

New IASBO website features

The www.iowa-asbo.org website has new features for 2008!

As an IASBO member, you can update your own member information in the directory, add career postings for your district, search the site using the Google search, as well as view an enhanced member central area where the documents are easily viewable. Below is a short tutorial on each new feature:

UPDATE YOUR MEMBER INFORMATION IN THE MEMBER DIRECTORY

From the front page of the www.iowa-asbo.org website, click on [Member Central Home](#). The website will direct you to log in using your IASBO member ID and password if you are not logged in already.

The screenshot shows the IASBO website homepage. At the top right, there is a blue button labeled "Member Central Home". Below the navigation bar, the main content area features a "Recently Added Documents" section with a list of documents: "ISA, information sharing agreement Jan 2008", "Special Interest Resource Team", "E.D. update memos 2007-08", and "Subra Financial Projections.ppt". Below this is an "IASBO Event Calendar" section with a table listing events.

Event Name	Start Date	End Date
Spring 2008 Annual Conference	4/3/2008	4/4/2008

Below the calendar, there is a list of bullet points:

- Check in "File Share" for revised Information Sharing Agreement
- Check in "Executive Director memos" for sites/times of Feb 7 ICN sessions and Regional Meetings
- Can't find what you want? Use the Google "Search IASBO Site" function in the members' section

At the bottom of the page, the copyright notice reads: "Copyright, 2004 - 2008, Iowa Association of School Business Officials".

Once into Member Central, click on the Update My Profile.

Member Central Home

Welcome, Jane Turpin
1/25/2008
Log Out

Update My Profile
Change Password

File Share

Document	Description
ISA- information sharing agreement Jan 2008	403b TSA 2008 Jan
Special Interest Resource Team	Find a helping IASBO member
Sabra Financial Projections.ppt	2003 Fall
Supt Bus Mgr Team in times of Fiscal Stress.doc	2003 IASB Convention - IASBO Session
Survey detail for website.xls	2005 Fall
Common detail for Member 2007.doc	2007 Fall

Newsletter Archive

- 2003 November_IASBO_Newsletter2003.pdf
- 2005 Oct Nov 2005.pdf
- 2006 Oct Nov 2006.pdf
- 2007 Oct/Nov.pdf

Counsel's Corner

- Local Audit Committee 2005 Dec/Jan.pdf
- DefinedContributionPresentation040607 Bruce Helson.ppt
- Order of Business and Minutes 2007 Feb/Mar.pdf

Board Minutes

- IASBO MINUTES conf call June 19 07.pdf
- IASBO MINUTES Feb 1, 2006.pdf
- IASBO MINUTES Feb 6 2007.pdf
- IASBO MINUTES March 31, 2006.pdf

Executive Director Memos

- E.D. update memos 2007-08
- Exec Direct memo archive 2006-2007.pdf
- Exec director archive 2004-05.doc
- Exec Director Archive 2005.06.doc

Your member information will display. To update your member information, click the edit link on the right side of your member information.

