

The College of Community Association Lawyers



FELLOW DIRECTORY GUIDE

Step by step guide to set up and update your CCAL fellow directory profile, picture, and privacy settings. This directory is intended to help CAI members connect with CCAL attorneys.

About the CCAL Fellow Directory

Introducing the new College of Community Association Lawyers Directory. This new directory has several new features, most importantly it has improved searching capabilities. Users can now search for CCAL fellows by name or location which allows CAI members and other visiting CCALonline.org to find a CCAL attorney in their area.

CCAL fellows can personally update their profiles at any time. Profiles may include a photo, bio, company, job title, contact information, and education and job histories. Fellows may also link to their personal or firm's social networks.

The directory also provides a direct messaging feature for those uncomfortable listing their contact information. Fellows can choose to be messaged through the exchange/directory by CAI members with access to the CAI Exchange.

We hope the improved CCAL directory will prove to be a valuable tool for both our CCAL fellows and our CAI members.

College of Community Association Lawyers (CCAL) Directory

[Browse All CCAL Members](#)

First Name

Last Name

Location

City

State/Province

Country

[Find CCAL Members](#) [Clear All](#)

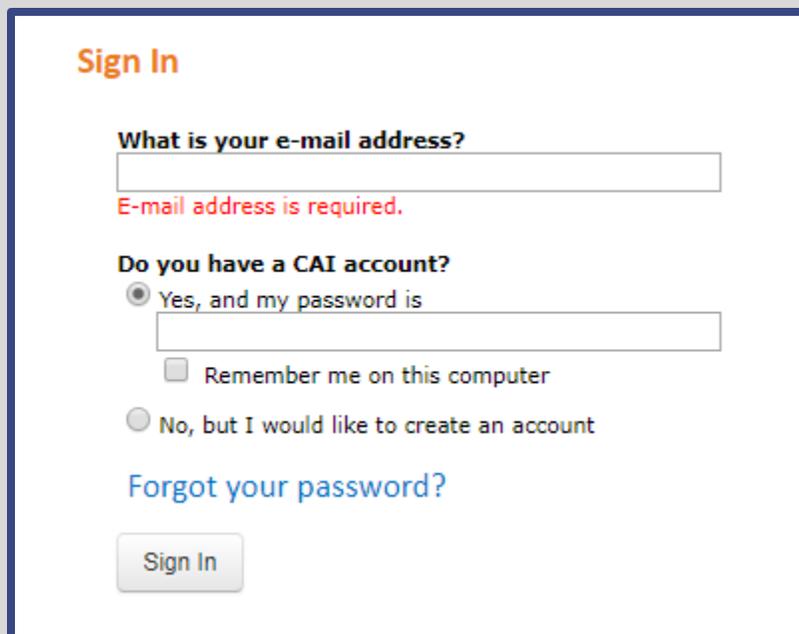
How to Create and Update Your CCAL Directory and CAI Exchange Profile

1. Visit <https://exchange.caionline.org/network/ccal-directory>
2. Select “Sign In” at the top right-hand corner of the webpage.



The screenshot shows the top navigation bar of the website. On the left is the logo for the Community Associations Institute. On the right are links for CONTACT US, CODE OF CONDUCT, and CAIONLINE.ORG, along with a blue 'Sign in' button. Below the navigation bar is a dark menu with 'HOME', 'COMMUNITIES', 'DIRECTORY', 'BROWSE', and 'PARTICIPATE'. A search bar with the text 'search' and a magnifying glass icon is on the right. The main content area is titled 'College of Community Association Lawyers (CCAL) Directory' and features a blue button labeled 'Browse All CCAL Members'. Below this are two input fields for 'First Name' and 'Last Name'.

3. Log in using your CAI credentials, if you are unsure of your log in, use the “Forgot your Password?” feature or contact our member service center at 703-970-9220.

