

Technology

The American Inns of Court offers Inns several tools to streamline Inn administration and to improve the Inn member experience. These tools have been created to make officer roles less time consuming and to help Inns run more efficiently and effectively. Tools include:

- **Inn Management System:** An online administrative tool that centralizes membership, committee, leadership, meeting, and dues record keeping
- **Free hosted Inn Website:** A customizable online template Inns can use to communicate with their members and the public
- **Program Library:** An online repository of programs containing more than 2800 programs previously presented by Inns, which your Inn can download, adapt, and present
- **On-Line Membership Directory:** Serves as your members' access to a nationwide network of legal professionals connected through the Inns of Court movement
- **Templates and Samples of Effective Inn Practices:** Documents created by the national office to simplify policy and process development and samples drawn from best practices of the organization's highest performing Inns so Inn leaders can refine the resources for your Inn

Inn Management System



The screenshot displays the 'INN MANAGEMENT SYSTEM (IMS)' interface. At the top, it says 'The Generic American Inn of Court'. The interface is divided into several sections: 'Executive Committee' with a list of names and titles; 'Reports' with a list of report types; 'Recent Activities' with a list of recent events; and 'Membership' with a list of member names. To the right of the screenshot, there is a text box that reads: 'The IMS provides a secure, integrated and web-accessible means for leaders to maintain vital Inn information all in one place.' Below this text box is a bulleted list of features: 'Member records', 'Meeting and Program records', 'Member dues records', 'Pupillage teams', and 'Leadership and Committees'.

The Inn Management System (IMS) was designed with a great deal of input from Inn leaders and administrators. The IMS provides a secure, integrated, and web-accessible means for leaders to maintain vital Inn information all in one place. The IMS is an optional, opt-in system, and Inns using the system see it as a great benefit. The IMS keeps Inn data secure, protected, consistently 'backed up,' and is accessible to more than one member of the leadership team. The system maintains historical data (e.g., past Inn officers), allows members to pay dues and other fees by credit cards, simplifies record keeping and reduces reporting requirements to the national office.

The IMS is set up into three major Inn administrative segments, with additional links to frequently used information:

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MEMBERSHIP

Leaders can update member records in real time, which is then reflected in the AICF national database, send email communications to groups of members or the entire Inn, assign members to pupillage teams and committees, and print membership reports for review during executive and Masters of the Bench meetings.

MEETINGS

Leaders can post, update, archive and delete meeting information, assign pupillage teams to present on a specific date, email meeting invitations to members, receive and record members' online RSVPs (including meal selections), print sign-in sheets, print name badges, and record attendance (and CLE credits).

DUES

Leaders can set dues and other assessment amounts for different categories of members, email invoices from the system, accept dues payments by credit card (with a minimal service charge), record checks or cash received from members, and send email confirmation receipts once the transactions are posted to the system.

In addition, reports are available in all areas of the IMS that simplify pulling membership roster information, printing name badges, pulling attendance totals and meal counts, lists of outstanding dues, and more. If you are interested in signing up for the Inn Management System or setting up a training session for your leadership team, please contact your Director of Chapter Relations.

Hosted Inn Websites

Each Inn is provided a hosted website at no charge. This self-managed site can be set up with multiple pages to focus on different aspects of the Inn experience, such as:

- Inn history – explaining how the Inn was formed, who the founders were and what distinguishes it from other Inns and organizations
- Explanation of the Inn namesake – present the namesake's biography, explaining what contribution this individual made to the legal profession or to the nation
- Membership recruiting process and membership application – This can be used as an important tool in the marketing of the Inn, by explaining the steps to joining the Inn, providing a membership application online, and outlining what is expected of members of the Inn (e.g., attendance policy, pupillage group participation, etc.)

The Florida Family Law American Inn of Court

SEARCH [input] GO

ABOUT US FOR MEMBERS FOR LEADERS

The Florida Family Law American Inn of Court

Officers
Members
Meetings
Teams
Committees

The Florida Family Law American Inn of Court

Pupillage Groups
CLE Information
Photos

Meeting Schedule
Community Involvement

Current Program
Achieving Excellence

Past Programs

In the late 1990's, a group of lawyers and judges got together to follow a tradition that began in England and has been around for centuries. The Inn of Court, The Honorable Gary Flower, Homer Bliss, Cindy Catalan and David Gaffner formalized The Florida Family Law American Inn of Court after initially meeting informally to discuss family law, professionalism, trial techniques and procedures, and to discuss new family law ideas. After meeting numerous times and feeling that this type of dialogue would assist others in the practice of family law, The Inn of Court was born.

