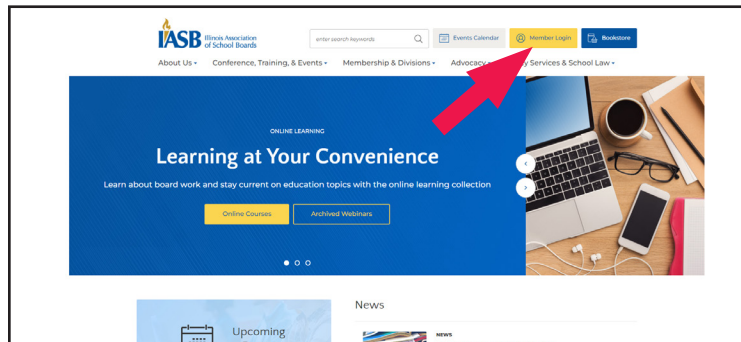


Roster Management Instructions

You will need the email address that you regularly use to transact with IASB. If your email address is not on file with IASB, or if you don't know the email address, please contact IASB at (217) 528-9688, ext. 1100.

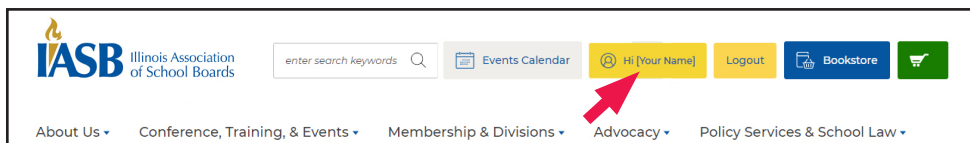
1. Go to www.iasb.com. Click on the "Member Login" button on the top navigation.

The screenshot shows the IASB login page. It has fields for 'Email' (someone@example.com) and 'Password'. Below the password field is a 'Remember me' checkbox and a note 'Uncheck if on a public computer'. There is a 'Login' button and a 'Forgot your password?' link. A red arrow points to the 'Forgot your password?' link. Below the link is a 'Create an account' link.

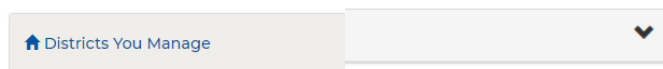
2. Enter your email address and password.
(Note: If you do not know your password, use the "forgot your password?" link. Make sure to check your spam folder from info@iasb.com if you do not see it in your email inbox.)

The screenshot shows the 'Forgot your password?' page. It has a text input field for 'Your email address' (someone@example.com) and a 'Submit' button. A red arrow points to the 'Retrieve your password' button. Below the button is a note: 'We'll send you an email with a link to reset your password. If you can click to reset your password.' Below the note is a 'Cancel' button.

3. To return to your account page at any time, please click the "Hi [Your Name]" button on the top navigator bar.



4. At the bottom of the page, click **Districts You Manage**. This will bring you a list of all districts that you have the authority to manage the roster. Click on the district name.



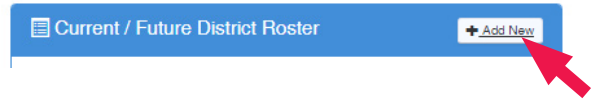
5. You will be taken to a screen where you will be able to view your current and historical roster. Please note that this roster may be two or more pages long. If a board member's term recently ended and you have not updated your roster, you may need to scroll down to the bottom of the page and adjust the term end date to reflect the new term. (Note: we recommend making the term end date 5/1 and then the year.)

The screenshot shows the IASB roster management page. It has two tables: 'Previous District Roster' and 'Current / Future District Roster'. The 'Previous District Roster' table has columns for Name, Position, Term Start Date, Term End Date, and Edit Term. The 'Current / Future District Roster' table has columns for Name, ID, Position, Original Start Date, Term End Date, and Edit Term. Both tables have a 'Add New' button. The 'Current / Future District Roster' table has a pagination bar showing '1' and '2'.

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Roster Management Instructions, continued

6. After checking your current and historical roster lists, if you need to add a new member to your roster, click the “Add New” button at the top right corner of your “Current/Future District Roster” list.



7. You will be directed to a screen that will check to see if this person already has an account with IASB. Please enter the email address that they will use to access our system. (Note: It might be a good idea to verify with the board member an email address that they will be more likely to remember and regularly access. If the person is already in the system, please verify their name and click “Add Roster.”)

A form titled "Does this individual already have an account with IASB?". Below the title is a text prompt: "Please enter their e-mail address below to see if a record exists in our system." There is an "Email:" label followed by a text input field. To the right of the input field is a blue "Search" button. Below the search area, a light blue box displays "Record Found" and "A record was found matching the email address you entered:". Underneath, it lists "Name" and "Email" as fields to be verified. At the bottom of this box is a blue link "Add Roster" with a red arrow pointing to it.

8. If the email address is not found in the system, please click “Add Individual” and fill out all of the pertinent information. If you do not have a home address for this individual, please use the district address and encourage the member to access their own account and update their information later. We recommend using the current date as the start date and a term end date of 5/1 and then the appropriate year.

A form titled "Add Individual" with a message "No matching result was found." at the top. The form is divided into two main sections: "Personal Information" and "Contact Information".
Personal Information:
- Prefix: A dropdown menu with "Please select" and a downward arrow.
- First name: A text input field with "First name" as a placeholder and a red "Required" label below it.
- Middle name: A text input field with "Middle name" as a placeholder.
- Last name: A text input field with "Last name" as a placeholder and a red "Required" label below it.
- Position: A dropdown menu with "Please select" and a downward arrow.
- Original Start Date: A text input field with "05/01/2017" as the value and a calendar icon to its right.
- Term End Date: A text input field with a calendar icon to its right.
- Occupation: A text input field with "occupation" as the placeholder.
- Governing Board Representative?: A checkbox that is currently unchecked.
Contact Information:
- Phone: A text input field with "Phone" as the placeholder.
- Phone ext: A text input field with "Extension" as the placeholder.
- Email: A text input field with "noemail@mailinator.com" as the placeholder.

If you have any questions about the IASB member database, please contact (217) 528-9688, ext. 1100. Should you get any questions from your board members about email addresses or term dates, please log in as yourself and check your district roster.

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Roster Management Instructions, continued

What do the position types mean?

District Account Management

Superintendent – Receives member benefits and discounts, able to bill invoices to the district, able to manage the district roster, access to print and view all district invoices, able to register other members of the district to meetings, conferences, and workshops, access to policy services online if applicable. This role is assigned by IASB staff only. If your superintendent information needs to be changed, please contact the Administrative Assistant of the Executive Searches Department at IASB at (217) 528-9688, ext. 1217 to correct this information.

Superintendent Administrative Assistant | Recording Secretary | District Secretary – Receives member benefits and discounts, able to bill invoices to the district, able to manage the district roster, access to print and view all district invoices, able to register other members of the district to meetings, conferences, and workshops, access to policy services online if applicable.

Elected/Appointed Members of the School Board – Receives member benefits and discounts, able to register self for meetings/events, but not able to bill the school district.

Board President | Board Vice President | Board Secretary | Board Member

Other Member Types within a School District:

- Assistant Superintendent
- Attorney
- Business Official
- Community Relations
- Human Resources
- Other Staff
- School Secretary
- School Principal – Will be able to be registered for meetings by the district account management or the member themselves for meetings/workshops. Will not be able to bill the district, but will receive member benefits and discounts.
- Former Board Member/Former Superintendent – Indicates someone who had a previous relationship with the school district. Does not receive member benefits or discounts. Is not able to register for meetings or bill the district.