

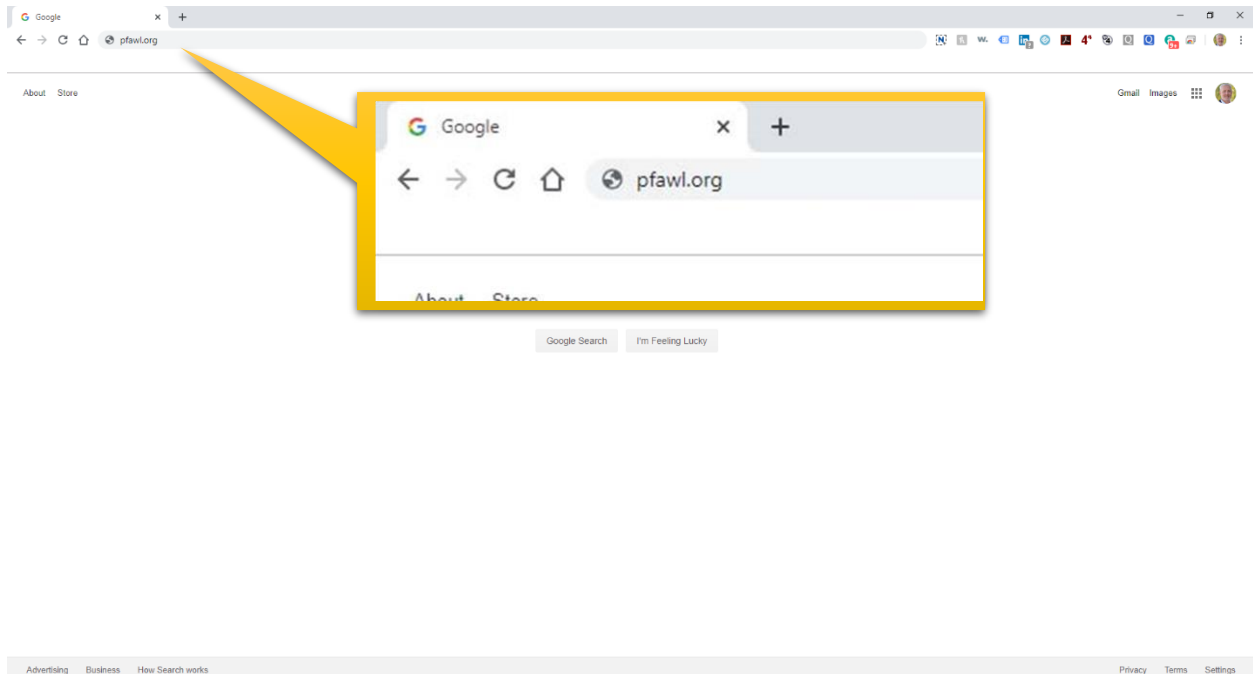


PFAWL Member Directory Update Guide

Last Updated: Thursday, November 14, 2019

Written by: Jeff Stolbom, Known Law

1. Open your browser and navigate to pfawl.org.



2. Select Attorney Search in the upper left corner of your browser.



3. Note that all members initially imported were categorized as unknown for the area of practice.

The screenshot shows the website header with the Florida Association for Women Lawyers Pinellas County logo and navigation links. Below the header, there is a search bar with the text "Find listings for <keywords>". To the right of the search bar is a purple button labeled "Find Listings". Below the search bar, there is a list of practice areas. The "Unknown (95)" category is highlighted with a yellow box and a yellow arrow pointing to it. The list of practice areas includes:

- Appellate Practice (0)
- Business Law (0)
- Construction Law (0)
- Criminal Law (0)
- Estate Planning, Probate & Guardianship (0)
- Immigration Law (0)
- Intellectual Property (0)
- Personal Injury (0)
- Unknown (95)
- Bankruptcy & Debtor/Creditor Rights (0)
- Employment & Labor Law (0)
- Government Attorneys (0)
- In House Counsel (0)
- Marital & Family Law (0)
- Real Estate Law (0)
- Workers Compensation (0)