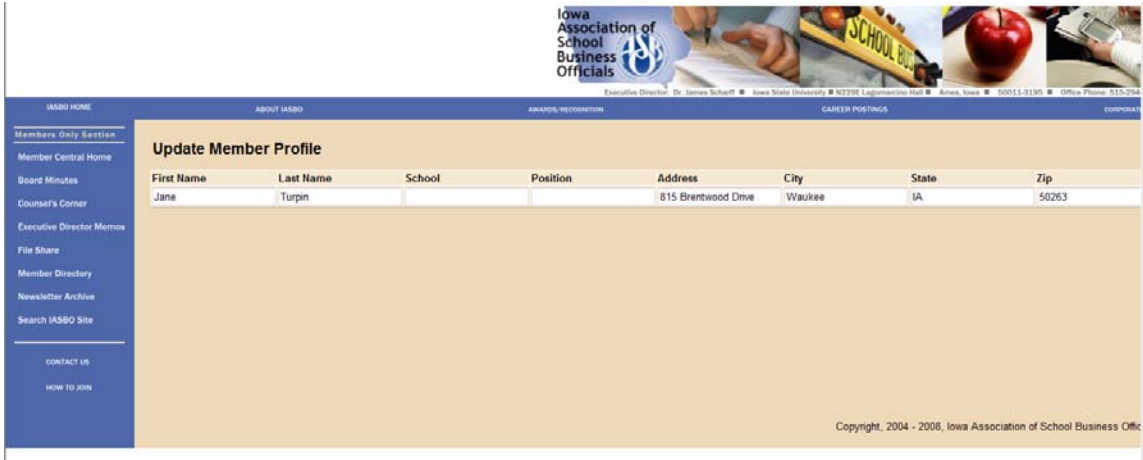
Update Member Profile

Welcome, Jane Turpin
1/25/2008
Log Out

First Name	Last Name	School	Position	Address	City	State	Zip	Phone	Fax	Email	Region AEA	Edit
Jane	Turpin			815 Brentwood Drive	Waukee	IA	50263	515-457-9527		jane@netins.net		Edit

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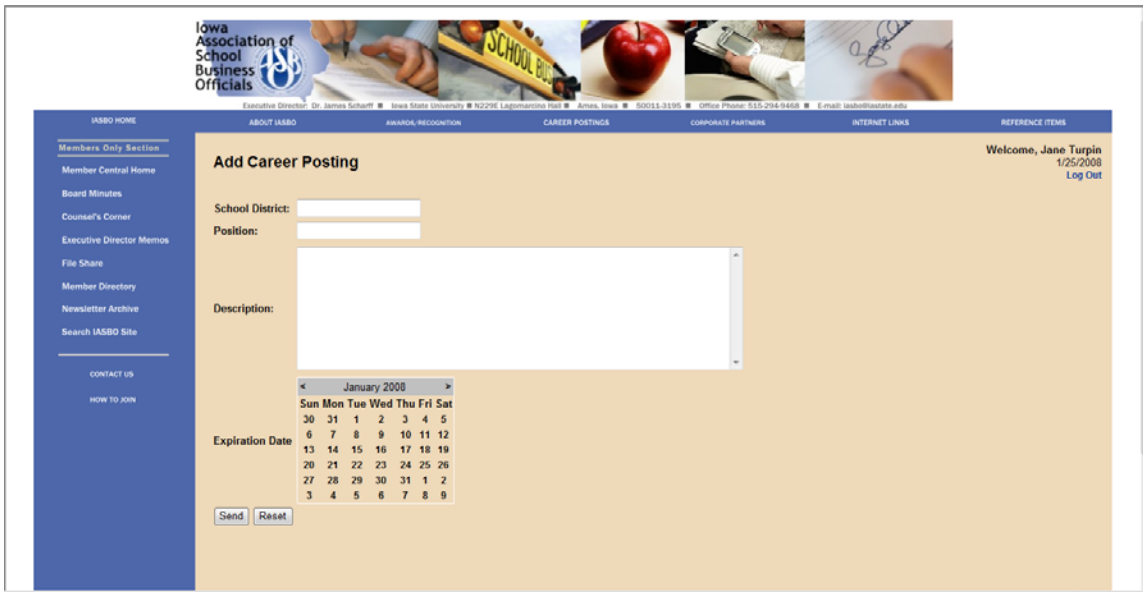
After clicking edit, the fields become editable so just change the information you need to update, scroll over if you need to and click the UPDATE link or the CANCEL link if you wish to not make any changes.



After you have clicked UPDATE, your information is sent to the Executive Director for final approval and updated to the website.

