



eCOURT REPORTERS

Become An eCourt Reporter

It's Quick, Easy, and Free

In this tutorial we are going to show you how easy it is to register online and set up your account.



Let's Get Started

- There are several ways to get to the sign up form.
- Click the “Sign Up With eCourt Reporters” button at the top or bottom of the page.
- Or click on “Court Reporters” in the navigation at the top.

in G+ f Login

COURT REPORTERS

SERVICES COMPANY OVERVIEW CONTACT US ATTORNEYS COURT REPORTERS RESOURCES

Direct Scheduling Made Easy

Sign Up With eCourt Reporters Register As An Attorney

Book A Court Reporter – Anytime, Anywhere

Every case is unique and finding the right court reporter for your proceeding can be difficult. Going through a third-party agency can bring about missed communication and adds an extra step in selecting the best-suited reporter with the right qualifications. eCourt Reporters gives you direct access to experienced reporters all over the country at any time in any location.

Learn More

How Our Scheduling Works

For Reporters & Videographers

- Sign Up**
Creating your own account is easy. Sign up today!
- Create a Profile**
List your specialties, credentials, availability, and rates.
- Get Booked!**
Attorneys book directly with you, hassle free!
- Get Paid**
We will send you a check once the invoice is paid. eCourt Reporters retains only 5% of invoice.

Sign Up With eCourt Reporters

For Attorneys & Schedulers

- Sign Up**
Creating your own account is easy. Sign up today!
- Give Us Job Details**
Tell us the location, date, time, and services your job needs and we will match you with professionals that are the right fit.
- Schedule a Reporter**
Is it a match? Select and schedule the candidate that fits your needs.
- Receive Your Transcripts & Pay Invoices**
View your transcripts (24/7) and pay your invoices all in one place.

Register As An Attorney

Get Our Newsletter

EMAIL *

FIRST NAME LAST NAME

JOB TITLE

SEND

Contact Us

eCourt Reporters
441 Milwaukee Avenue, Suite 11
Burlington, WI 53105
262.210.3915

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Step 1 of 6

Basic Information

- Make sure to fill out all required fields of the registration form
- Provide as much information as possible.

in

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Court Reporter Sign Up

Register to become a court reporter or videographer through eCourt Reporters. Fill out all required fields below and follow the steps to complete your application. Once received, we will review your information and let you know if you have been accepted.

Your privacy is important to us. All information you have provided to us is for attorney and eCourt Reporters eyes only, and will not be shared with other court reporters or videographers.

Step 1 of 6

18%

Information

Name *

First Last

Email * Cell Phone *

Would you like to receive text notifications regarding your appointments? *

Standard messaging rates apply.

Yes

No

Your Address *

Street Address

Address Line 2

City State

ZIP Code

NEXT

Get Our Newsletter

Email *

First Name Last Name

Job Title

SEND

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Step 2 of 6

Set Your Locations

- All of your information is private and is only shared with attorneys and eCourt Reporters staff.
- Be sure to read all notes carefully.

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Court Reporter Sign Up

Register to become a court reporter or videographer through eCourt Reporters. Fill out all required fields below and follow the steps to complete your application. Once received, we will review your information and let you know if you have been accepted.

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Step 2 of 6
33%

Location

Indicate which states and counties you provide services in. To select multiple states hold down your control key (Ctrl) and select all of your desired states. Each state's county list will show up below in alphabetical order by state.

States

- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin**
- Wyoming

Wisconsin Counties

<input type="checkbox"/> Adams	<input type="checkbox"/> Ashland	<input type="checkbox"/> Barron	<input type="checkbox"/> Bayfield
<input type="checkbox"/> Brown	<input type="checkbox"/> Buffalo	<input type="checkbox"/> Burnett	<input type="checkbox"/> Calumet
<input type="checkbox"/> Chippewa	<input type="checkbox"/> Clark	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford
<input type="checkbox"/> Dane	<input type="checkbox"/> Dodge	<input type="checkbox"/> Door	<input type="checkbox"/> Douglas
<input type="checkbox"/> Dunn	<input type="checkbox"/> Eau Claire	<input type="checkbox"/> Florence	<input type="checkbox"/> Fond du Lac
<input type="checkbox"/> Forest	<input type="checkbox"/> Grant	<input type="checkbox"/> Green	<input type="checkbox"/> Green Lake
<input type="checkbox"/> Iowa	<input type="checkbox"/> Iron	<input type="checkbox"/> Jackson	<input type="checkbox"/> Jefferson
<input type="checkbox"/> Juneau	<input type="checkbox"/> Kenosha	<input type="checkbox"/> Kewaunee	<input type="checkbox"/> La Crosse
<input type="checkbox"/> Lafayette	<input type="checkbox"/> Langlade	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Manitowoc
<input type="checkbox"/> Marathon	<input type="checkbox"/> Marinette	<input type="checkbox"/> Marquette	<input type="checkbox"/> Menominee
<input type="checkbox"/> Milwaukee	<input type="checkbox"/> Monroe	<input type="checkbox"/> Oconto	<input type="checkbox"/> Oneida
<input type="checkbox"/> Outagamie	<input type="checkbox"/> Ozauskee	<input type="checkbox"/> Pepin	<input type="checkbox"/> Pierce
<input type="checkbox"/> Polk	<input type="checkbox"/> Portage	<input type="checkbox"/> Price	<input type="checkbox"/> Racine
<input type="checkbox"/> Richland	<input type="checkbox"/> Rock	<input type="checkbox"/> Rusk	<input type="checkbox"/> Saint Croix
<input type="checkbox"/> Sauk	<input type="checkbox"/> Sawyer	<input type="checkbox"/> Shawano	<input type="checkbox"/> Sheboygan
<input type="checkbox"/> Taylor	<input type="checkbox"/> Trempealeau	<input type="checkbox"/> Vernon	<input type="checkbox"/> Vilas
<input type="checkbox"/> Walworth	<input type="checkbox"/> Washburn	<input type="checkbox"/> Washington	<input type="checkbox"/> Waushara
<input type="checkbox"/> Waupaca	<input type="checkbox"/> Waushara	<input type="checkbox"/> Winnebago	<input type="checkbox"/> Wood