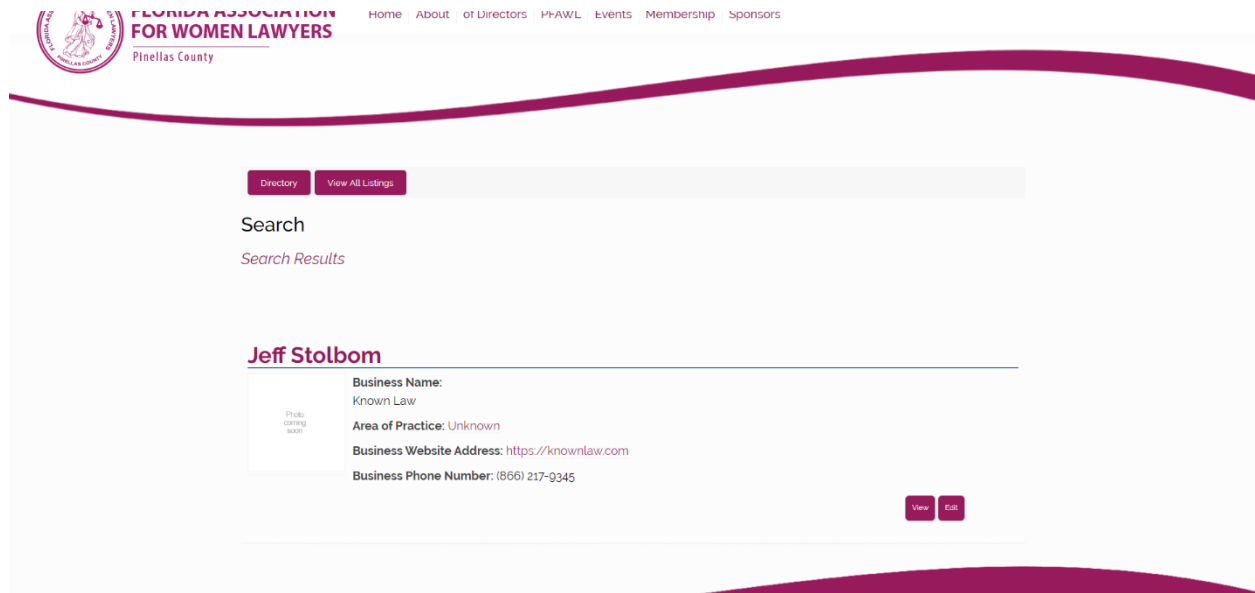
4. In the Find Field, enter part of your name and click the Find Listings button to the right.

The screenshot shows the website header with the Florida Association for Women Lawyers Pinellas County logo and navigation links. Below the header, there is a search bar with the text "Find listings for <keywords>". To the right of the search bar is a purple button labeled "Find Listings". Below the search bar, there is a list of practice areas. The "Unknown (95)" category is highlighted with a yellow box and a yellow arrow pointing to it. The list of practice areas includes:

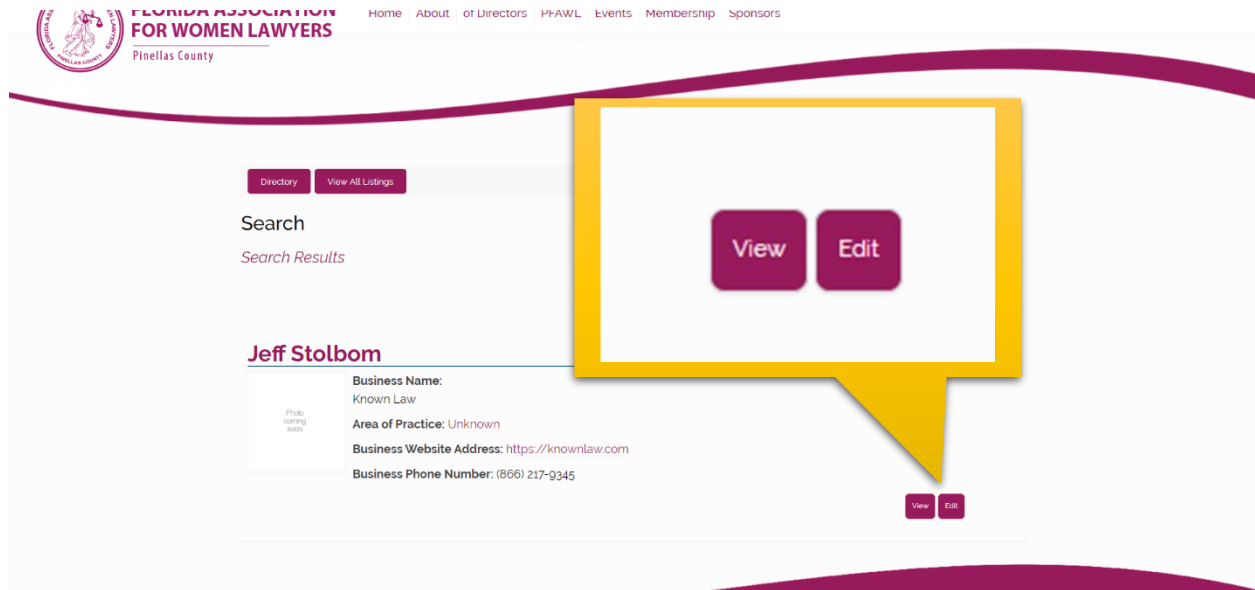
- Bankruptcy & Debtor/Creditor Rights (0)
- Civil Law (0)
- Intellectual Property (0)
- Marital & Family Law (0)
- Personal Injury (0)
- Real Estate Law (0)
- Unknown (95)
- Workers Compensation (0)

A yellow box highlights the search bar and the "Find Listings" button. The search bar contains the text "Jeff".

5. You should see a summary of your listing like you see below.



6. Click the Edit button below your listing.



7. You should see a screen like below.

The screenshot shows the website header with a search bar, member support link, and navigation menu. The main content area contains a login form with fields for E-Mail Address and Access Key, a 'Use Access Key' button, and a 'Request access key?' link. A 'Join PFAWL' button is located in the footer.

Attorney Search Member Support

FLORIDA ASSOCIATION FOR WOMEN LAWYERS
Pinellas County

Home About Board of Directors Join PFAWL Events Membership Sponsors

E-Mail Address:
E-Mail Address

Access Key
Access Key

Use Access Key

Request access key?

Join PFAWL

8. If this is your first time accessing your listing, you will need to obtain an access key. Click the link that says Request access key?

This screenshot is identical to the one above, but includes a yellow callout box that highlights the login form fields and the 'Request access key?' link. The callout box contains the same labels and input fields as the form on the page.

Attorney Search Member Support

FLORIDA ASSOCIATION FOR WOMEN LAWYERS
Pinellas County

Home About Board of Directors Join PFAWL Events Membership Sponsors

E-Mail Address:
E-Mail Address

Access Key
Access Key

Use Access Key

Request access key?

Join PFAWL

9. You will be taken to a screen to enter your email address like below. Enter your email and click on the Continue button.

The screenshot shows the website header with a search bar, member support link, and navigation menu. The main content area features a form titled "Enter your e-mail address" with a text input field and a "Continue" button. A yellow callout box highlights the form, showing the email address "jeff.stolbom@knownlaw.com" entered in the field and the "Continue" button.

Q Attorney Search ? Member Support

FLORIDA ASSOCIATION FOR WOMEN LAWYERS Pinellas County

Home About Board of Directors Join PFAWL Events Membership Sponsors

Enter your e-mail address

Continue

Enter your e-mail address

jeff.stolbom@knownlaw.com

Continue

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10. You will see a message like below. Click on Return to previous page.

The screenshot shows the website header and a confirmation message. The message states "Access keys have been sent to your e-mail address." and includes a "Return to previous page" link. A yellow callout box highlights the message.

