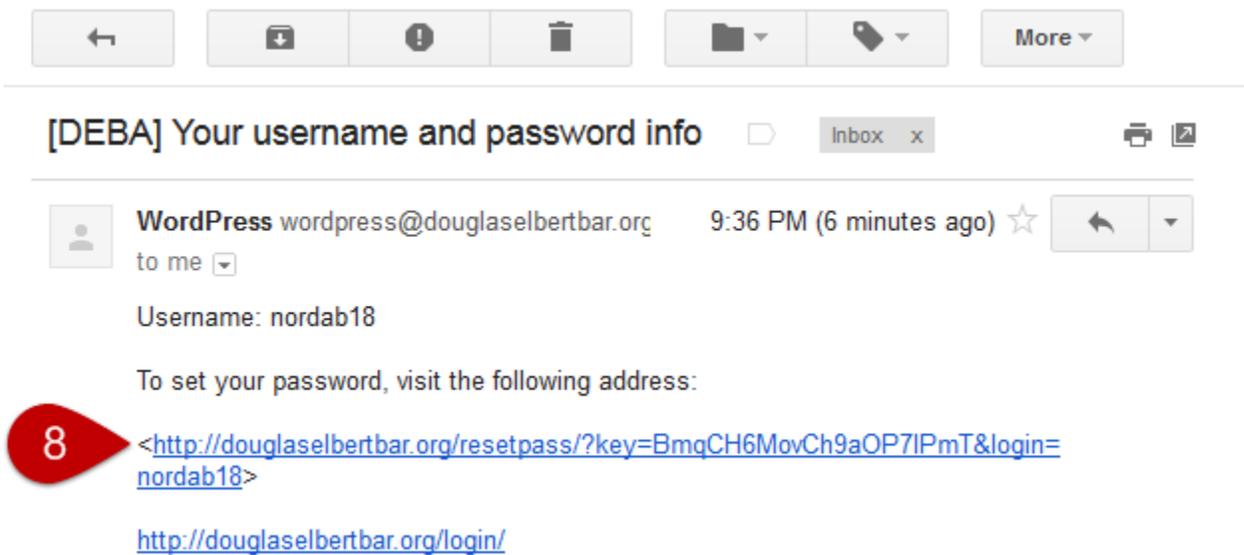
6. Check your email after registering for your temporary password



7. If you do not see the email in your inbox, check your spam or trash folders



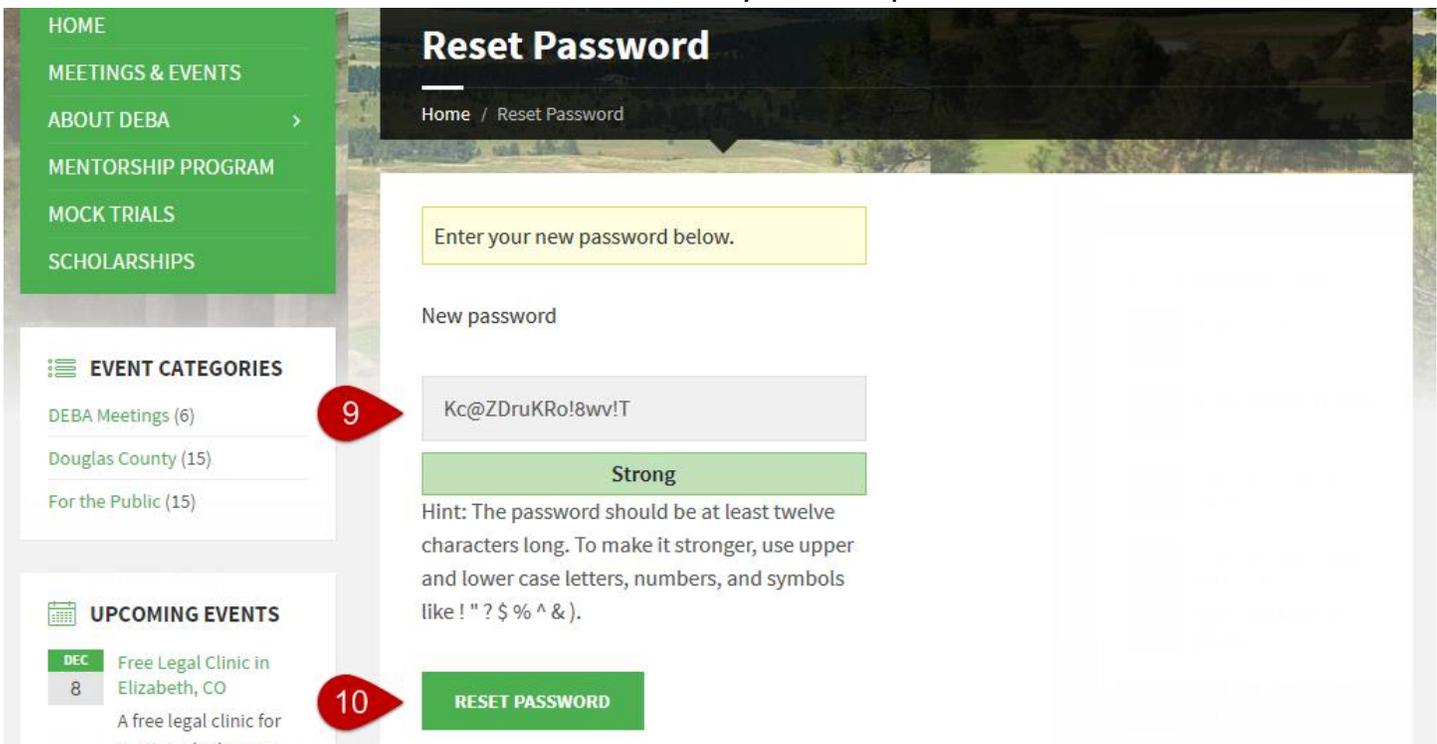
8. Click on the link provided in the email to create your password



