

Unite Education Program

Job Aid: 5597

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Run a Pre-forum Query

Each year, LSAC Law School Forums serve as invaluable opportunities for candidates to learn about law school and connect with law school representatives. To leverage LSAC forums as part of your overall recruiting strategy, you can run a pre-forum query to see who has registered to attend. There are two main parts to run a pre-forum query.

Please note: Use the LSAC created Event for LSAC Forums. When your school registers for a forum, the event is created for you in Dynamics. Forum queries will add Forum registrants automatically to these auto-created events.

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. Otherwise, skip this step.

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 upon 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  .

Part 2: 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, such as a Grouping.
5. If you want to see an estimate of how many people match the query options, click  on the toolbar. Then click  to close the *CRS Summary* window.
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

- 5595 - Run a Post-Forum Query
- 5177 - Run a CRS Data Query
- 5176 - Run a CRS Count Query