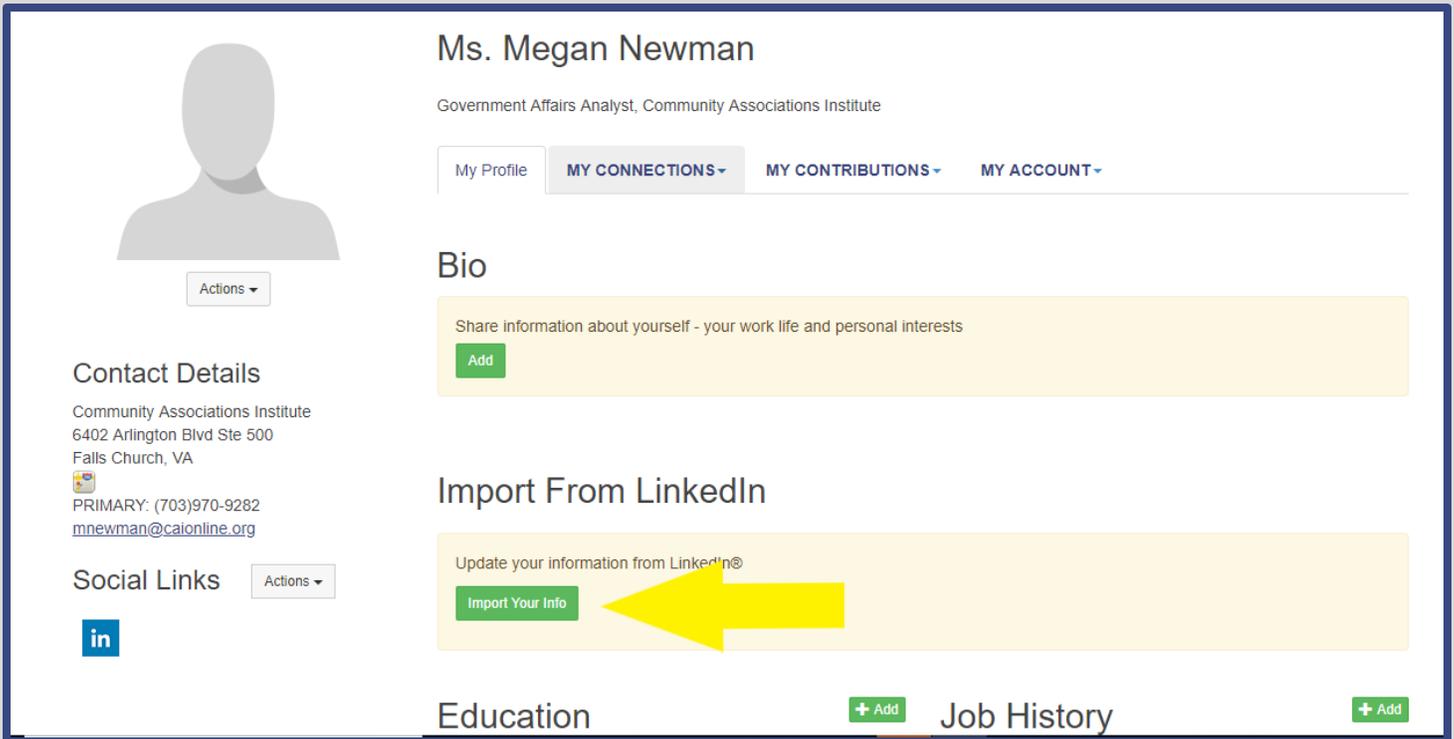


The screenshot shows a 'Sign In' form. At the top is the title 'Sign In' in orange. Below it is the question 'What is your e-mail address?' followed by an empty input field. A red error message 'E-mail address is required.' is displayed below the field. The next question is 'Do you have a CAI account?' with two radio button options: 'Yes, and my password is' (selected) and 'No, but I would like to create an account'. Below the 'Yes' option is an empty password input field and a checkbox for 'Remember me on this computer'. Below the 'No' option is a link for 'Forgot your password?'. At the bottom is a grey 'Sign In' button.

4. Click the photo Icon (or your picture if already added) to access your profile.



5. Once you've reached your profile, the easiest way to update your information is to import your LinkedIn profile if you have one. After you select "Import Your Info" You will be prompted to sign in to your LinkedIn account and then select the information you would like to import.



6. If you don't have a LinkedIn profile to import, you can add the information you would like to feature on your profile by selecting the green add buttons.

The screenshot shows a LinkedIn profile for Ms. Megan Newman, Government Affairs Analyst at Community Associations Institute. The profile includes a placeholder for a profile picture, contact details, and social links. The main content area is divided into sections: Bio, Import From LinkedIn, Education, and Job History. Annotations include a yellow arrow pointing to the 'Add' button in the Bio section, and two yellow arrows pointing to the '+ Add' buttons in the Education and Job History sections.