[PREVIOUS](#) [NEXT](#)

Contact Us

441 Milwaukee Avenue, Suite 11
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Get Our Newsletter

Email *

First Name Last Name

Job Title

[SEND](#)

Contact Us

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262.210.3915

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Step 3 of 6 Your Experience

- We perform reference checks on all of our reporters and videographers prior to giving you access to our online scheduling.

in Log In

COURT REPORTERS SERVICES ▾ COMPANY OVERVIEW CONTACT US ATTORNEYS COURT REPORTERS RESOURCES ▾

Court Reporter Sign Up

Register to become a court reporter or videographer through eCourt Reporters. Fill out all required fields below and follow the steps to complete your application. Once received, we will review your information and let you know if you have been accepted.

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Step 3 of 6 50%

Experience

Do you Have at Least 2 Years of Experience? *

Company Name

Address

Street Address

Address Line 2

City State / Province / Region

ZIP / Postal Code

Company Phone	Supervisor's Name	Number of Years Worked
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Name

Address

Street Address

Address Line 2

City State / Province / Region

ZIP / Postal Code

Company Phone	Supervisor's Name	Number of Years Worked
<input type="text"/>	<input type="text"/>	<input type="text"/>

References

List 2 References

Company Name	Phone
<input type="text"/>	<input type="text"/>

Name	Title
<input type="text"/>	<input type="text"/>

PREVIOUS NEXT

Get Our Newsletter

Email *

First Name Last Name

Job Title

SEND

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Step 4 of 6 Your Certification

- All of our court reporters and videographers are vetted by eCourt Reporters to be sure that they have the necessary certifications and experience.

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Court Reporter Sign Up

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Step 4 of 6 60%

Certifications

Are you a Court Reporter, Videographer, or Both? *

Reporter Videographer Both

Court Reporter Certifications *

RPR: Registered Professional Reporter
 RMR: Registered Merit Reporter
 RDR: Registered Diplomat Reporter
 CRR: Certified Realtime Reporter
 CBC: Certified Broadcast Captioner
 CLVS: Certified Legal Video Specialist
 None
 Other

Videographer Certifications *

CLVS: Certified Legal Video Specialist
 AGCV: The American Guild of Court Videographers
 None
 Other

Certification Document Upload

Drop files here or [SELECT FILES](#)

Accepted File Formats: JPG, PDF, Doc, TXT

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Email *

First Name Last Name

Job Title

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Step 5 of 6 Your Services

- With eCourt Reporters you are able to market and sell your many talents through just one online profile.

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COURT REPORTERS SERVICES COMPANY OVERVIEW CONTACT US ATTORNEYS COURT REPORTERS RESOURCES

Court Reporter Sign Up

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Step 5 of 6 83%

Court Reporter Services

Services *

<input type="checkbox"/> Deposition	<input type="checkbox"/> Medical / Expert	<input type="checkbox"/> Hearings / Arbitrations
<input type="checkbox"/> Videotaped	<input type="checkbox"/> Interpreted	<input type="checkbox"/> Audio Transcription
<input type="checkbox"/> Notary Public	<input type="checkbox"/> Realtime	<input type="checkbox"/> CART
<input type="checkbox"/> Broadcast Caption	<input type="checkbox"/> Provide Conference Room	<input type="checkbox"/> High Draft
<input type="checkbox"/> Expedite	<input type="checkbox"/> Provide Video Conference	

Videographer Services

Services *

<input type="checkbox"/> MPEG-1	<input type="checkbox"/> MPEG-2	<input type="checkbox"/> MPEG-4
<input type="checkbox"/> DVD	<input type="checkbox"/> Video Synchronize	

List Professional Equipment

List any additional services not mentioned above?

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Step 6 of 6

Set Your Rates

- With eCourt Reporters you can set your own rates while maintaining your privacy.
- Only enter prices for the services you provide. You can update these at any time on your profile page.

in v o f Log In

COURT REPORTERS SERVICES - COMPANY OVERVIEW CONTACT US ATTORNEYS COURT REPORTERS RESOURCES -

Court Reporter Sign Up

Register to become a court reporter or videographer through eCourt Reporters. Fill out all required fields below and follow the steps to complete your application. Once received, we will review your information and let you know if you have been accepted.

Your privacy is important to us. All information you have provided to us is for attorney and eCourt Reporters eyes only, and will not be shared with other court reporters or videographers.

Step 6 of 6 100%

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262.293.3916

in v o f

Court Reporter Rates

Original Transcript and 1 Copy	Copy Transcript
<input type="text"/>	<input type="text"/>
Per Page	Per Page
Exhibit Copy: Black & White	Exhibit Copy: Color
<input type="text"/>	<input type="text"/>
Per Page	Per Page

Appearance Fees

Appearance Fee	Hourly	Take Down / No Write
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Charges Per Page

Medical / Expert	Hearings / Arbitrations	Videotaped
<input type="text"/>	<input type="text"/>	<input type="text"/>
Interpreted	Rough Draft	Realtime
<input type="text"/>	<input type="text"/>	<input type="text"/>
Audio Transcription	CART / Caption Per Hour	
<input type="text"/>	<input type="text"/>	

Conference Room and Video Conference

Conference Room: Daily	Video Conference: Hourly	Video Conference: 60m Meeting, Zoom, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Expedite - Additional Charges Per Page

* Please specify a dollar amount or percent value.