9. Enter your password in the field provided

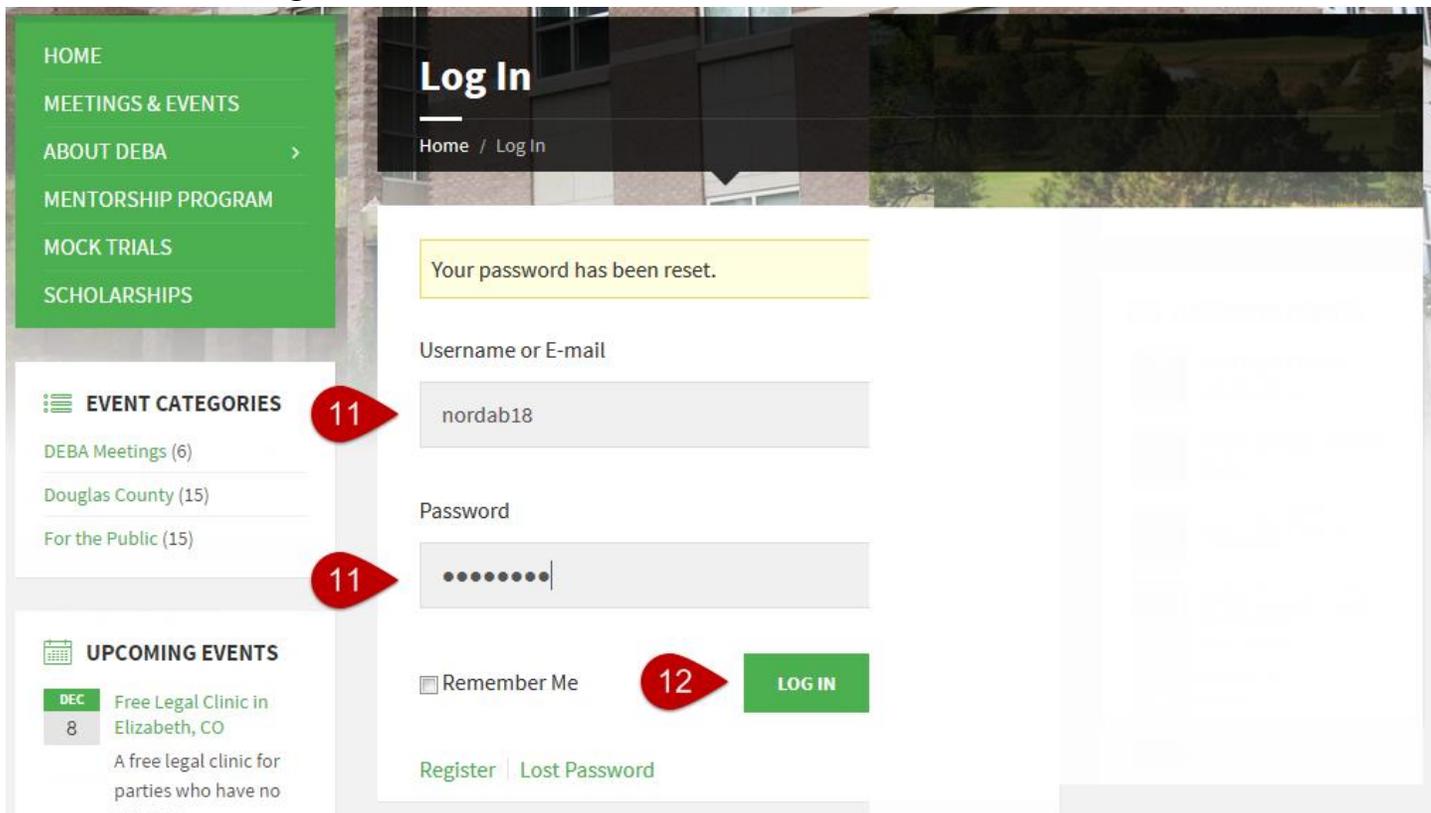
- **NOTE** - there will be a randomly generated password already entered but you can change the password to whatever you like.

