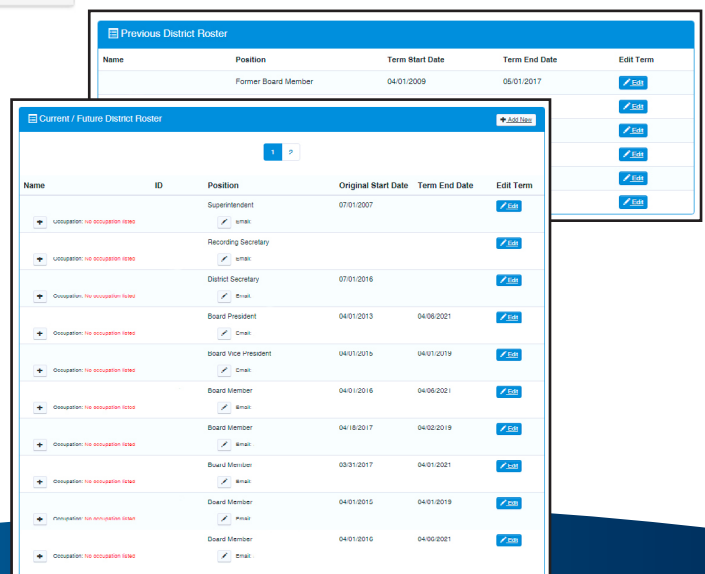# Roster Management Instructions

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 "My Account" button on the top left navigation.

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.)

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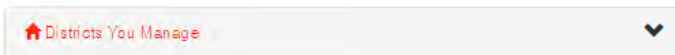
4. You will be taken to a screen where you will be able to view your current and historical roster. Please note that this roster may be two or more pages long. If their term recently ended and you have not updated your roster, you may need to scroll down to the bottom of the page and adjust the term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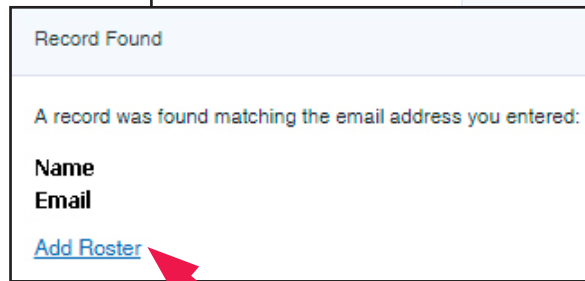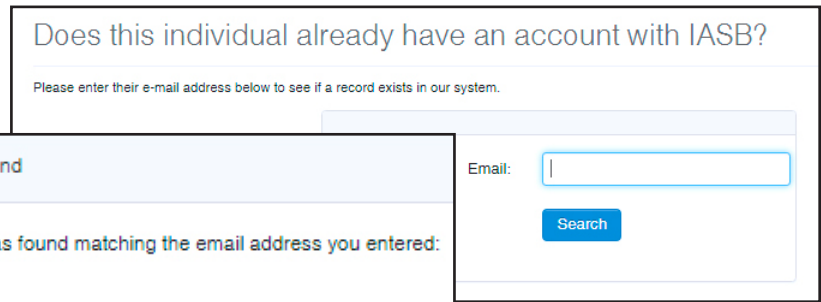
Roster Management Instructions continued

5. 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.

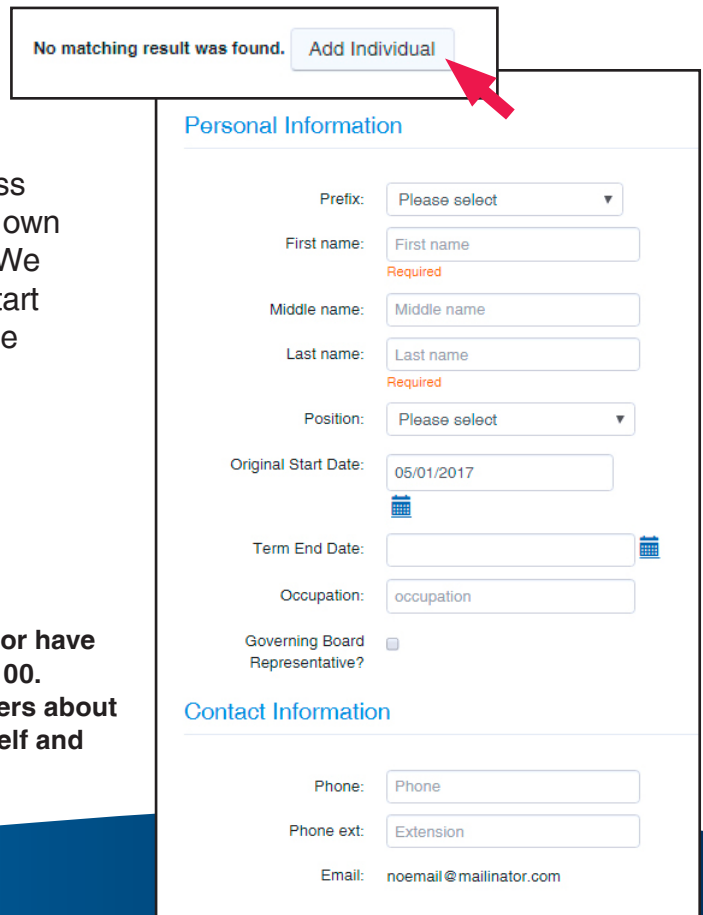**Current / Future District Roster**   **+ Add New**

6. 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

Does this individual already have an account with IASB?

Please enter their e-mail address below to see if a record exists in our system.

Email: [   ]

Search

Record Found

A record was found matching the email address you entered:

Name

Email

Add Roster

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.")

7. 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.

No matching result was found.   Add Individual

Personal Information

Prefix:	Please select ▼
First name:	First name
	Required
Middle name:	Middle name
Last name:	Last name
	Required
Position:	Please select ▼
Original Start Date:	05/01/2017
Term End Date:	
Occupation:	occupation
Governing Board Representative?	☐

Contact Information

Phone:	Phone
Phone ext:	Extension
Email:	noemail@mailinator.com

If you have any questions about the database system or have difficulty using it, 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.

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 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.
- Board Candidate – A temporary position assigned to individuals running for a school board prior to the election. Will be able to be registered for meetings by the district account management or the candidate themselves for meetings/workshops. Will not be able to bill the district, will not receive any member discounts or benefits
- 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.