

IBA Membership App Guide

With the recently launched IBA Membership app, it is now possible to download articles, receive automatic updates, search for members and, if you wish for your app profile to be public, get contacted by fellow IBA Members.

Eligibility

Please note that the app can only be used by **current** IBA Members.

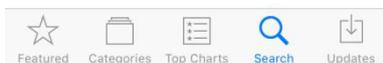
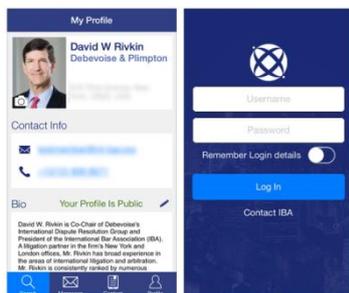
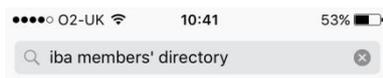
If you are considering IBA Membership to join the world's leading organisation of international legal practitioners, bar associations and law societies, please contact the Membership Department at member@int-bar.org to receive more information. The IBA influences the development of international law reform and shapes the future of the legal profession throughout the world. This enables the IBA to provide its members with unique international networking and professional development opportunities.

How to download the App

iOS 7 and above

The app can be used on iPhone, iPad or iPod touch and you can easily download it from the App Store on your device or by following this link: <https://itunes.apple.com/la/app/iba-members-directory/id1034755558?mt=8>

➔ Via the app store: Simply search for IBA Members' directory



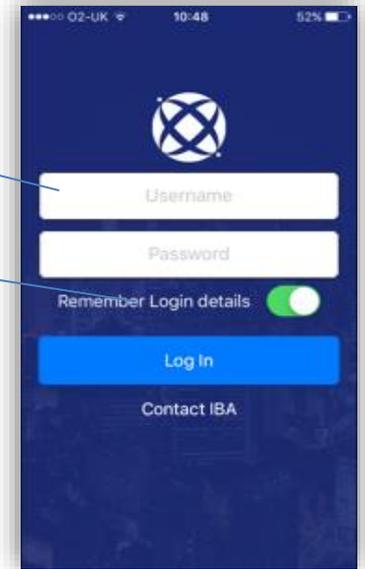
Android

The app can also be used on Android devices (Android 5 and upwards), better known as Android Lollipop. You can follow the link below to install the App onto your device:

<https://play.google.com/store/apps/details?id=com.ibamembers>

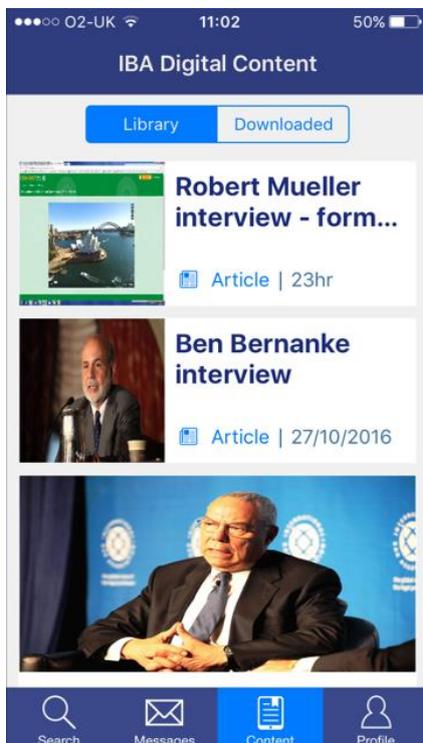
How to login

1. Open the IBA app and use the same login details as you would use to sign in to your personal area of the IBA website. Please note that the password is **case sensitive**.
2. Select whether you would like your login details to be remembered.
3. If you are having trouble with signing in, you can select "contact the IBA" and our Membership team will assist you.



Articles and downloads

Once signed in, you will see the content page with the latest articles that can also be saved and stored on your device.



How to view and save an article on your device

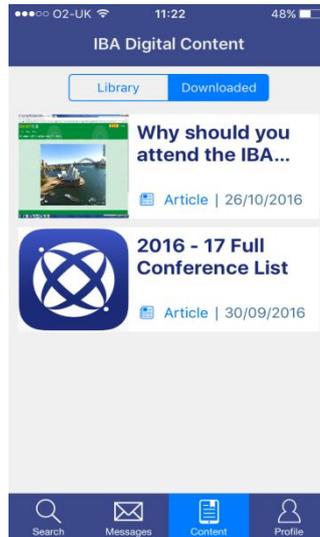
1. Click on an article of interest followed by “view article”



2. You can download the article onto your device by clicking on the download icon at the top right-hand side of your screen. The articles can then be viewed when offline and can be stored in the library.

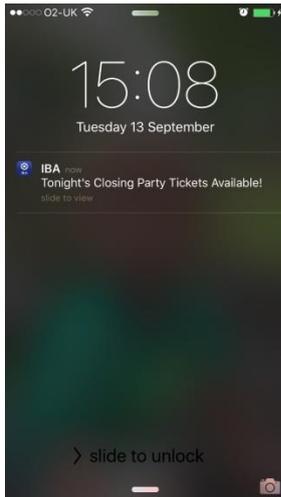


3. To retrieve or view your downloads, simply click on the content button and select the “Downloaded Tab”



4. To remove any downloaded articles, select the article you wish to delete and click on the delete icon in the top right-hand corner of your screen.