Same Day	<input type="text"/>	<input type="text"/>
1 Day	<input type="text"/>	<input type="text"/>
2 Day	<input type="text"/>	<input type="text"/>
3 Day	<input type="text"/>	<input type="text"/>
4 Day	<input type="text"/>	<input type="text"/>
5 Day	<input type="text"/>	<input type="text"/>
6 Day	<input type="text"/>	<input type="text"/>
7 Day	<input type="text"/>	<input type="text"/>
8 Day	<input type="text"/>	<input type="text"/>
ETran	ASCI / txt	
<input type="text"/>	<input type="text"/>	

Miscellaneous Charges

Additional Laptop (Charge per Device)	Additional Pad (Charge per Device)
<input type="text"/>	<input type="text"/>

Production

Court reporters are responsible for production although we do provide the production service for an additional retention fee of 15%.

Videographer Rates

Setup Fee	Additional Hourly Fee
<input type="text"/>	<input type="text"/>

Finishing Up Submitting Form

- Like any good lawyer would tell you, “know what you’re agreeing to.” Be sure to read our Terms of Agreement before checking the box.
- Hit Send, and you’re all done!

TERMS OF USE AGREEMENT

In exchange for your access to and use of eCourt Reporters, LLC’s (“eCourt Reporters”) website www.ecourtreporters.com and any of its sub-domains and related eCourt Reporters’ sites (collectively, the “Site”), and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree as follows (this “Agreement”):

1. **Non-Exclusivity.** From time to time, you may provide third parties with certain court reporting, videography and/or related services that are scheduled through the Site (the “Services”). eCourt Reporters shall be free to contract with others for the provision of the Services, and nothing contained in this Agreement shall be construed to require eCourt Reporters or any other user of the Site to engage you for the performance of any work.
2. **Relationship between the Parties.** You shall perform this Agreement and all Services as an independent contractor and not an employee of eCourt Reporters, and nothing contained in this Agreement, nor any acts of you or eCourt Reporters, shall be deemed to create the relationship of agency, partnership, joint venture, franchise, or any other association or relationship between you and eCourt Reporters. Neither you, nor any of your employees, shall be entitled to receive any of the benefits that employees of eCourt Reporters receive, or to receive from eCourt Reporters workers compensation, unemployment compensation, medical, life, disability or any other kind of insurance, paid vacations, paid holidays, pension benefits, profit sharing or Social Security benefits on account of any Services performed under this Agreement. You shall set your own schedule, and be responsible for all expenses incurred in connection with your provision of the Services and performance of your duties and obligations under this Agreement, including but not limited to, (i) salaries for personnel, (ii) costs and expenses associated with travel, establishing and maintaining offices, and advertising and promotion expenses, and (iii) any and all taxes, duties, tariffs or charges which may be imposed on you by any governmental authority, including, without limitation, sales taxes. Neither you, nor eCourt Reporters, shall have the authority, without the written consent of the other, to bind the other to any contract, representation, understanding, act, deed, affirmation, warranty or claim.
3. **Standards.** You shall provide all Services in a timely, professional manner and in compliance with the following: (i) this Agreement, (ii) the provisions of all applicable federal, state and local laws, and all regulations promulgated thereunder, including, but not limited to, all permitting and licensure requirements, (iii) industry best practices, and (iv) the standards and requirements of all governmental bodies or professional organizations through which you are licensed and/or credentialed.
4. **Representations.** All information entered and uploaded by you into the Site, or otherwise provided by you to eCourt Reporters, is true, accurate and shall be kept current, including but not limited to, (i) your photograph, (ii) your personal and professional information, (iii) your licenses and credentials, (iv) your work calendar and availability to perform the Services, (v) your posted rates for the performance of the Services, (vi) your payment and insurance information, and (vii) orders for the provision of your Services.
5. **Schedulings through the Site.**

The screenshot shows the eCourt Reporters website navigation bar with links for SERVICES, COMPANY OVERVIEW, CONTACT US, ATTORNEYS, COURT REPORTERS, and RESOURCES. Below the navigation bar, the page title is "Terms of Agreement". There is a section titled "Terms of Agreement*" with a checkbox labeled "I Agree to the Terms of the Site" which is checked. Below this, there is a link to "View Terms of Agreement" with a note that the user will receive an email confirmation. At the bottom, there are two buttons: "PREVIOUS" and "SEND". A mouse cursor is hovering over the "SEND" button, which has a red arrow pointing to it.

Finishing Up Confirmation

- You will receive an email letting you know that we received your registration form.
- When you are approved, you will receive another email with your username and a link to our login page.

The screenshot displays the eCourt Reporters website interface. At the top, there is a navigation bar with social media icons (LinkedIn, Twitter, Facebook) and a 'Login' button. The main header includes the eCourt Reporters logo and a menu with options: SERVICES, COMPANY OVERVIEW, CONTACT US, ATTORNEYS, COURT REPORTERS, and RESOURCES. The page content is divided into two main sections. The upper section features a 'Contact Us' block with the address '441 Milwaukee Avenue, Suite 11, Burlington, WI 53105' and phone number '262.210.3915', followed by social media icons. To its right is a 'Court Reporter/Videographer Thank You' message, which includes a paragraph of text: 'Thank you for applying to become a court reporter/videographer on eCourt Reporters. We will review your application and get back to you as soon as your information has been verified. Once we have added you to the site, an email will be sent to the email address you provided with additional instructions and guidelines. Please be sure to check your spam or junk mail folders and whitelist (Or allow) eCourt Reporters to be sent to your inbox.' Below this is a privacy notice: 'Your privacy is important to us. All information you have provided to us is for attorney and eCourt Reporters' eyes only and will not be shared with other court reporters or videographers.' A 'Learn About Our Services' button is positioned below the privacy notice. The lower section contains a 'Get Our Newsletter' form with fields for 'Email *', 'First Name', 'Last Name', and 'Job Title', and a 'SEND' button. To the right of the form is a 'Contact Us' block with the same address and phone number as the upper section, and social media icons. At the bottom of the page, there is a copyright notice: '© Copyright 2017 eCourt Reporters. All Rights Reserved. Designed by Top Floor' and a link to 'PRIVACY POLICY | TERMS OF USE'.