Ms. Megan Newman
Government Affairs Analyst, Community Associations Institute

My Profile **MY CONNECTIONS** MY CONTRIBUTIONS MY ACCOUNT

Bio

Share information about yourself - your work life and personal interests

Add

Contact Details

Community Associations Institute
6402 Arlington Blvd Ste 500
Falls Church, VA
PRIMARY: (703)970-9282
mnewman@caonline.org

Social Links

[in](#)

Import From LinkedIn

Update your information from LinkedIn®

Import Your Info

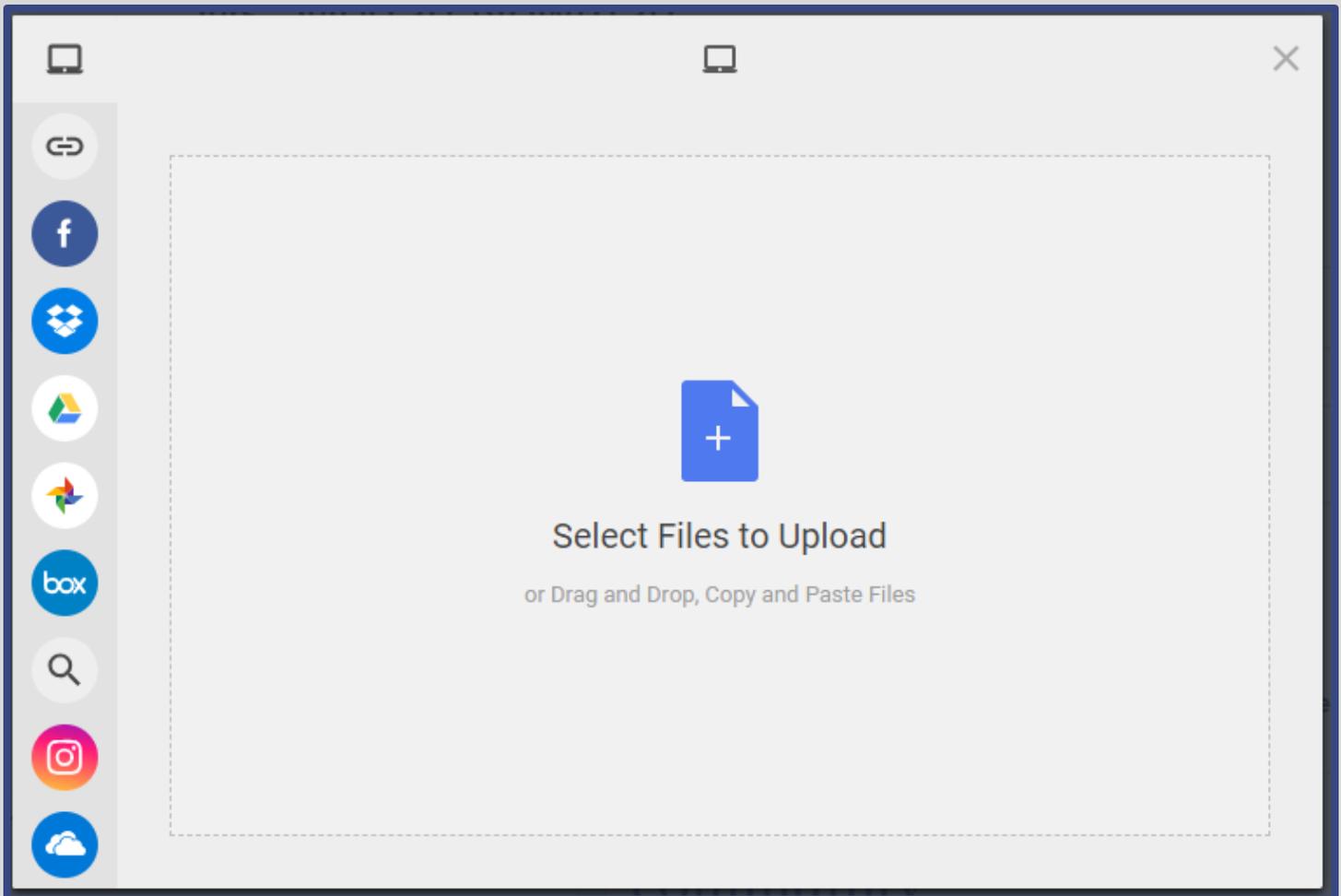
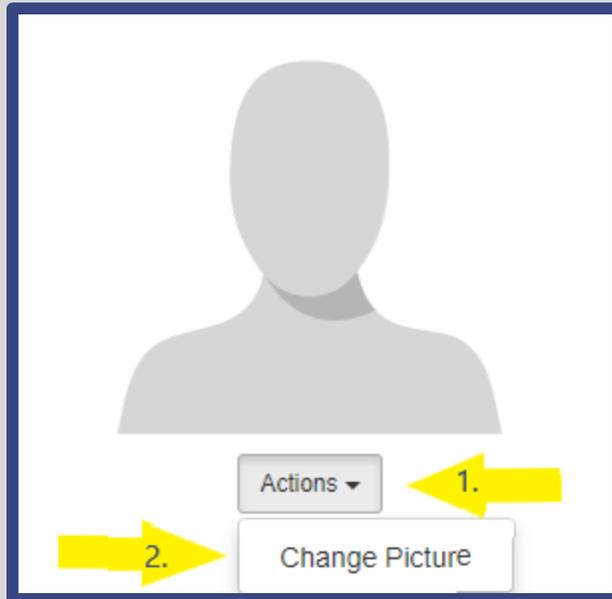
Education