10. Click the "Reset Password" button to save your new password



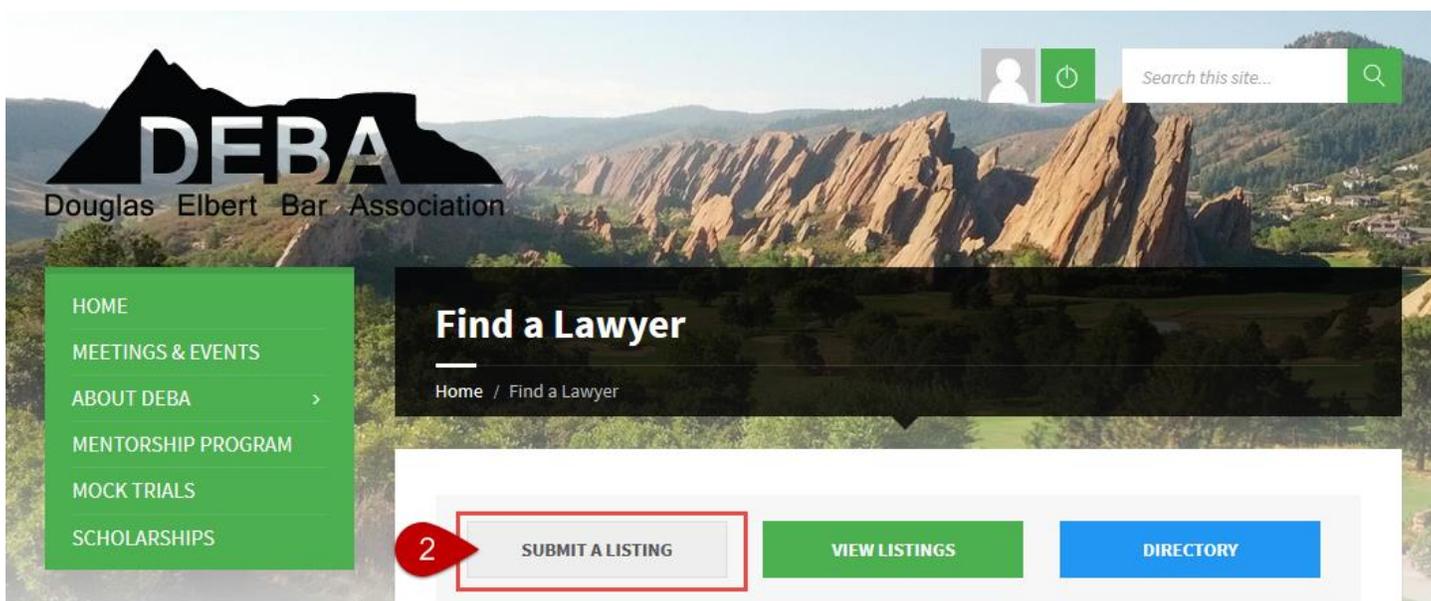
11. Enter your newly created username and password in the related fields

12. Click the “Log in” button



Step 2 – Create your DEBA directory listing

1. Go to <http://dougaselbertbar.org/lawyer-directory/>
2. Click on the “Submit a Listing” button



3. Select the areas of law that you practice

- **NOTE** - If you practice in more than one area of law, please select all that apply