Q Attorney Search ? Member Support

FLORIDA ASSOCIATION FOR WOMEN LAWYERS Pinellas County

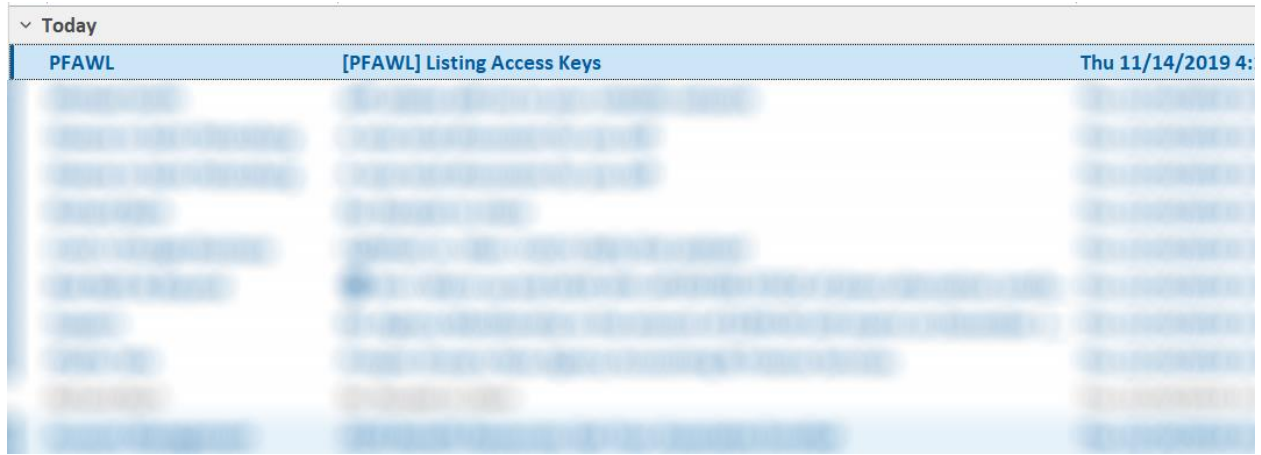
Home About Board of Directors Join PFAWL Events Membership Sponsors

Access keys have been sent to your e-mail address.

← Return to previous page

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11. Check your email. You should have a message with the subject like below.



12. The body of the email looks like this. Select and copy the access key then return to your browser window where you should be on the login page.

[PFAWL] Listing Access Keys



Below you'll find the access keys for all the listings registered with your e-mail address on our site.

Jeff Stolbom Access Key: 6865b1c8fc33b31f2b7a1bde9fbd37582e3533b1 URL: <https://pfawl.getfoundbeknown.com/attorney-directory/jeff-stolbom/>

PFAWL

Access Key: 6865b1c8fc33b31f2b7a1bde9fbd37582e3533b1

13. Enter your email address and paste the access key from above, then click Use Access Key.

The screenshot shows the website header with the Florida Association for Women Lawyers Pinellas County logo and navigation links. The main content area contains a login form with the following fields and values:

- E-Mail Address:** jeff.stolbom@knownlaw.com
- Access Key:** 6865b1c8fc33b31f2b7a1bde9fbd

A yellow callout box highlights these fields and the 'Use Access Key' button. Below the form, there is a link to 'Request access key?'.

14. You will land on your listing edit screen like below.

The screenshot shows the 'Submit A Listing' page. The header is the same as the previous screenshot. The main content area is titled 'Submit A Listing' and contains a 'CATEGORY SELECTION' section. A light blue box contains the following text:

You can't change the plan your listing is on but you can modify the categories it appears in, using the field below. Details about the plan are shown for completeness.

Below this, there is a section titled 'Area of Practice' with a list of checkboxes and practice areas:

- ☐ Appellate Practice
- ☐ Bankruptcy & Debtor/Creditor Rights
- ☐ Business Law
- ☐ Civil Law
- ☐ Construction Law
- ☐ Consumer Protection
- ☐ Criminal Law
- ☐ Employment & Labor Law
- ☐ Estate Planning, Probate & Guardianships
- ☐ Government Attorneys
- ☐ Immigration Law
- ☐ In House Counsel
- ☐ Intellectual Property
- ☐ Marital & Family Law

15. The first thing you need to update is your Areas of Practice. Select your primary area of practice first, followed by the remaining areas. You can choose as many as you wish. Also, be sure to uncheck the Unknown Area of Practice.