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- Program materials – This section could contain an explanation of how Inn programs are developed, along with posting cases, briefs and other documents supporting the Inn’s programs for members to access in advance of meetings or for CLE purposes.
 - Inns can also post their calendar of meetings. However, for Inns using the IMS, when meetings are entered into the IMS system, the meetings is automatically displayed under the ‘Meetings’ link, which is part of the permanent links on the left side of the page
- Program archives – photos, outlines and transcripts of past meetings can be made available for future reference

Inns should designate one or two individuals to serve as Web Administrator to limit the number of people who may be accessing and making changes to the Inn’s online presence.

Here are some Inn website addresses that use the free, hosted site:

Benjamin Franklin AIC (PA): <http://www.innsofcourt.org/inns/franklininn>

Earl E. O'Connor AIC (MO): <http://www.innsofcourt.org/inns/eeoconnorinn>

Florida Family Law AIC (FL): <http://www.innsofcourt.org/inns/flfamilylawinn>

Thomas S. Biggs AIC (FL): <http://www.innsofcourt.org/inns/tsbiggsinn>

George C. Young AIC (FL): <http://www.innsofcourt.org/inns/centralfloridainn>

Judge John M. Scheb AIC (FL): <http://www.innsofcourt.org/inns/schebinn>

Program Library

The Program Library is an archive of program scripts, videos and other materials collected from Inns around the country. The library is an excellent resource for pupillage teams and program committee chairs who are searching for topic ideas, examples of interesting and entertaining presentation approaches, and samples of award-winning programs.



Programs are available in text form, and some presentations have video recordings available. Many of the programs in the library are available free of charge to Inn members, and are available for immediate download in PDF format. Videos are available for immediate viewing through Vimeo.

Inns are encouraged to submit their programs to the Program Library. While

it may be old news to the Inn that has just presented it, the program may be a revelation for an Inn or pupillage team that is struggling to find a topic and presentation idea. For Inns participating in the Achieving Excellence program, submission of programs to the library is a requirement. For Gold status, Inns must submit two programs to the library; for Platinum status, Inns must submit four programs.

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Online Member Directory

One of the major benefits of membership in the American Inns of Court is the opportunity to connect with the best and brightest in the legal profession. You and the members of your Inn are connected to the thousands of other members of the organization through the Online Membership Directory. Access to the directory is restricted to members with active passwords to the AICF website.

Through the directory, you and other members can reach attorneys within your practice area, locate counsel for referral in another jurisdiction or meet other Inns of Court members while traveling. The Online Membership Directory becomes an even more effective tool as more member information is added to the database. Each member has access to update his or her Member Profile online. A one-page document is available from your CRD to share with Inn members that explains how to update their profiles. Members are encouraged to add photos, professional biographies and information about their areas of practice to make the Online Directory more useful.

Along with the online directory, members can connect with other Inns of Court members through our Facebook and LinkedIn groups, as well as follow the AICF on Twitter.

Effective Inn Practices/ For Leaders

home.innsofcourt.org/forleaders

To assist established and new Inn leaders, the national office has compiled examples of effective Inn practices, form templates and job descriptions to help leaders step into their new roles.

On the Inns of Court website, you will see a tab labeled, "FOR LEADERS." This tab contains previous leaders' and the national staff's collected wisdom to provide guidance and support to Inn leaders going forward. Under the *FOR LEADERS* tab, you will find:

- **ACHIEVING EXCELLENCE (AE)** requirements and examples. The AE program is designed as a roadmap for success, outlining the policies and practices employed by the most effective Inns in the organization.
- **FINANCE & INSURANCE** explain the steps Inns must take to remain under the AICF tax exemption, including tax reporting requirements, as well as information on the organizations liability insurance coverage for Inns, including host liability insurance, along with additional Inn budgeting resources
- **LEADERSHIP TOPICS**, which offers detailed sample officer job descriptions, along with short, 10 minute videos outlining effective Inn administrative practices and sample forms that can be adapted to simplify the information collection process

In addition to the information provided to you as Inn leaders, the American Inns of Court website provides a great deal of information of interest to your Inn members, including details about the foundation's Board of Trustees, the Temple Bar and Pegasus scholar programs, English and Irish Inn visits, the national awards programs and publishing opportunities in *The Bench* magazine. Please refer members to the ABOUT US and FOR MEMBERS tabs on the website (www.innsofcourt.org) for additional information.



How to Access and Update Your Profile on the American Inns of Court Website

www.innsofcourt.org

As a member of the American Inns of Court, you can access great content to help you make the most of your membership experience. We have numerous resources and features that are open to browse on our website including:

- [About the American Inns of Court Foundation](#)
- [Awards and Scholarship Information](#)
- [The Model Mentoring Program](#)

Similarly, there are some content items that are members-only including:

- Ordering programs from the [Program Library](#)
- Accessing the national [Member Directory](#)
- Updating your member profile

The key to accessing the members-only information is having your up-to-date email address on file with the national American Inns of Court Foundation. When your membership record is established in the national database, a member account is automatically created that will allow you to access *members-only* content.