4. Click the “Continue” button at the bottom of the page

DEBA
Douglas Elbert Bar Association

HOME
MEETINGS & EVENTS
ABOUT DEBA >
MENTORSHIP PROGRAM
MOCK TRIALS
SCHOLARSHIPS

NEWS CATEGORIES
For Lawyers and Members (8)
For the Public (10)

LATEST NEWS
LAWYERS AT THE LIBRARY
Volunteer for the 2016 Mock Trial Tournament
Wellness Court
Recovery Court

DOCUMENTS
LAWYERS AT THE LIBRARY – 2016 SCHEDULE (214 kB)
DEBA newsletter nov 2015revised (334 kB)
2016 Douglas Regional Sign up (26 kB)
CHECKERBOARD flyer

Find a Lawyer
Home / Find a Lawyer

Submit A Listing

1 - Category Selection

Practice area(s) - Please select all that apply *

- Adoption
- Appeals
- Bankruptcy
- Business (General & Litigation)
- Criminal Law
- D.U.I./Traffic
- Disability Law
- Divorce/Family Law
- Employment Law
- Estate Planning - Wills, Trusts & Probate
- Family Law
- Immigration Law
- Juvenile Law
- Landlord/Tenant
- Mediation /Arbitration
- Medical Malpractice
- Military Law
- Personal Injury
- Real Estate
- Social Security
- Tax Law
- Water Law
- Workers' Compensation

CONTINUE

5. Select if you want the basic free listing option or the premium paid listing option
 - **NOTE** – if you practice in multiple areas of law, you only need to select the premium paid option for one practice area and select the free option for the rest (You will still get the premium benefits for all areas that you practice)
 - **NOTE** – if you wish to start with the basic free listing and upgrade to the premium paid listing later, you will have to delete your free listing at that time and create a new premium listing.
6. Click the “Continue” button at the bottom of the page

HOME

MEETINGS & EVENTS

ABOUT DEBA >

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Find a Lawyer

Home / Find a Lawyer

Submit A Listing

2 - Fee/Upgrade Selection

"Adoption" fee options

	FEE	PRICE	DURATION	IMAGES ALLOWED
<input type="radio"/>	Free Listing (No website or images)	\$ 0.00	Unlimited	0
• Character limit of 500 characters for your listing content. ✓ Google Maps support.				
<input checked="" type="radio"/>	Premium Listing (Add your website and up to 4 images to your listing) **NOTE** Only select this option once even if you practice in multiple areas	\$ 60.00	365 days	4
✓ Unlimited content length for your listing. ✓ Google Maps support.				

"Appeals" fee options

	FEE	PRICE	DURATION	IMAGES ALLOWED
<input checked="" type="radio"/>	Free Listing (No website or images)	\$ 0.00	Unlimited	0
• Character limit of 500 characters for your listing content. ✓ Google Maps support.				
<input type="radio"/>	Premium Listing (Add your website and up to 4 images to your listing) **NOTE** Only select this option once even if you practice in multiple areas	\$ 60.00	365 days	4
✓ Unlimited content length for your listing. ✓ Google Maps support.				

5
CONTINUE

NEWS CATEGORIES

For Lawyers and Members (8)

For the Public (10)

LATEST NEWS

LAWYERS AT THE LIBRARY

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Wellness Court

Recovery Court

DOCUMENTS

LAWYERS AT THE LIBRARY – 2016 SCHEDULE (214 kB)

DEBA newsletter nov 2015revised (334 kB)

2016 Douglas Regional Sign up (26 kB)

CHECKERBOARD flyer (241 kB)

[See All Documents](#)

7. Enter all of your listing information in the fields provided
 - **NOTE** – You can change this information at any time after the listing is created
8. Agree to the terms and conditions by checking the box provided
9. Check the box for “I’m not a robot”
10. Click on the “Continue” button at the bottom of the page

Submit A Listing

3 - Listing Information

* Indicates required fields.

Your Name *

Law Firm

Phone Number

Contact Email *

Website
URL:

Link Text (optional):

Address

City

Zip Code

Fax

Short Description (This is shown on the directory list of lawyers)
250 characters left.

Long Description (This is shown within your detailed listing page)

Terms and Conditions: *

The Douglas Elbert County Bar Association's lawyer directory is for current members only and any listing that does not meet this criteria will be removed. The Douglas Elbert County Bar Association is not

I agree to the Terms and Conditions

I'm not a robot

reCAPTCHA
Privacy - Terms

CONTINUE

If you selected the basic free listing option, you're finished!