+ Add

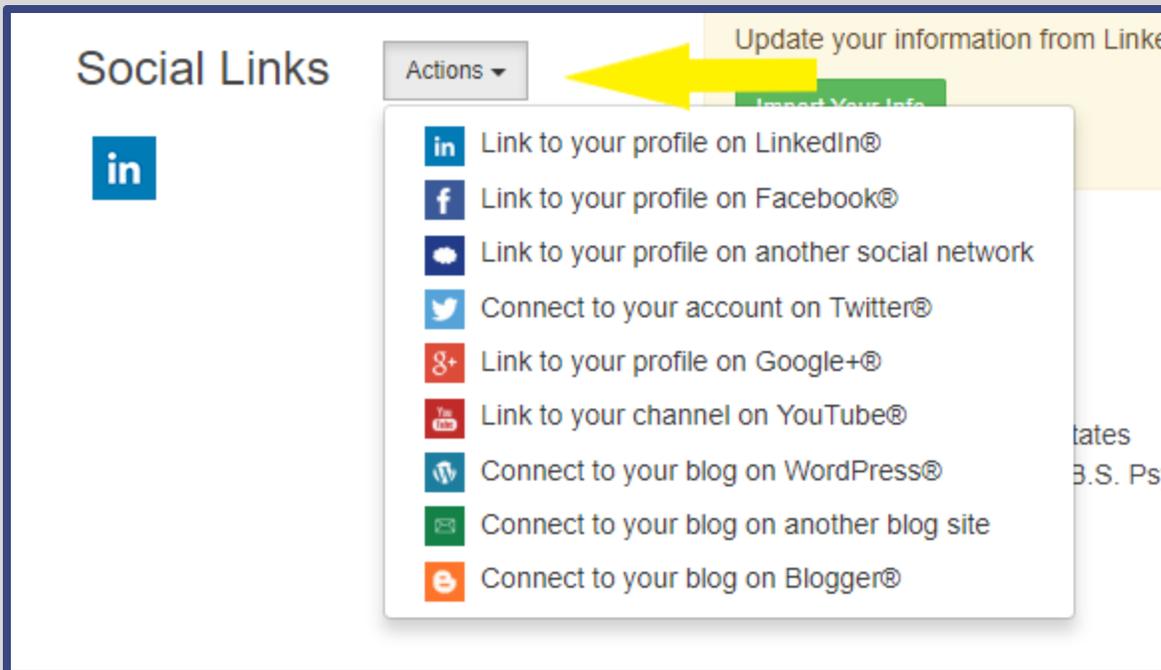
Job History

+ Add

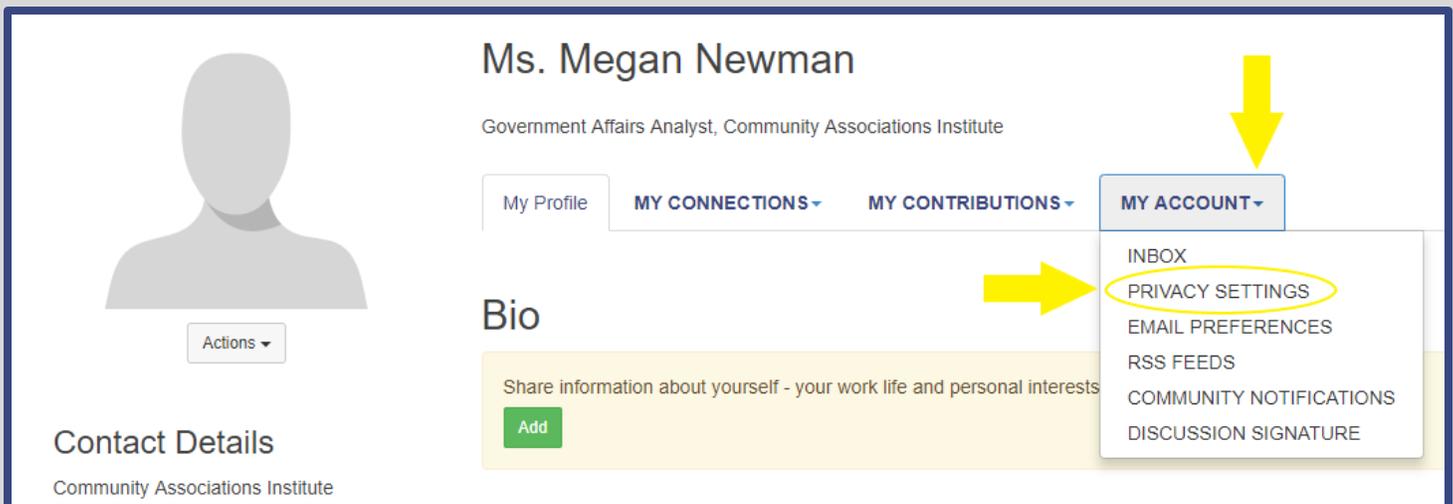
7. To add or change your picture, select the “Actions” button and then the “Change Picture” button. You will then have the option to upload a photo from your computer or various social media and photo sharing platforms.



8. Get Social! To add links to your social networks, click on the “Actions” drop down menu. Select the network you would like to link, you will then be prompted to either log into your account or provide a link to your profile depending on the social network.