CATEGORY SELECTION

You can't change the plan your listing is on but you can modify the categories it appears in, using the field below. Details about the plan are shown for completeness.

Area of Practice

☐ Appellate Practice

☐ Bankruptcy & Debtor/Creditor Rights

☐ Business Law

☐ Civil Law

☐ Construction Law

☐ Consumer Protection

☐ Criminal Law

☐ Employment & Labor Law

☐ Estate Planning, Probate & Guardianships

☐ Government Attorneys

☐ Immigration Law

☐ In House Counsel

☐ Intellectual Property

☐ Marital & Family Law

☐ Personal Injury

☐ Real Estate Law

☒ Unknown

☐ Workers Compensation

16. Next is updating the information about you and your Law Firm. Note: The Introduction information is displayed on the Directory Listing screen (summary screen). Business Tags are keywords someone might use to find you with.

▼ LISTING INFORMATION

Business Name

Known Law

Name

Jeff Stolbom

Introduction

Biography

Business Website Address

URL:

Link Text (optional):

Business Phone Number

(866) 217-9345

Business Fax

Business Contact Email

jeff.stolbom@knownlaw.com

Business Tags

Business Address

17. The last section of your listing is your logo and other images you want to display.

▼ LISTING IMAGES

Current Images

There are no images currently attached to your listing.

Upload Images

Drop files here

or

Select images from your hard drive

Image slots... 5 / 5

File size: 0 - 10 MB

Image width... 0px - 500px

Image height... 0px - 500px

Clear Form

Complete Listing

18. Click on Select images from your hard drive.

▼ LISTING IMAGES

Current Images

There are no images currently attached to your listing.

Upload Images

Drop files here

or

Select images from your hard drive

Image slots... 5 / 5

File size: 0 - 10 MB

Image width... 0px - 500px

Image height... 0px - 500px

Clear Form


Complete Listing

Select images from your hard drive

19. Locate your headshot and upload it. Make sure the button labeled Set this image as the listing thumbnail is selected.