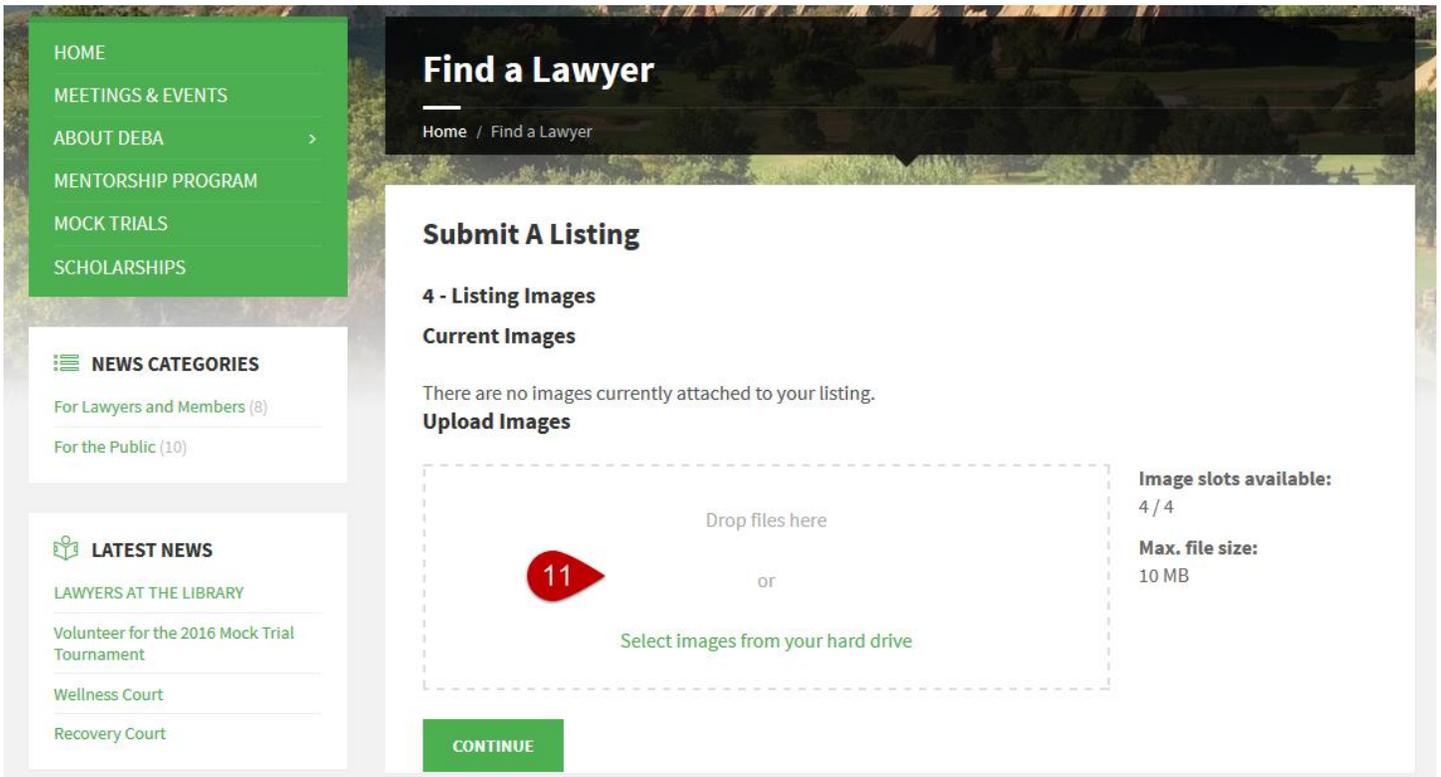
- You can now click on the links to "Go to your listing" or "Return to directory".



If you selected the premium paid listing option, continue to Step 3

Step 3 – Add premium options and send payment

11. Drag your image(s) to the dotted square or click on the "Select images from your hard drive" link to browse and upload your image(s)



- 12. Select the image you want to show in the directory list of lawyers by selecting the radio button labeled "Set this image as the listing thumbnail." below the related image
- 13. Click on the "Continue" button at the bottom of the page

Find a Lawyer

Home / Find a Lawyer

Submit A Listing

4 - Listing Images

Current Images



[Delete Image](#)

 Set this image as the listing thumbnail.



