

What's the role of a Paladin Admin?

Connector



Manager



Champion



Connector

Whether you have a great network of pro bono partners or are looking to build one, you have access to Paladin's powerful "Network" tab to make and manage connections!

- Check your organization's guidelines for Legal Service Organization (LSO) and other pro bono organization partnerships prior to making connections on Paladin.
- Send partnership requests to LSOs.
- Monitor and accept (or decline) partnership requests from LSOs.
- Continue relationship-building activities with LSOs off-platform.
- Tip: Setting up your network takes a bit of time, but maintenance is easy! We focus a lot on building the network up front so your attorneys have a great volume and diversity of opportunity ahead of launch.

Manager

You have expanded rights within Paladin. From the basics of adding and removing users, to the more exciting aspects of selecting cool pro bono opportunities to "feature," and everything in-between, the admin dashboard is for you!

Paladin



- Review notification emails sent through the platform when attorneys express interest in pro bono opportunities, as well as check the “network” tab to see additional opportunity engagement metrics.
- Browse the pro bono opportunities available to attorneys and consider featuring or sending specific opportunities to individuals, offices, or practice groups.
- Remove opportunities that are not a good fit for the firm.
- Create opportunities on behalf of the firm, such as a clinic or firm-hosted event.
- Add or remove users as they join or leave the firm. The Paladin team can also do bulk uploads.



Champion

YOU are your firm's internal champion of Paladin, promoting the use of the platform to expand pro bono engagement across the firm.

- Spread the word about Paladin and generate excitement! Paladin counts on you to be the liaison between Paladin and your attorneys.
- Brainstorm on ways to increase visibility of Paladin. From sharing success stories and highlighting Paladin on your Intranet page to providing quick tips and hosting pro bono challenges, find ways to keep Paladin top of mind.
- Promote yourself as the go-to person for attorneys as they have questions about finding opportunities to volunteer via Paladin.

[Check out our FAQs and "How To's" for Admins!](#)

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