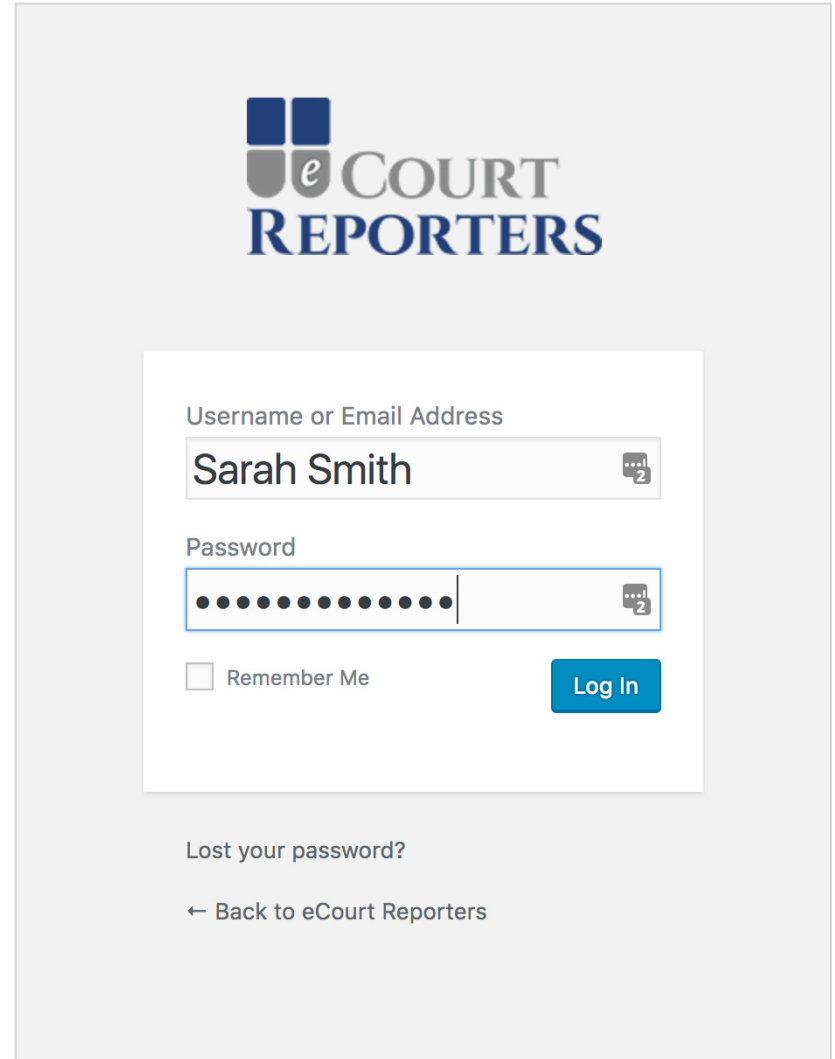
e COURT REPORTERS



Setting Up Your Online Profile

Getting Logged In

- Once you've been accepted, you will receive an email with your username and a link to create your password and set up your profile.
- Just follow the link in your email to re-set your own password, then login.



The screenshot shows the login interface for eCourt Reporters. At the top center is the logo, which consists of a blue square with a white 'e' inside, followed by the text 'COURT REPORTERS' in a blue serif font. Below the logo is a white login form with a light gray border. The form contains two input fields: 'Username or Email Address' with the text 'Sarah Smith' and a small icon of a speech bubble with the number '2' next to it; and 'Password' with a series of black dots and the same speech bubble icon. Below the password field is a checkbox labeled 'Remember Me' and a blue button labeled 'Log In'. Underneath the form, there is a link 'Lost your password?' and a link '← Back to eCourt Reporters'.

e COURT REPORTERS

Username or Email Address
Sarah Smith

Password
●●●●●●●●

Remember Me [Log In](#)

[Lost your password?](#)

[← Back to eCourt Reporters](#)

Setting Up Your Calendar

- Welcome to your scheduling calendar! You can easily navigate through months and years, as well as view your schedule by the month, week or day.

The image displays three screenshots of the eCourt Reporters scheduling calendar interface, demonstrating different views and navigation options.

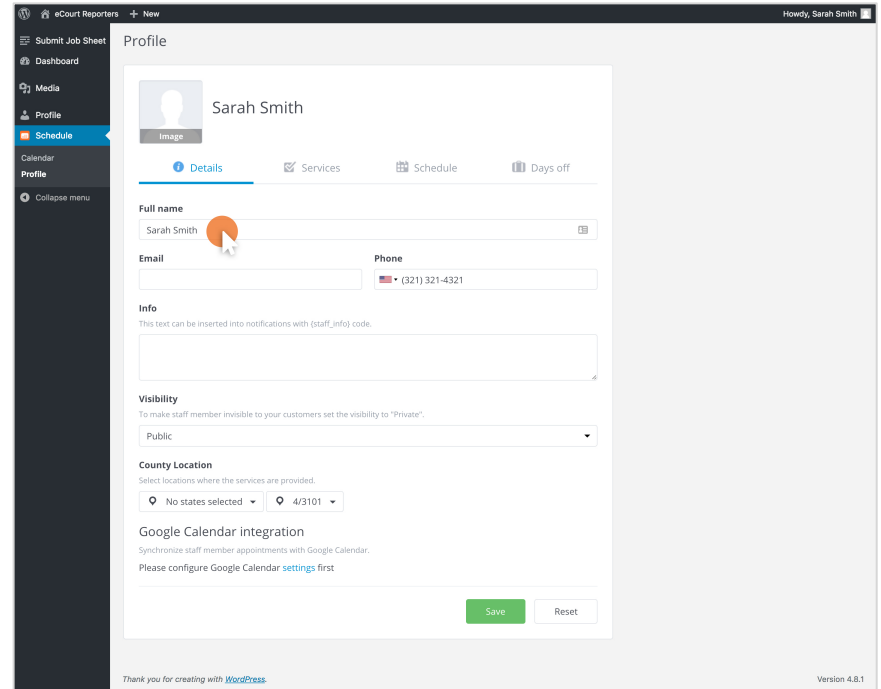
Top Screenshot: Day View
The interface shows the user's profile (Sarah Smith) and the current date (August 13, 2017). The calendar is displayed in a day view, showing a grid of time slots from 12:00 am to 9:00 am. The user can navigate between months and weeks.