[Delete Image](#)

 Set this image as the listing thumbnail.



[Delete Image](#)

 Set this image as the listing thumbnail.



[Delete Image](#)

 Set this image as the listing thumbnail.

Upload Images

Your image slots are all full at this time. You may click "Continue" if you are done, or "Delete Image" to upload a new image in place of a current one.

Image slots available:
0 / 4

Max. file size:
10 MB

12

13 [CONTINUE](#)

14. Review the fee and click on the “Buy Now” or “Subscribe” button at the bottom of the page to complete the payment on PayPal’s website

Find a Lawyer
Home / Find a Lawyer

ITEM	AMOUNT
Fee "No website or images (free listing)" for category "Appeals"	\$ 0.00
Fee "No website or images (free listing)" for category "Bankruptcy"	\$ 0.00
Fee "Add your website and up to 4 images to your listing **NOTE** Only select this option once even if you practice in multiple areas" for category "Adoption"	\$ 60.00
TOTAL	\$ 60.00

14 Buy Now

Mastercard VISA American Express Discover BANK

15. If you have a PayPal account, you can log-in and pay using that method

16. Alternatively, you can pay using a debit or credit card

Douglas Elbert Bar Association

Your order summary

Descriptions	Amount
Listing Payment (ID: 27) Item number: 27 Item price: \$60.00 Quantity: 1	\$60.00
Item total	\$60.00
Total	\$60.00 USD

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Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

Log In

[Forgot email or password?](#)

16

Pay with a debit or credit card, or PayPal Credit

(Optional) Join PayPal for faster future checkout

17. If paying with a Debit or Credit card, enter your information and click on the Pay button

Douglas Elbert Bar Association

Your order summary

Descriptions	Amount
Listing Payment (ID: 27) Item number: 27 Item price: \$60.00 Quantity: 1	\$60.00
Item total	\$60.00
Total \$60.00 USD	

PayPal Purchase Protection
on eligible purchases | [See details](#)
Shop around the world with confidence

Choose a way to pay

Pay with my PayPal account 
Log in to your account to complete the purchase

Pay with a debit or credit card
(Optional) Join PayPal for faster future checkout

1 Country

Card number

Payment types    

Expiration date mm / yy /

CSC
[What is this?](#)

Billing information

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Contact information

Phone type

[Why is this needed?](#)

Phone number 555-555-1234

Email

Click **Pay** to complete your purchase. Please review your information to make sure that it is correct.

2

Payments processed by 

[Site Feedback \(-\)](#)

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

18. **Optional** – create a PayPal account or click on the “no thanks” link

Douglas Elbert Bar Association

Your order summary

Descriptions	Amount
Listing Payment (ID: 27) Item number: 27 Item price: \$60.00 Quantity: 1	\$60.00
Item total	\$60.00
Total \$60.00 USD	

PayPal Purchase Protection
on eligible purchases | [See details](#)
Shop around the world with confidence

Create your PayPal account (recommended)

Check out faster the next time you choose PayPal. We'll use the information you entered to create your PayPal account and pay. It's quick, free to sign up, and completely optional.

Learn more [about PayPal](#), the faster, safer way to pay.

Email address abraham.nord@gmail.com

Choose a PayPal password 8 characters minimum

Re-enter password

I have read and agree to [PayPal's User Agreement](#), [Privacy Policy](#), and [Electronic Communications Delivery Policy](#). I am authorized to add the phone number entered earlier and understand PayPal may contact me with automated calls and texts as described in the above agreements.

[Agree and Create Account](#) [No Thanks](#)

18

PayPal

19. Save your confirmation number and click on the “Return to Douglas Elbert Bar Association” link

- **NOTE** – if a security warning pops up click “Continue”

Douglas Elbert Bar Association

You just made a payment of

\$60.00 USD

[Print receipt](#)

Paid to
Douglas Elbert Bar Association

Thanks for your order

✔ Abraham, you just completed your payment.

Your receipt number for this payment is: 4132-6784-8548-3313.

We'll send a confirmation email to abraham.nord@gmail.com. This transaction will appear on your statement as PayPal *DEBA PAYMNT.

[Return to Douglas Elbert Bar Association](#)

Payments processed by **PayPal**

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20. Premium listings must go through a process to verify the payment. After payment is verified the listing will be visible in the directory

- **NOTE** – after this initial verification, you can make changes at any time and view those changes immediately in the directory.

