

# WASHINGTON STATE BAR ASSOCIATION

## HOW TO: Use the New Reapplication feature on the WSBA MyWSBA Volunteer Application

1. IF you have submitted a volunteer application in the past, you will now have the option to resubmit a previous application. Previous applications will show up in a drop-down menu as Step 1.

Step 1: NEW - Please select a previous year(s) application for resubmitting or move to Step 2 to create a new application. This new feature will allow you to reapply and update a previous application. You will need to re-enter the demographic information.

2023 - Access to Justice Board, Legislative Review Committee, Practice of Law Board ▼

2. IF you would like, you may resubmit a previous application. To do so, select the *year* of the application you wish to resubmit. You will have the opportunity to update the information and ranking associated with each group listed in the application as well as update/upload updated documents.

**IMPORTANT:** If you select to resubmit a previous year's application, it will update the application to resubmit for all entities from that year. For example, if you applied for the Legislative Review Committee, Practice of Law Board and Access to Justice Board (in that rank order), you will begin the process to resubmit for all three entities, in that rank order. However, you can delete one (or more) and/or update the ranking of those three choices. See example below.

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**Step 2: Please select and rank up to three volunteer opportunities. Choose an entity from the dropdown list and it will be added to your application, then follow the instructions. Repeat for up to three entities.**

For more information about WSBA volunteer opportunities, click [here](#).

Committee:  ▾ \* You have 0 selections remaining.

**Legislative Review Committee** Ranking:  ▾  
Tell us your reasons for applying and relevant skills/experience for this committee. [\[Delete\]](#)

*In the above example, the applicant selected their 2023 Application which listed the Legislative Review Committee as #1.*

3. If you delete one, you can add a new one. Continuing through this example, the individual decided to remove the Legislative Review Committee, which removed the entity *and* its first choice ranking. Now the applicant can add a new entity to the application and alter the ranking for all three.

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For more information about WSBA volunteer opportunities, click [here](#).

Committee:  ▾ \* You have 1 selections remaining.

**Practice of Law Board** Ranking:  ▾

*In the image above; by removing the Legislative Review Committee, the top choice is now the Practice of Law Board (based on their 2023 application) and the rank choice 1 is available to allocate to the remaining two entities or a new one. If you select an application year with less than three entities selected, you can add one.*

4. After you finalize your list of entities, you may keep the previously submitted documentation (if applicable) OR choose a new file to upload to the application.
5. Please complete the remaining steps, which will not have 'rolled over' from a previous year as the options and your responses may have changed.

May 2024

For questions, please email [barleaders@wsba.org](mailto:barleaders@wsba.org).