Middle Screenshot: Month View
The interface shows the user's profile (Sarah Smith) and the current month (August 2017). The calendar is displayed in a month view, showing a grid of days from Monday to Sunday. The user can navigate between months and years.

Bottom Screenshot: Week View
The interface shows the user's profile (Sarah Smith) and the current week (Aug 7 — 13, 2017). The calendar is displayed in a week view, showing a grid of time slots from 1:00 pm to 11:00 pm for each day of the week. The user can navigate between months, weeks, and days.

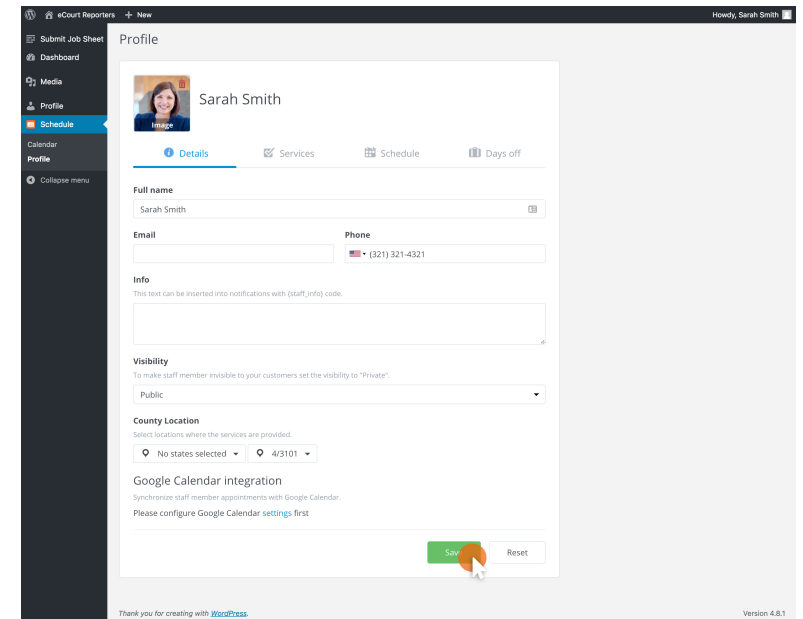
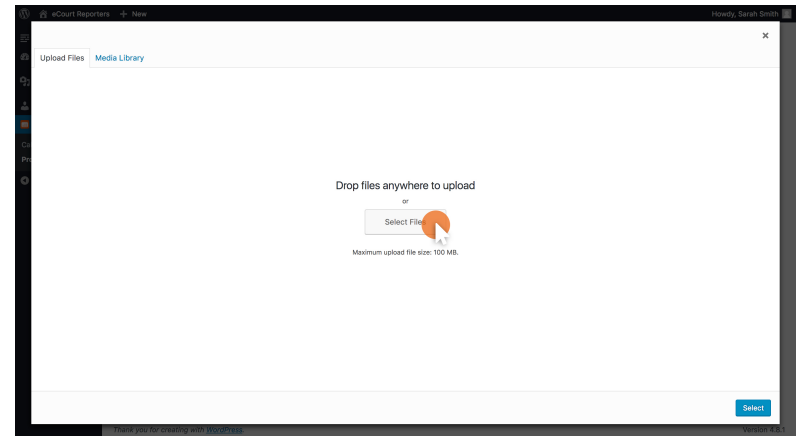
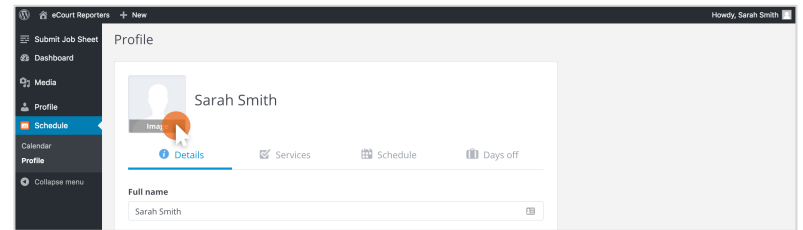
Setting Up Your Profile

- On the Profile : Details tab, you are able to edit your name, email, phone number, bio, and locations.



Setting Up Your Picture

- You can set your profile picture by selecting the “image” box to the left of your name.
- Select your profile picture from your desktop, and once the image is uploaded, click the “Select” button.
- Hit the “Save” button when you are done.