ADD A LISTING TO THE CAREER POSTINGS PAGE

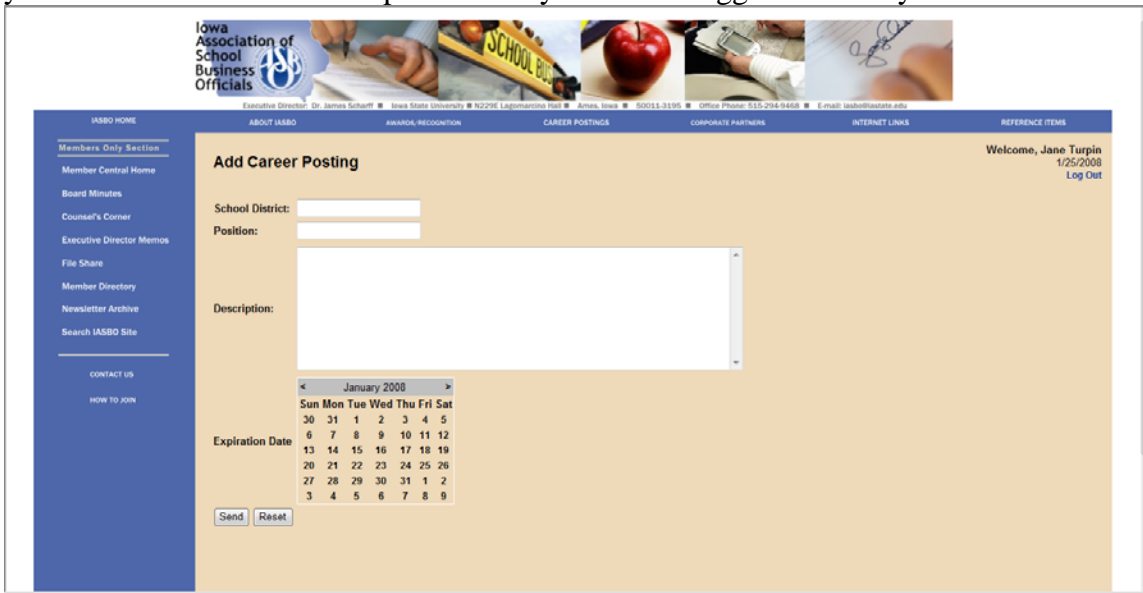
From the www.iowa-asbo.org website, click on **CAREER POSTINGS**.



From the Career Postings page, click Add Career Posting to add one.



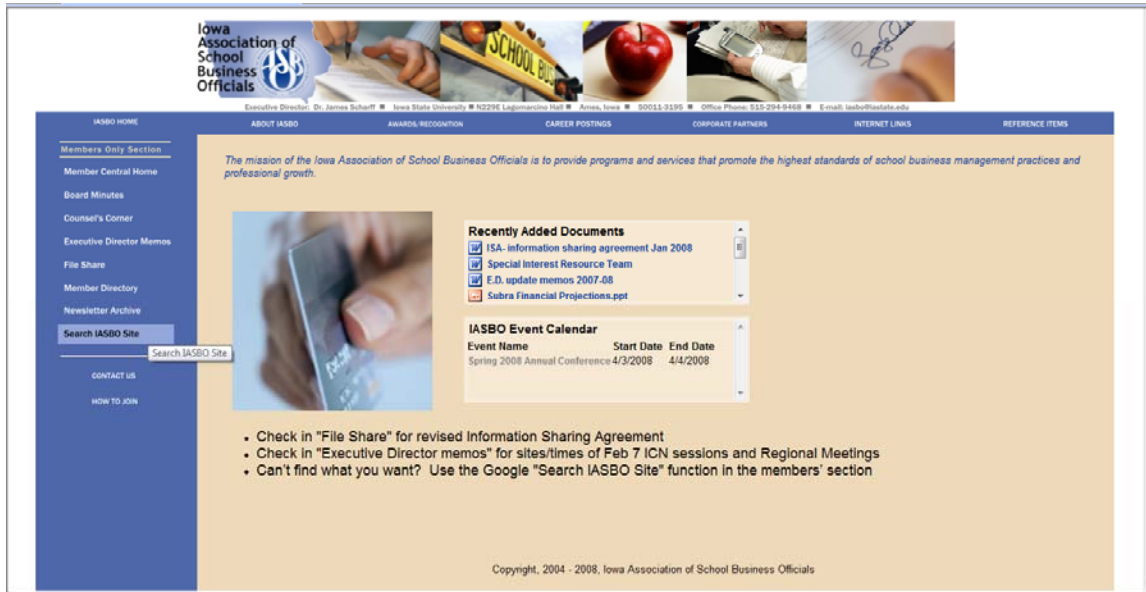
After clicking on the Add Career Posting link. The website will direct you to log in using your IASBO member ID and password if you are not logged in already.