What is my User name?

Your email address serves as your user name to log in to the website. If your email address is changed in the database, the new email address will become your username.

How Do I Get a Password?

1. Navigate to the American Inns of Court website home.innsofcourt.org
2. Click **Sign In** at the top of the page (See figure at right)
3. If you have never visited the website or have forgotten your password, Click **Forgot My Password**
4. Enter your email address as your Username and click **Submit**

When you do, a system-generated password will be sent to the email address in your member record. If you request your password but do not receive it within 24 hours, please contact the national office at (703) 684-3590.

You may receive the following error message: "We could not find your information in our system." If you receive this message, please contact the national office at (703) 684-3590. In order to correct this problem, we simply need to update your email address in our database.





How do I Log into the Website?

1. Navigate to the American Inns of Court website home.innsforcourt.org
2. Click **Sign In** at the top of the page
3. Enter your username (e-mail address) and password
4. Check the **Remember Me** box to have the system remember your information
5. Click **Sign In**

How do I Update My Account and Contact Information?

Once you are logged in, click on **Hi, (First Name)** at the top of the page.


On the **About Me** tab, you can edit: Name, Contact information, Profile information, Address, and Social profiles.

- To edit any section, click the pencil icon:
- This will allow you to add or edit information
- Click **Save** to save changes

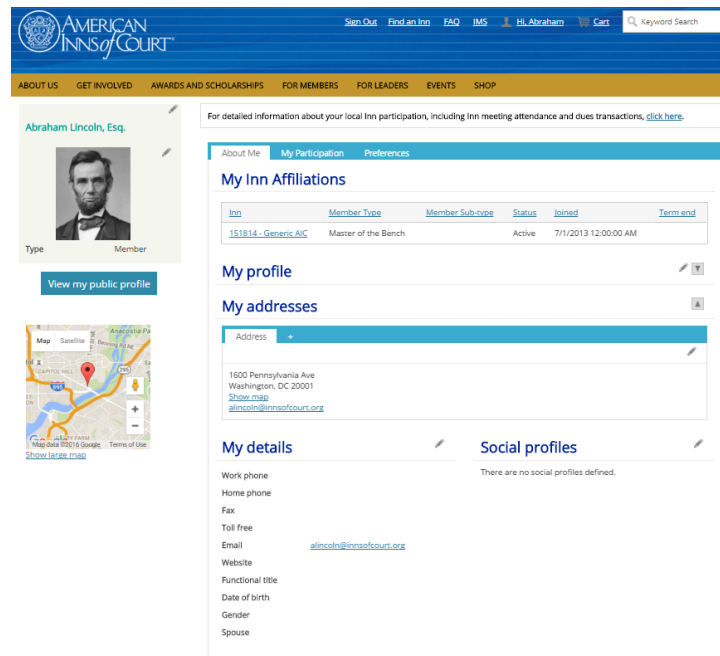
On the **My Participation** tab, you can view: Communities, Committees, Open invoices, Upcoming National Event Registrations, Recent Transactions, and Donation history. You can also print statements for any open invoices.

On the **Preferences** tab, you can change your password.

How do I Access the Program Library?

1. Once you are signed in, navigate to the **For Members** page and then to the **Program Library** page.
2. Click on the **Online Program Library** button in the upper right corner 
3. Search for any program by keyword, topic, program number, or material type.
4. Once you have completed your order of programs from the Program Library, you will receive a confirmation email containing a link to download the program materials. If the materials contain large files or video, they will be shipped to you within 24 hours.

If you have any questions or need any assistance, please contact the national office at (703) 684-3590. Thank you for making the most of your American Inns of Court membership.



The screenshot shows the user profile page for Abraham Lincoln, Esq. The page is divided into several sections: 'About Me' (with a profile picture and a 'View my public profile' button), 'My Participation' (with a map showing the user's location), 'My In Affiliations' (a table with columns for Inn, Member Type, Member Sub-type, Status, Joined, and Term end), 'My profile' (with a pencil icon for editing), 'My addresses' (with a list of addresses and a pencil icon for adding or editing), 'My details' (with fields for Work phone, Home phone, Fax, Toll free, Email, Website, Functional title, Date of birth, Gender, and Spouse), and 'Social profiles' (with a note that there are no social profiles defined).

Inn	Member Type	Member Sub-type	Status	Joined	Term end
151814 - Generic AIC	Master of the Bench		Active	7/1/2013 12:00:00 AM	