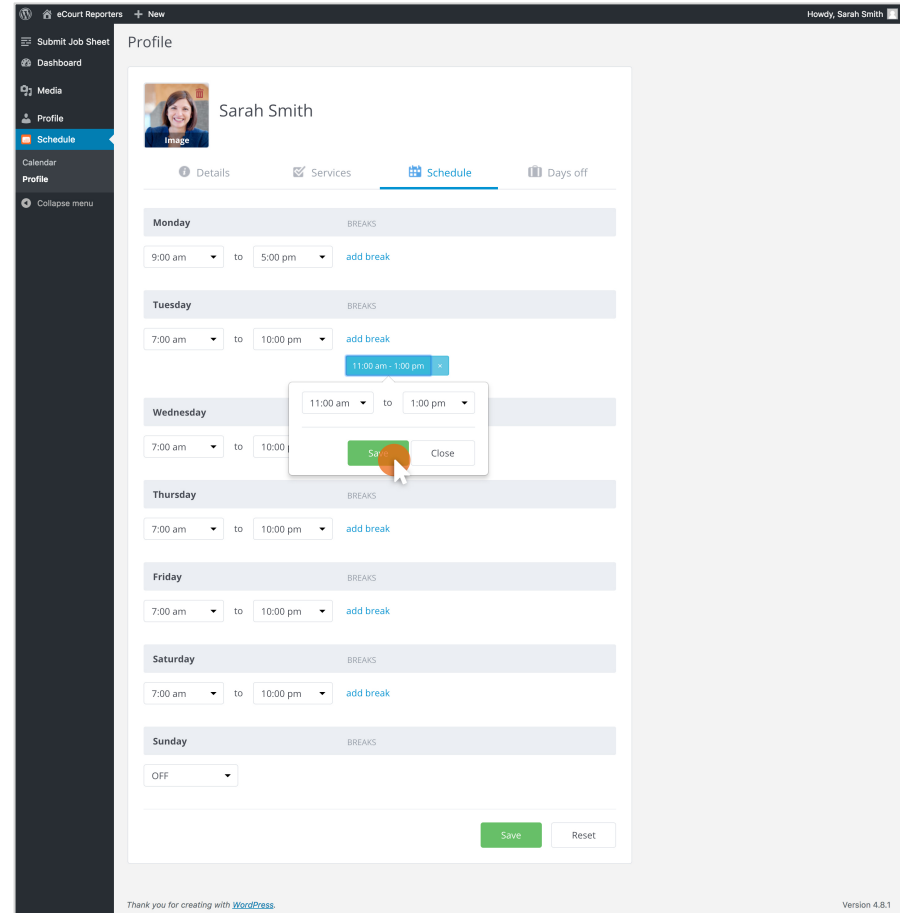
Setting Up Your Services

- Under the “Services” tab you can check or uncheck the services you offer and change your pricing.
- Hit the “Save” button at the bottom when you are done.

The screenshot shows the 'Profile' page for Sarah Smith in the eCourt Reporters application. The 'Services' tab is active, displaying a list of services with checkboxes and input fields for price and capacity. The services are organized into sections: 'All services' and 'Extras'. The 'All services' section includes 'Court Reporter (OK1 Rate)' with a price of 3.25 and a capacity of 1. The 'Extras' section includes 'Additional Hours to Scheduled Time (Based on Start and End Time)' with a price of 2.00, 'Copy per Page' with a price of 2.15, 'Broadcast Caption (Per Hr)' with a price of 0.00, 'Medical Expert' with a price of 0.25, 'Hearings/Arbitrations' with a price of 0.25, 'Videotaped' with a price of 0.25, 'Interpreted' with a price of 1.25, 'Rough Draft' with a price of 1.25, 'Realtime' with a price of 1.25, 'Audio Transcription' with a price of 0.00, 'CART (Per Hr)' with a price of 0.00, 'Conference Room (Full Day Rate)' with a price of 0.00, 'Video Conference Facility and Setup (Hourly Rate)' with a price of 0.00, 'Video Conference (Example: Zoom, GoTo Meeting, etc.)' with a price of 0.00, 'Expedite Same Day' with a price of 7.00, 'Expedite 1 Day' with a price of 6.50, 'Expedite 2 Day' with a price of 6.50, 'Expedite 3 Day' with a price of 5.20, 'Expedite 4 Day' with a price of 5.00, 'Expedite 5 Day' with a price of 4.75, 'Expedite 6 Day' with a price of 4.50, 'Expedite 7 Day' with a price of 4.00, 'Expedite 8 Day' with a price of 3.80, 'ASCIItext' with a price of 1.25, 'Additional Laptops' with a price of 0.00, 'Additional Tablets' with a price of 0.00, 'Exhibit Copy: Black & White' with a price of 0.15, 'Exhibit Copy: Color' with a price of 0.20, and 'Take Down/No Write' with a price of 0.50. Below these is the 'Videographer (Per Hr Rate)' section with a price of 0.00 and a capacity of 1. At the bottom of the page, there are 'Save' and 'Reset' buttons. The footer of the page includes the text 'Thank you for creating with WordPress' and 'Version 4.8.1'.

Setting Up Your Schedule

- On the “Schedule” tab, you can set your availability, and you can even schedule breaks!



The screenshot shows the 'Profile' page for Sarah Smith in the 'eCourt Reporters' system. The 'Schedule' tab is active, displaying a weekly schedule. Each day has a 'BREAKS' section with a time slot and an 'add break' link. A modal window is open for scheduling a break on Wednesday from 11:00 am to 1:00 pm. The modal includes a 'Save' button and a 'Close' button. The 'Save' button is highlighted with a red circle and an arrow. The 'Reset' button is also visible at the bottom right of the schedule form.

Profile

Sarah Smith

Details Services Schedule Days off

Monday BREAKS
9:00 am to 5:00 pm add break

Tuesday BREAKS
7:00 am to 10:00 pm add break
11:00 am - 1:00 pm

Wednesday BREAKS
7:00 am to 10:00 pm
11:00 am to 1:00 pm Save Close

Thursday BREAKS
7:00 am to 10:00 pm add break

Friday BREAKS
7:00 am to 10:00 pm add break

Saturday BREAKS
7:00 am to 10:00 pm add break

Sunday BREAKS
OFF

Save Reset

Thank you for creating with WordPress

Version 4.8.1

Setting Up Your Days Off

- Under the “Days Off” tab, you are able to set your vacation time, holidays, and events that do not fall within your typical schedule.

The screenshot shows the 'eCourt Reporters' software interface. The user is logged in as Sarah Smith. The 'Profile' page is active, and the 'Days off' tab is selected. The calendar for 2017 is displayed, with a modal dialog open for setting a day off for August 10th. The dialog includes a checkbox for 'We are not working on this day' (checked) and an option to 'Repeat every year'.