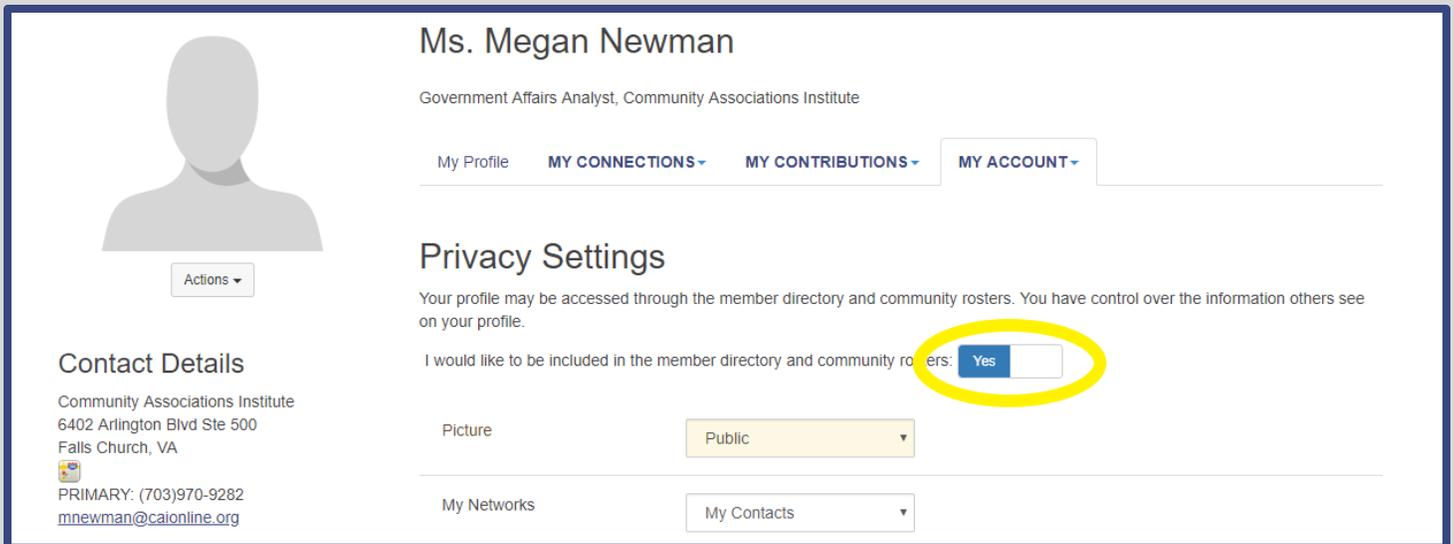


9. To access your privacy settings, click the “My Account” drop down menu and then select “Privacy Settings.”



10. You should review your profile’s privacy settings to be sure nothing is shared that you are uncomfortable having public. Please ensure that you are opted in to be included in the directory (highlighted below). We also recommend that you keep your picture, company, job title, email address and bio as public. You can change any of these settings by selecting the drop-

down menu for the privacy setting and then choosing the option you are most comfortable with.



Ms. Megan Newman