The screenshot shows a webpage titled "Find a Lawyer" with a breadcrumb trail "Home / Find a Lawyer". A red arrow points to a message box that says: "Thank you for your payment. Your payment is being verified and your listing reviewed. The verification and review process could take up to 48 hours." Below this is a section titled "Payment Details" containing a table:

ITEM	AMOUNT
Fee "Premium Listing (Add your website and up to 4 images to your listing) **NOTE** Only select this option once even if you practice in multiple areas" for category "Adoption"	\$ 60.00
TOTAL	\$ 60.00

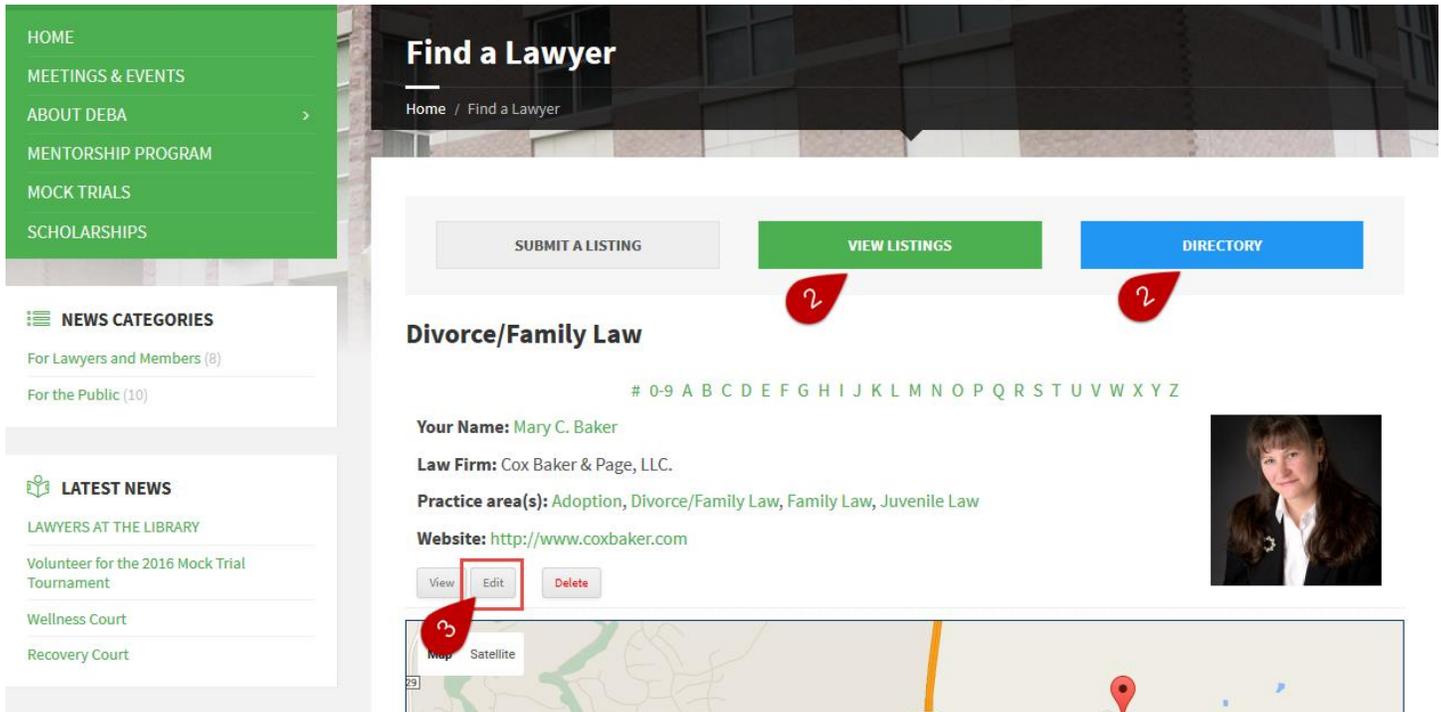
Below the table is a link: "← Return to Directory."