Profile

Sarah Smith

Details Services Schedule Days off

< 2017 >

January February March

April May June

July August September

October November December

We are not working on this day
 Repeat every year

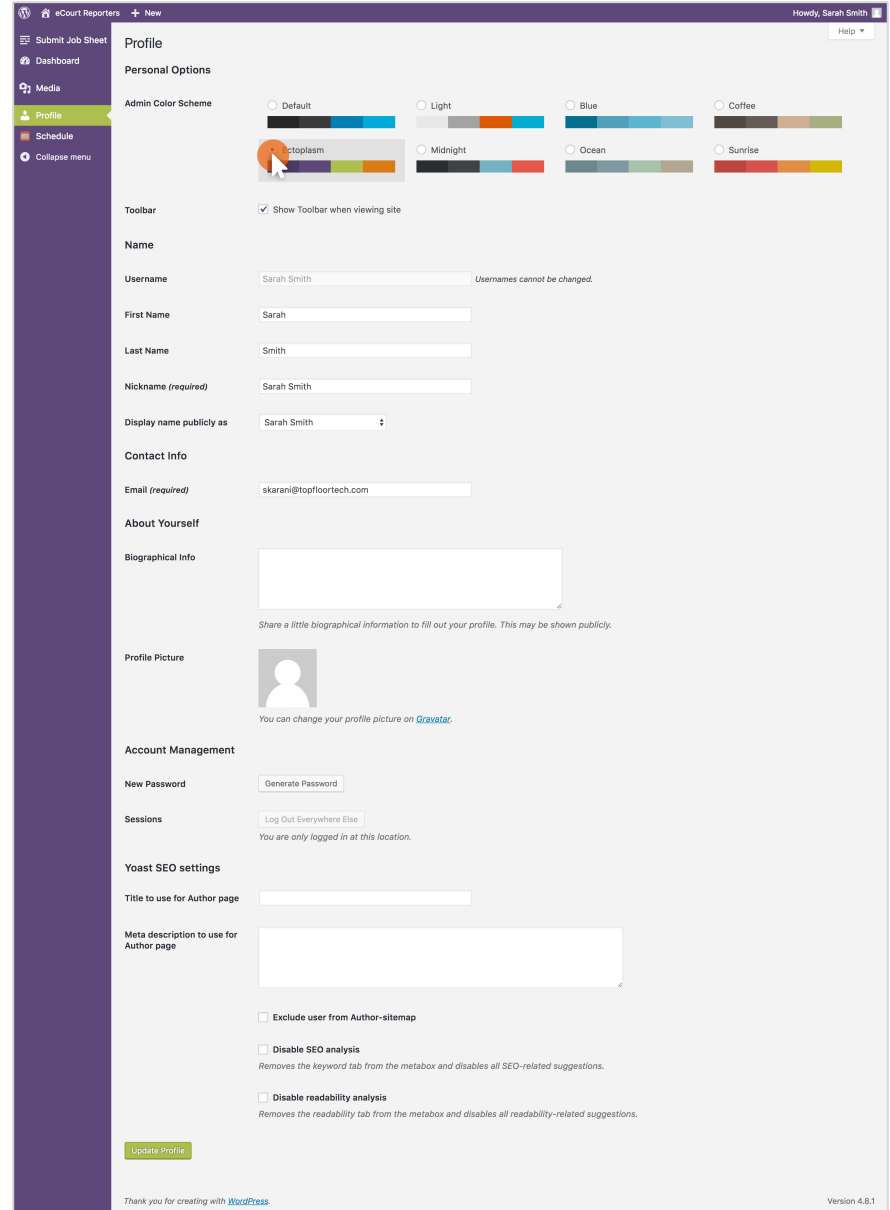
Close

Thank you for creating with [WordPress](#)

Version 4.8.1

Setting Up Your Settings

- The “Profile” menu item in the left sidebar allows you to edit your site account settings, such as: color scheme, first name, last name, email, and password.



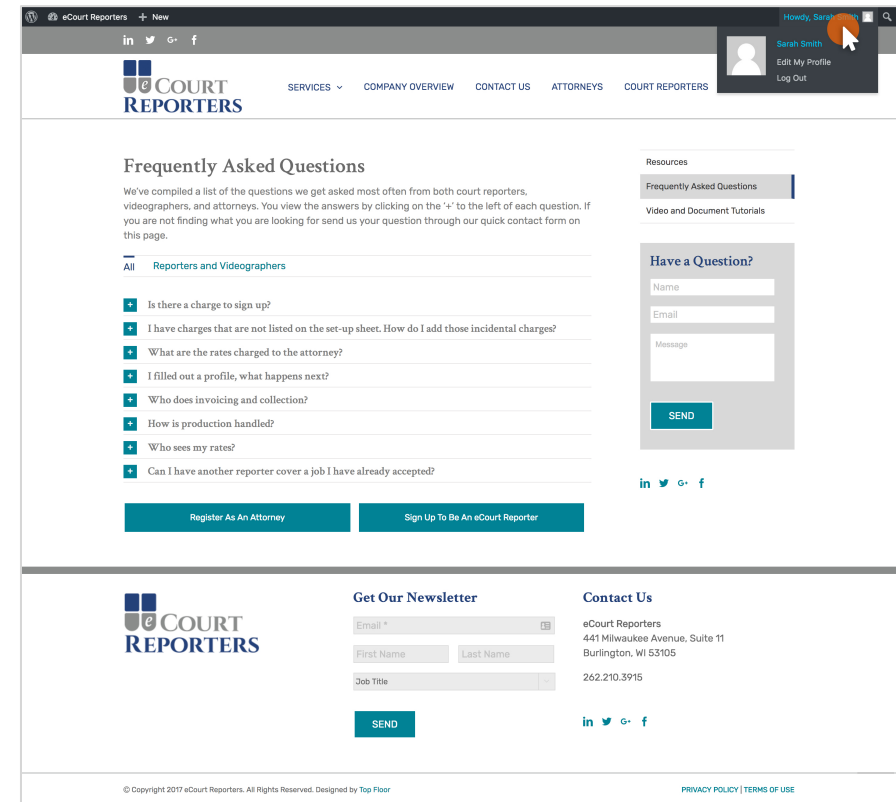
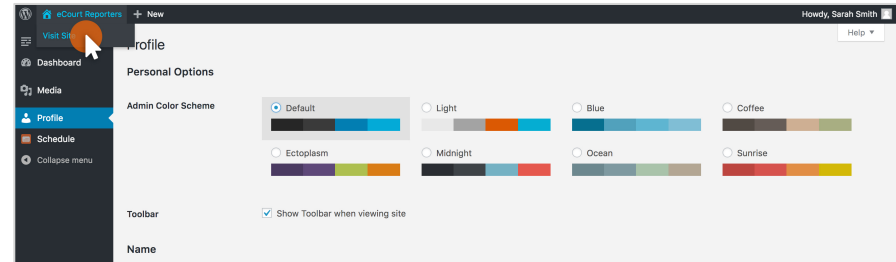
The screenshot shows the WordPress Profile settings page for a user named Sarah Smith. The page is divided into several sections:

- Personal Options:** Includes "Admin Color Scheme" with radio buttons for Default, Light, Blue, Coffee, Topoplasm (selected), Midnight, Ocean, and Sunrise. There is also a "Toolbar" section with a checked option "Show Toolbar when viewing site".
- Name:** Includes fields for Username (Sarah Smith, with a note "Usernames cannot be changed"), First Name (Sarah), Last Name (Smith), Nickname (required) (Sarah Smith), and Display name publicly as (Sarah Smith).
- Contact Info:** Includes an Email (required) field with the value skaran@topfloortech.com.
- About Yourself:** Includes a "Biographical info" text area with a placeholder and a note "Share a little biographical information to fill out your profile. This may be shown publicly." and a "Profile Picture" section with a placeholder and a note "You can change your profile picture on [Gravatar](#)".
- Account Management:** Includes a "New Password" section with a "Generate Password" button, and a "Sessions" section with a "Log Out Everywhere Else" button and a note "You are only logged in at this location."
- Yoast SEO settings:** Includes a "Title to use for Author page" text field, a "Meta description to use for Author page" text area, and three checkboxes: "Exclude user from Author-sitemap", "Disable SEO analysis" (with a note "Removes the keyword tab from the metabox and disables all SEO-related suggestions."), and "Disable readability analysis" (with a note "Removes the readability tab from the metabox and disables all readability-related suggestions.").

At the bottom of the page, there is an "Update Profile" button and a footer that says "Thank you for creating with [WordPress](#)" and "Version 4.8.1".

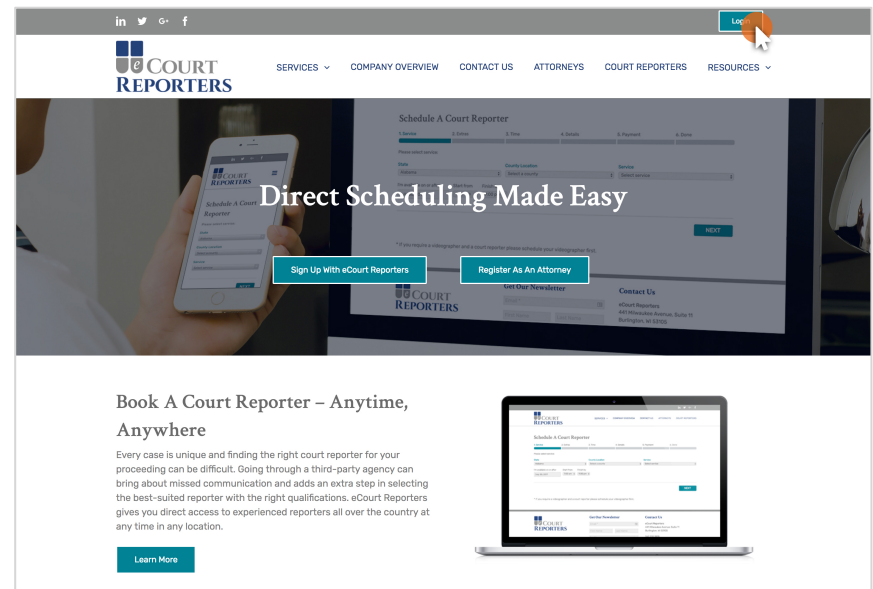
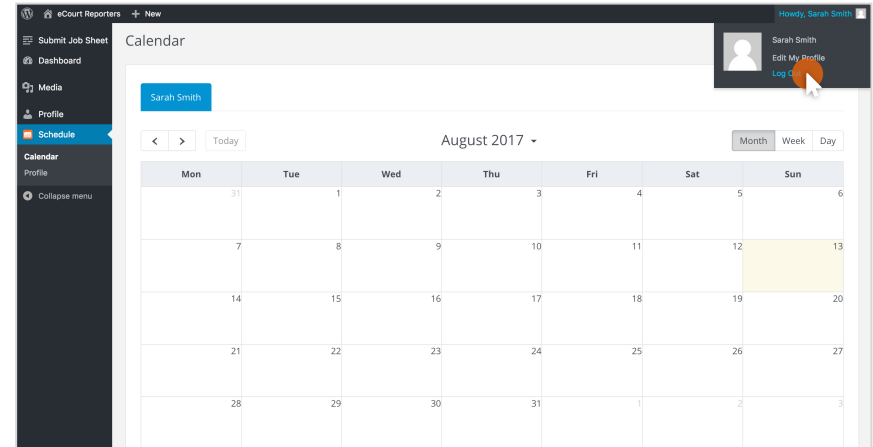
Navigating Back and Forth

- To visit the main site, click on “eCourt Reporters” located in the top left menu bar.
- To go back to your profile and schedule, select your name located in the top right menu bar.



Logging Out & Logging Back In

- To log out of your account, hover over your name in the top right corner and select “Log Out”.
- Need to log back in? Select the “Login” button in the top right corner of the website.





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