Government Affairs Analyst, Community Associations Institute

My Profile MY CONNECTIONS MY CONTRIBUTIONS MY ACCOUNT

Privacy Settings

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and community rosters: Yes No

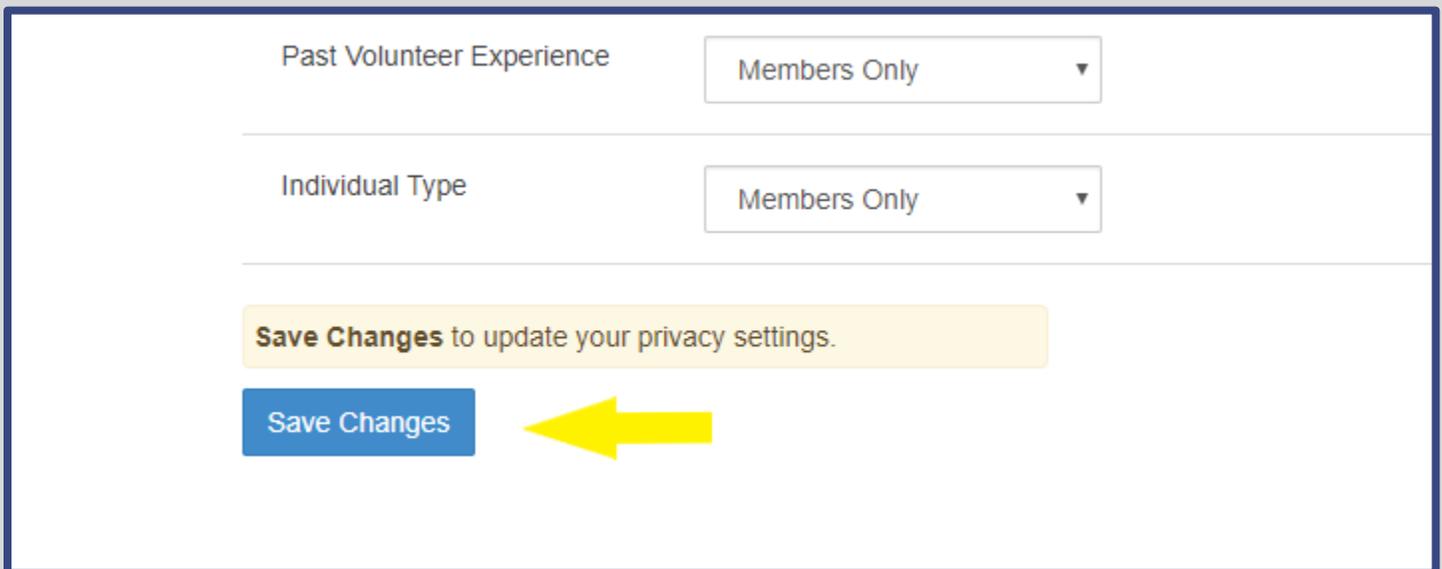
Picture: Public

My Networks: My Contacts

Contact Details

Community Associations Institute
6402 Arlington Blvd Ste 500
Falls Church, VA
PRIMARY: (703)970-9282
mnewman@caionline.org

11. Save any changes made to your privacy settings by clicking “Save Changes” at the bottom of the webpage.



Past Volunteer Experience: Members Only

Individual Type: Members Only

Save Changes to update your privacy settings.