▼ LISTING IMAGES

Current Images




☒ **Set this image as the listing thumbnail.**


20. Next repeat the same steps but locate your logo or any other images you feel are relevant.

▼ LISTING IMAGES

Current Images



☒ **Set this image as the listing thumbnail.**

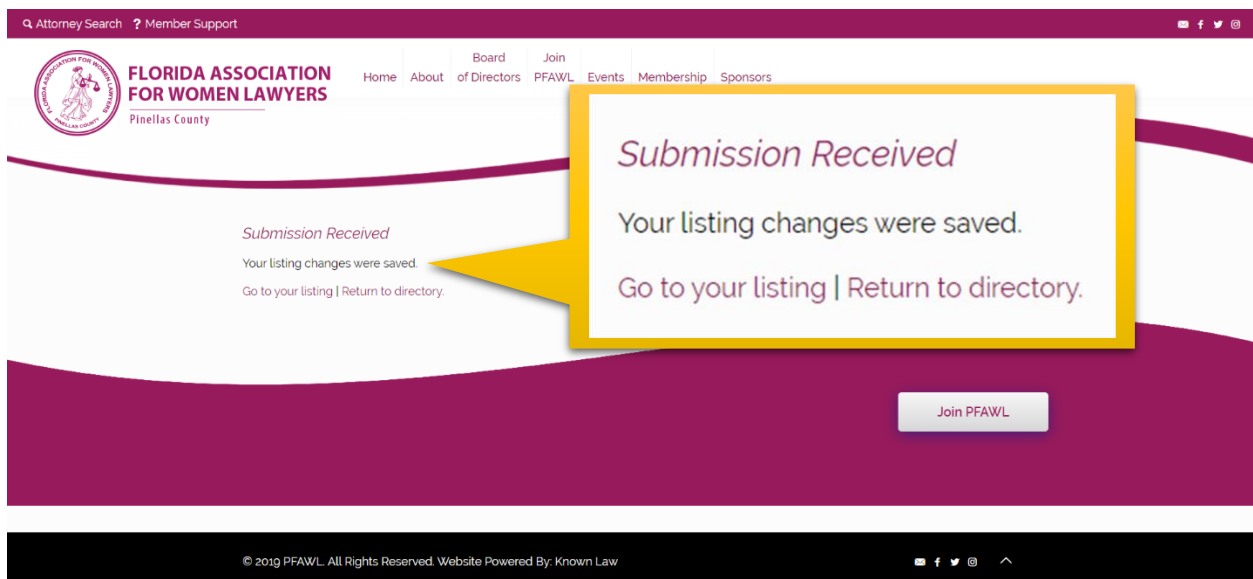


☐ **Set this image as the listing thumbnail.**

21. When you have finished uploading all the images you wish to display, click the Complete Listing button.


The screenshot shows a web form titled "LISTING IMAGES". It has a section for "Current Images" with a small profile picture and a text input for "Image caption or description". Below this is a radio button option: "Set this image as the listing thumbnail." The main section is "Upload Images", which contains a large dashed rectangular area for image uploads. A yellow callout box with a pointer highlights a purple button labeled "Complete Listing" within this upload area. To the right of the upload area, there are technical specifications: "Image slots... 4 / 5", "File size: 0 - 10 MB", "Image width... 0px - 500px", and "Image height... 0px - 500px". At the bottom of the form, there are two purple buttons: "Clear Form" on the left and "Complete Listing" on the right.

22. You will see this screen next. Click on Go to your listing.



23. Next you will be taken to your listing but you'll notice the updates are not showing. This is because your browser has the old listing cached in memory. If you are using a PC, click the ctrl and f5 keys at the same time. If you are on a mac, In the Safari app, choose History > Clear History, then click the pop-up menu. Next, choose how far back you want your browsing history cleared.

[Attorney Search](#) [Member Support](#)




**FLORIDA ASSOCIATION
FOR WOMEN LAWYERS**
Pinellas County

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PFAWL](#) [Events](#) [Membership](#) [Sponsors](#)

Jeff Stolbom

[Edit](#) [← Return to Directory](#)



Business Name:
Known Law
Name: Jeff Stolbom
Area of Practice: Unknown
Business Phone Number: (866) 217-9345

[Send Message to listing owner](#)

Listing Title:

Jeff Stolbom

...

24. You should see your new listing now.

Jeff Stolbom

[Edit](#)[← Return to Directory](#)**Business Name:**

Known Law

Name: Jeff Stolbom**Area of Practice:** [Criminal Law](#), [Personal Injury](#)**Introduction:**

Known Law specializes in designing, developing and marketing law firm websites. Whether you are a sole practitioner or a firm of many attorneys, you either have a website, or know you need a website, in order to compete in today's world.

Biography:

Jeff founded Known Law in 2010 from the idea that all law firms and attorneys should have a great online presence. Having spent more than 20 years in the technology sector, Jeff observed the services being provided attorneys for years, and realized that a very important part of their marketing was either completely missing or not getting the attention it deserved.

Business Website Address: <https://knownlaw.com>**Business Phone Number:** (866) 217-9345**Business Tags:** [Law Firm Marketing](#), [Law Firm Websites](#)**Business Address:**

970 Lake Carillon Drive, Suite 300, St. Petersburg, FL 33716



25. You can return to the directory and perform a search to see what your summary listing looks like.

Criminal Law

Jeff Stolbom

**Business Name:**

Known Law

Area of Practice: [Criminal Law](#), [Personal Injury](#)**Introduction:**

Known Law specializes in designing, developing and marketing law firm websites. Whether you are a sole practitioner or a firm of many attorneys, you either have a website, or know you need a website, in order to compete in today's world.

Business Website Address: <https://knownlaw.com>**Business Phone Number:** (866) 217-9345[View](#)[Edit](#)

26. If you have any trouble or simply have a question, you can use the Member Support link at the very top of the website. Complete the form and we'll do what we can to help you!



27. One final step, save the email with the access code in a safe place. You will use this access code anytime you need to update your listing.