Push notifications

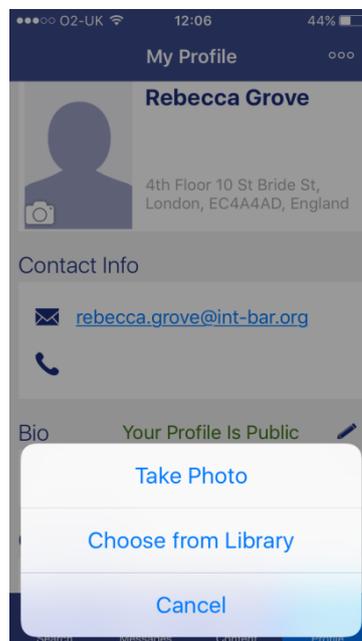
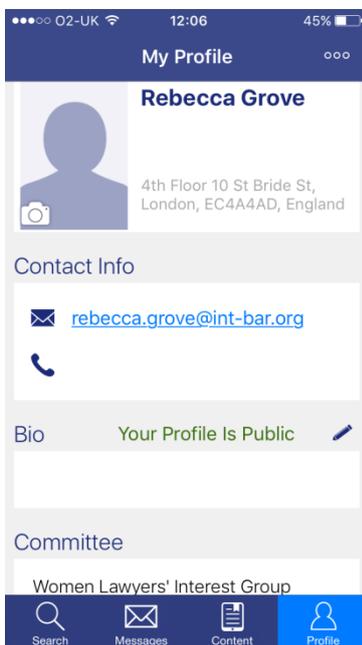
You can receive push notifications and latest updates on your device, which will show up on your home screen with a short description – this is a great way to keep informed, and in touch with the IBA. Push notifications can, however, be switched off on both iOS and Android devices, should you not wish to receive them.

Your (public) profile on the IBA Membership App

As an individual, group or corporate member, you can access your membership profile via the app by selecting the profile tab in the right-hand corner of the menu at the bottom of your screen. You are also able to make changes to your profile via your mobile device:

Changing your picture

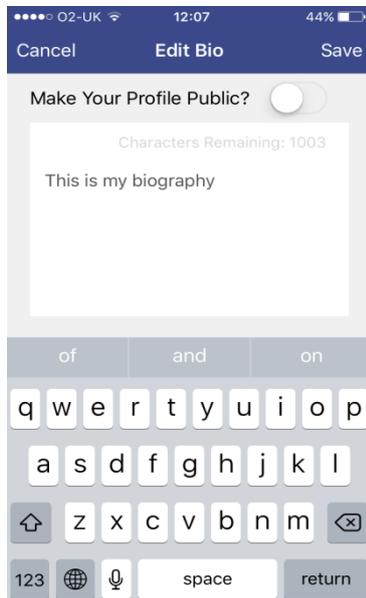
To change your picture, simply tap on it – a menu with options will appear.



Profiles with pictures are more likely to be viewed by other members; therefore, we strongly recommend uploading a picture to make the most of your membership and networking opportunities with the IBA. Please make sure to upload a professional picture.

Add or update your biography

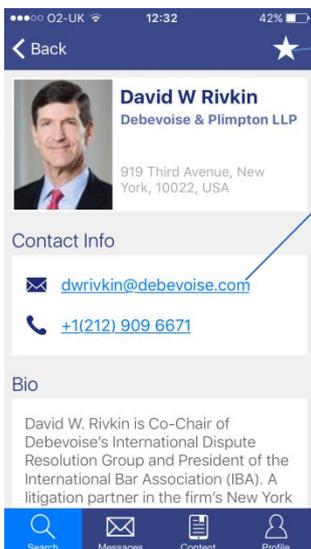
The biography section allows you to share a little more information about yourself with the membership network. To make changes, you can click on the editing icon next to Bio. Here, you can also select whether you would like your profile to remain private or to be set to public, which will allow other IBA members to find – and contact you. If you opt for your profile to remain private, your name will not appear in search results and other members will **not** be able to reach out to you.



How to search the membership directory

With the IBA App membership directory, you can search the IBA membership network and contact other IBA members whose profiles are public. Please note that only individual, group – or corporate members can make use of the search option in the app.

1. Click on the search tab in the left-hand corner of the menu at the bottom of your screen. You will then be able to search by name, firm, city, country etc.
2. Your search results will be listed upon selection of the blue search tab, once you have completed the search fields.
3. You will then be able to select a profile and view it.
4. By selecting the star, you can mark a profile as a favourite, which creates a shortcut in your “favourites library”. It can be found when selecting the search button in the left-hand corner of the menu at the bottom of your screen.
5. Clicking on the email address will instantly open an email window for you to reach out.

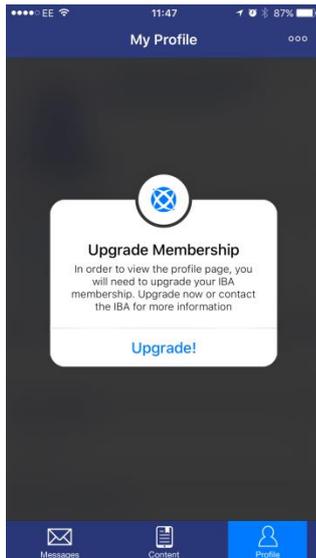


Conference attendance

If you attended the 2016 Annual Conference in Washington, a round tab will show on your screen. This tab can be selected, which will lead you to a separate page. After signing in, you will be able to view conference details including other members that attended.

Upgrade Membership

Depending on what kind of membership you currently have, you may not be entitled to search for profiles and may have restricted usage of the App.



Should this be the case, a screen will show up informing you that your membership will need to be upgraded, with which the Membership Team would be happy to assist you.

Membership of the IBA comes with great benefits including discounted rates to attend IBA Conferences and to purchase IBA products, access to the cast online library of legal resources, access to Members' Directory as well as high quality publications, newsletters and journals.