How to Edit Your DEBA Lawyer Directory Listing

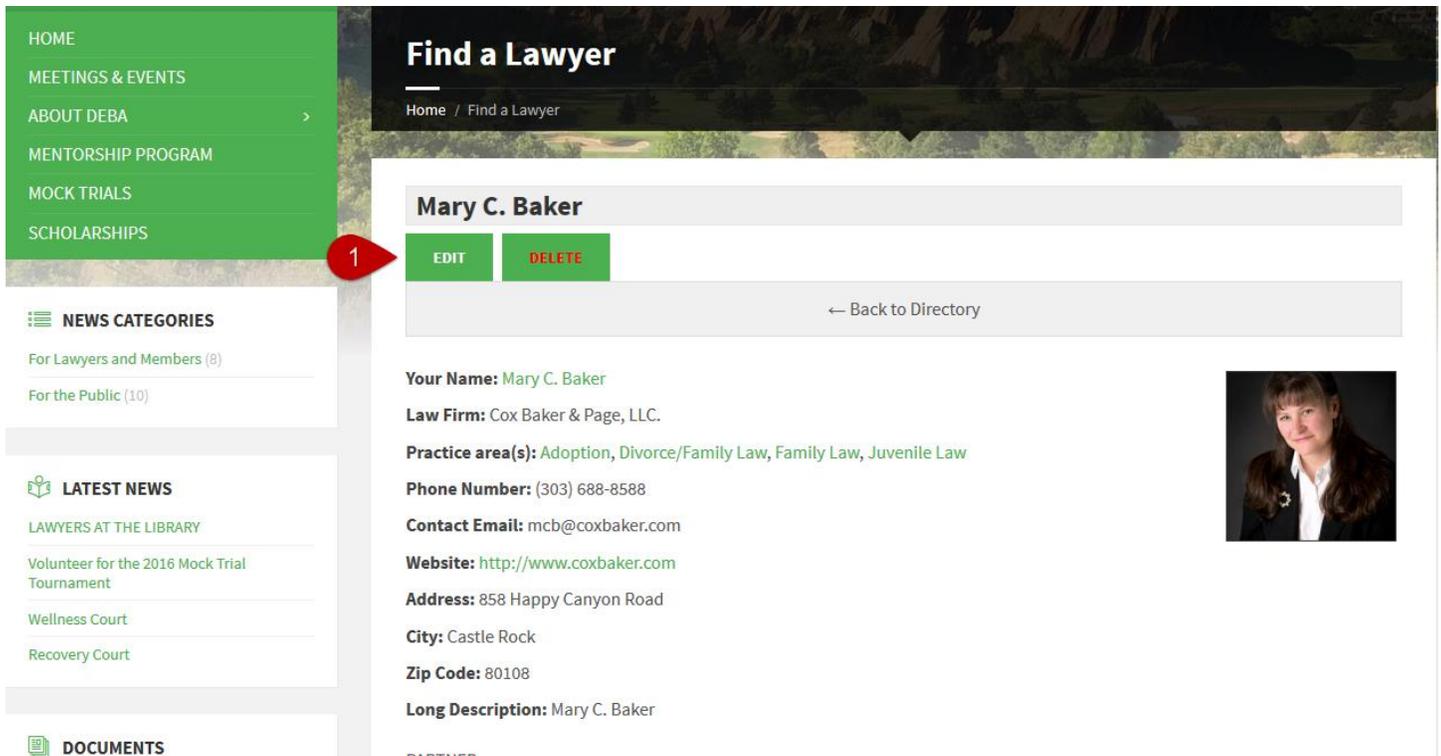
1. Go to <http://douglaselbertbar.org/lawyer-directory/> and log in by clicking on the key button in the upper left corner of the page and entering your username and password

The screenshot shows the DEBA (Douglas Elbert Bar Association) website. The logo "DEBA" is prominent. A search bar in the top right corner contains a key icon and the text "Search this site...". A red circle with the number "1" is placed over the key icon, indicating the login step. Below the search bar is a "Find a Lawyer" section with a breadcrumb trail "Home / Find a Lawyer". At the bottom of the page, there are three buttons: "SUBMIT A LISTING" (grey), "VIEW LISTINGS" (green), and "DIRECTORY" (blue). Below these buttons, there is a list of categories: "Adoption (9)", "Appeals (1)", and "Bankruptcy (2)".

2. Navigate to your listing using the “View Listings” or “Directory” buttons
3. Click on the “edit button at the bottom of your listing excerpt
 - **NOTE** – You will only see the edit button if you are logged in



4. You can also edit and delete your listing from your detailed listing page



Make the necessary updates using the same steps as creating a new listing above. Click the “Continue” button at the bottom of each page to complete the steps and update your listing.