Save Changes

12. Link to your profile. To get a link to your CCAL profile for your firm website, e-mail signature or other uses

a. return to the home/search page:

<https://exchange.caionline.org/network/ccal-directory>

b. Search for yourself

community ASSOCIATIONS INSTITUTE

CONTACT US CODE OF CONDUCT CAIONLINE.ORG

HOME COMMUNITIES DIRECTORY BROWSE PARTICIPATE

search

College of Community Association Lawyers (CCAL) Directory

Browse All CCAL Members

First Name

Last Name

c. Go to your profile

community ASSOCIATIONS INSTITUTE

CONTACT US CODE OF CONDUCT CAIONLINE.ORG Sign in

HOME COMMUNITIES DIRECTORY BROWSE PARTICIPATE

search

College of Community Association Lawyers (CCAL) Directory

Showing 1 to 1 of 1

Name A-Z Show All

	<p>Lincoln W. Hobbs, Esq lincoln@haolaw.com (801)519-2555 primary</p>	<p>Hobbs & Olson Carpenter Hazlewood Attorney at Law 466 E 500 S Ste 300 Salt Lake City, UT 84111-3350 United States</p>
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d. Select your URL and copy it to link on your website or e-mail signature

←  <https://exchange.caionline.org/network/members/profile?UserKey=9940e0c9-5f86-46b7-98b0-e98989287126>

Apps Bookmarks CAI Login Required Microsoft Office Home Engage Gaggle Gmail LinkedIn Twitter The We

community ASSOCIATIONS INSTITUTE CONTACT US CO

HOME COMMUNITIES DIRECTORY BROWSE PARTICIPATE

 Mr. Lincoln Hobbs Esq.

Attorney at Law, Hobbs & Olson | Carpenter Hazlewood

Add as Contact ...

Contact Details

Hobbs & Olson | Carpenter Hazlewood
Salt Lake City, UT
<http://www.utahcondolaw.com>

Profile CONNECTIONS CONTRIBUTIONS

Bio

13. Any questions? Contact us at government@caionline.org or the member service center at 703-970-9220.

Example Profile

Search Result Profile Preview:

College of Community Association Lawyers (CCAL) Directory

Showing 1 to 1 of 1

Name A-Z Show All



Lincoln W. Hobbs, Esq.
lincoln@haolaw.com
(801)519-2555 primary

Hobbs & Olson | Carpenter Hazlewood
Attorney at Law
466 E 500 S Ste 300
Salt Lake City, UT 84111-3350
United States

« 1 »

Full Profile:



Mrs. Hope Carmichael Esq.

Jordan, Price, Wall, Gray & Jones

[Add as Contact](#) [...](#)

Contact Details

Jordan, Price, Wall, Gray & Jones
Raleigh, NC

Social Links



Profile **CONNECTIONS** CONTRIBUTIONS

Bio

Hope Derby Carmichael, Esq., a Member of the firm Jordan Price Wall Gray Jones & Carlton, PLLC, practices in areas including civil litigation with a focus on real property disputes and community association law. Hope has been with the firm since 1991.

Hope is a leading authority on legal issues affecting condominium and homeowner associations in North Carolina. She has litigated hundreds of cases in her career involving architectural and general covenant enforcement, collection of assessments (including foreclosure), corporate and development issues. She has argued a number of these cases in the North Carolina Court of Appeals and Supreme Court and has been involved in the drafting of important legislation affecting planned communities and condominiums in North Carolina.

In addition to her litigation practice, Hope devotes a good deal of her time to advising community associations on the interpretation and implementation of restrictive covenants and to the drafting and amendment of restrictive covenants and other legal documents governing community associations. Her clients include community associations, community managers and developers.

Admissions

- North Carolina
- United States District Court, Eastern, Middle, and Western Districts of North Carolina
- United States Court of Appeals, Fourth Circuit