

Unite Education Program

Job Aid: 5595

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## Run a Post-forum Query

To leverage LSAC forums as part of your overall recruiting strategy, you can run post-forum queries to find people who attended a forum. Once you have the list, you can send out marketing materials as well as track whether a person applies to your law school. If you connect directly with a candidate and collect their LSAC account number, you can include the number in your query to flag the people who visit your table versus those who simply attend the event. This “flag” could help you with post event email communication. There are three main parts to run a post-forum query.

### Part 1: Select the forum pool

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *CRS* tab.
4. Click  .
5. If you are working in a combined instance of Unite, in the FORUM SELECTION area, select the checkbox for the **Forum Type** you want to query.

#### Note

**Forum Type** only appears if your school is working in a combined instance of Unite. Before you can submit a query, you must first select either JD or LLM depending on the data set with which you want to work.

6. From the **Forum Pool** list box, select the forum you want to query.
7. Click  .

8. If you collected LSAC account numbers during the forum and want to identify specific people who either came to your table or connected directly with you during a digital forum, go to **Part 2: Specify targeted prospect input options**. Otherwise, go to **Part 3: Specify query options and run the query**.

### Part 2: Specify targeted prospect input options

1. Click  to expand the *Targeted Prospect Input* section.
2. In the **Enter prospects here** text box, enter the first LSAC account number you collected.

#### Note

If you enter LSAC account numbers manually, do not include the “L.”

3. Click .
4. Repeat steps 2 and 3 for each LSAC account number you want to enter.

#### Note

To upload LSAC account numbers from a .TXT file, click  and follow the prompts. The format of the numbers in the .TXT file can be such that either each number appears on a separate line, or all numbers appear on a single line separated by commas and without spaces. Including the “L” with each LSAC account number is optional. Unite strips the “L” from each account number when you upload the file. You can also drag and drop the text file to **Drop files here to upload**.

5. Select the **Visited Table** checkbox if you want the *Event* tab on the person’s activity log to show that the person visited your table at the forum, or if you wish to export this list of visitors.

### Part 3: Specify query options and run the query

1. Click  to expand sections and specify query options.
2. Click  to expand the *Output* section.
3. In the **Description** text box, enter a description for the query.
4. Specify other *Output* query options as desired.
5. If you want to see an estimate of how many people match the query options, click  on the toolbar.
6. On the toolbar, click  to run the query.
7. If prompted to accept the confidentiality agreement, click **OK**.
8. On the *CRS Summary* window, review selected query options. To print a summary of the query, click .
9. Click  to close the *CRS Summary* window.

#### Related resources

- 5597 – Run a Pre-Forum Query
- 5177 – Run a CRS Data Query
- 5176 – Run a CRS Count Query