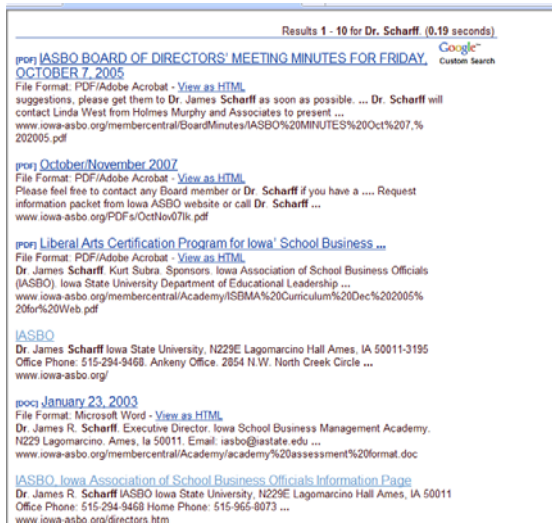
After you are logged in, a web form requesting information about the career posting displays. Enter information in all the fields, School District the opening is in, Job Description of the position and your desired Expiration Date of the posting on the website and simply click on the SEND button. The Career Posting will be automatically sent to the Executive Director for final approval and added to the website. (Typical Career Postings are posted for approximately 2 weeks)

SEARCHING THE IASBO WEBSITE USING THE GOOGLE SEARCH

From the front page of www.iowa-asbo.org website, click on 



The website will direct you to log in using your IASBO member ID and password if you are not logged in already. Enter your search criteria or search string into the text box and click SEARCH. Your search results will display and you will be able to click to view one of the results or click on your browser's back button to search again.

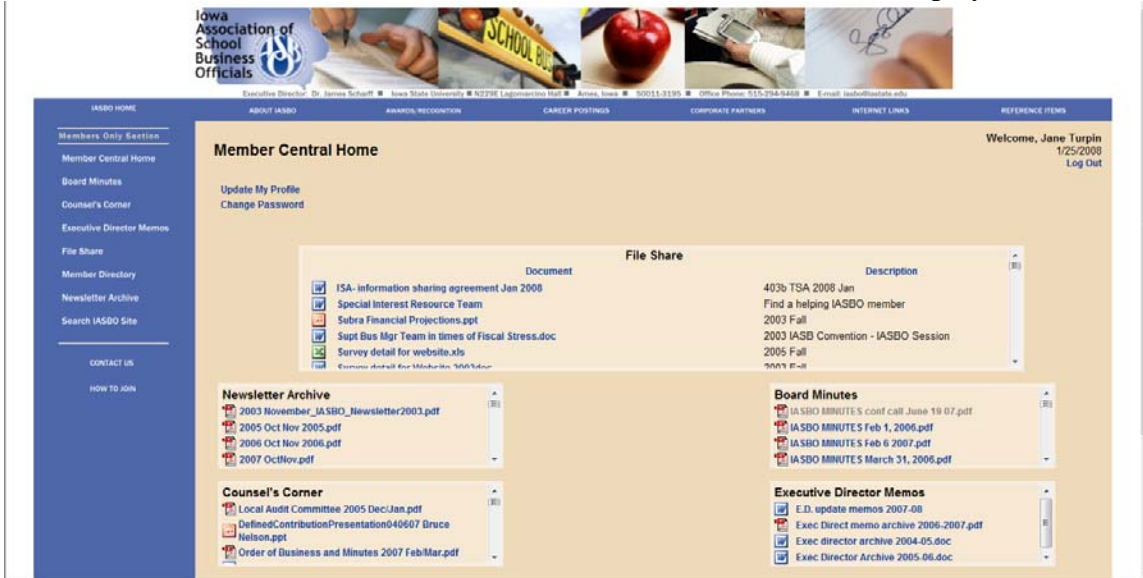


NEW and IMPROVED MEMBER CENTRAL HOME

From the front page of the www.iowa-asbo.org website, click on Member Central Home. The website will direct you to log in using your IASBO member ID and password if you are not logged in already.



After successfully logging in, Member Central Home displays. Member Central Home has a lot of information separated into different topics for easier finding. The FILE SHARE area at top lists documents from conferences and information sent out from the Executive Director. It defaults to show the latest files that have been added, but this area is sortable by Description, just click on the word DESCRIPTION. It can also be sorted by clicking on DOCUMENT that will provide an alpha sort of the document names. The other topics include a NEWSLETTER ARCHIVE, BOARD MINUTES, EXECUTIVE DIRECTOR MEMOS and COUNSEL'S CORNER. The latest file is displayed first.



OTHER IMPROVEMENTS YOU MAY HAVE NOTICED

- Same great information, updated look and feel of the site
- Personalization on the pages after you log in
- Picture slide show on the front page
- Faster Member search