

GUIDANCE FOR JOINING AND CONFERENCE BOOKINGS

You do not have to use the PNLA website!

You may not like technology. If not then please contact the PNLA Admin team and we can help you – adminstration@pnla.org.uk telephone: 0117 905 5316

What does this website do for you?

It can do all the transactions you need from the PNLA:

- **Joining as a lawyer PNLA Member with a listing visible on the website**
- **Joining as a PNLA Specialist with a listing visible on the website**
- **Conference booking**
- **Annual renewals**

Sections below explain the process in more detail.

You can choose to pay via

- Worldpay - immediate payment using your credit or debit card or
- Direct Bank payment – suitable to pass to your Accounts team for payment.

You will receive automated emails with an invoice attached including our bank details.

What do you need before you start?

All emails from the website will go to the Practice Co-ordinators email address. See below how to create an account with your own Username and Password.

Make sure the Co-ordinator, if not you, is aware that you are undertaking a transaction.

Password – this must be 8-12 characters

Profession number - if you have one then have it ready – if not simply use eg RICS or BSB

Date of Qualification

Biography – you can include 250 words about you which will appear in your web listing

Images – Practice Logo and Photograph of Member or Specialist

Size of images must be no larger than **500x500 Pixels - what is that?** – a free website you can use is <https://ipiccy.com/>

- Choose the image and crop to make it square if possible
- Make sure the face of a person is in the middle of this square
- Adjust or enhance the image
- Resize ready to load to the website

The PNLA Admin team can help you with resizing images. You can change your images later at any time simply by logging into your account and pressing Edit. Clear the image then Save the new image.

PNLA Member - how do I join?

Every PNLA member needs to have a Practice with an account.

Log-in/Register is on the **Are you a Lawyer?** page button at the top – **My account**

New members need to **Register** with a Username and Password (which must be 8-12 characters). The details and email address inserted here are the Co-ordinator who will receive all the emails about transactions and bookings.

You will then reach a web page called My account with boxes listed as follows:

Dashboard

Practice

Members & Specialists

Orders

Addresses

Co-ordinator details

Logout

Create a Practice – Add the name and details for your Practice. The **Business Logo** if uploaded will appear on all Member and Specialist listings on the website.

You can Edit the Practice details at any time by clicking **Practice** under the Dashboard section.

To add one or more **Members & Specialists** click the button under the Dashboard which will give you a choice to add New Member or New Specialist.

Complete the contact details and choose your region for search purposes add your Profession and Profession Number (or letters if not as above) and date of qualification

List on website – **tick the box if you want to go live immediately**. If you do not tick the box you will not appear on the website but can change this later at any time.

Select funding options **Discounted Fee** or **Legal Aid** and choose your specialisms. These terms are defined in the **Do you need a Lawyer?** web page.

Add your Biography and upload your image. Click SAVE

Click **Members & Specialists** and click your entry and **Pay All**. Select Worldpay if paying by card immediately or Direct Bank Payment if you wish to pass the invoice to your accounts department for payment later). See below.

At the top of the webpage click **BROWSE MEMBERS** (if you have ticked to go live onto the website) and you will be listed.

PNLA Specialist - how do I join?

Follow the same procedure as for joining as a PNLA Member – click the **Members & Specialists** click the button under the Dashboard which will give you a choice to add **New Specialist**.

Click SAVE

Click **Members & Specialists** and click your entry and **Pay All**. Select Worldpay if paying by card immediately or Direct Bank Payment if you wish to pass the invoice to your accounts department for payment later). See below.

At the top of the **Find a Specialist** webpage click **BROWSE SPECIALISTS** (if you have ticked to do so) find your live listing on the website.

Payment

Annual Cost: Member - £175 (renewal 1 September)

Specialist - £175 plus VAT (renewal 1 July)

Multiple member and specialists discounts can be obtained using **Coupon Codes:**

- **FIRM2** – DEDUCT £30
- **FIRM3** – DEDUCT £60
- **FIRM4** – DEDUCT £120
- **FIRM5** – DEDUCT £150
- **FIRM6** – DEDUCT £240
- **FIRM7** – DEDUCT £280
- **FIRM8** – DEDUCT £320
- **FIRM9** – DEDUCT - £360
- **FIRM10** - DEDUCT - £400

[NB there is no gap between the letters and numbers]

For more than 10 people please contact the PNLA Admin Team to obtain your discount or create another Practice for each batch of 10.

Once you have loaded one or more new Members and/or Specialists for your Practice then go to the list in **Members & Specialists** button (under the Dashboard).

Click those you are paying for and the **PAY ALL** button.

Basket – this will show those you are paying for.

Coupon Code – Discounts apply for more than one person joining – the codes are listed – insert eg 2 Members – code FIRM2

Press **PROCEED TO CHECKOUT**

Your Practice details will appear for billing by default – change if you would like different details in your invoice.

Choose between payment options:

Direct bank transfer – this option does not require immediate payment – it will produce an invoice emailed to the Co-ordinator for payment by bank transfer

Worldpay – pay by credit card and the email to your Co-ordinator will include the invoice.

NB All emails will go to your Practice Co-ordinator.

Invoices include the Practice name and the Order number but not the individual name. The covering email does include the names of the individuals. An invoice will be provided for each individual.

Order and invoice numbers can be cross checked from the **Orders** and **Members & Specialists** sections in **My Account**.

The Coupon discount will be deducted pro rata between those joining at the same time.

The PNLA Admin team will have copies of the emails confirming your transaction and the invoices. Please contact us for copies if required.

Events – Conference Bookings

You can book a conference through the website whether or not you are a Member or Specialist.

You need to go to the button at the top of the **Are you a Lawyer?** webpage and press the button **Login/Register** to book a conference to get to **My Account**.

To book an event using the website it is necessary to Register and create a Practice if you are not an existing Practice.

Once logged in go to the **Events** page – button at the top of every web page.

Click the number of tickets required which will take you to your **Basket**.

You can book if you are not a Member or Specialist at the full price.

If you are a Member or Specialist you pay the discounted price and you will be asked to allocate the ticket from a drop down list of named Members and Specialists loaded within your Practice.

There are no Coupons for conferences.- once you have selected your bookings click **Proceed to Checkout**

Attendee Registration

Select the Member or Specialist if applicable or add the contact details for the full price attendee.

Save the Attendee info then **Checkout**

Complete the Billing Address which will appear in your invoice(s) for this transaction.

The email confirming the booking will go to the Co-ordinators email address not to the Attendee. Choose to pay either by Worldpay using your debit or credit card or pay later if you choose the option Direct Bank transfer. Your Co-ordinator will receive the confirmation email with an invoice attached with bank details for online payments.

The Attendees details will appear in the automated email but not within the attached invoice.

The Order number will appear in the invoice which can be cross checked with the **Orders** listed in the Dashboard.

The PNLA Admin team can help you – administration@pnla.org.uk telephone: 0117 905 5316