

e-MEMBERSHIP Guide for Administrative Assistants

1. The first page you see will be a log-in page. **Type in your user name (first initial of first name and last name (jsmith) and password. If you have forgotten your password click the forgot your password button and follow the steps. Still having trouble contact Nick Caruso at CABE 860-571-7446.**
2. When you have successfully logged in the first screen will be a listing of every person in our database who is associated with your organization. Once you are on this page you click on the **Main Tab**.
3. This will bring you to the District's information page, under the **Main Tab** please fill out as much information as possible and then hit the submit button.
 - By hitting the submit button you are sending the changes to CABE's office and you will no longer see the changes that you have made.
4. Next click on the **Profile Tab**, fill in as much information as possible and then click **submit**. You are now finished updating you district's information, click on the **People Tab** to begin updating individuals in your school district.
5. Under the **People Tab** you will see this screen that list all the individuals associated with your district. Click on the name you would like to update.
6. Once you click on a name it will bring you to the Main page for that individual, please fill out as much information as possible. Click the submit button and then click the **Profile Tab**.
7. Continue to fill out as much information as possible under the **Profile Tab**. Please be sure to fill in the years on board, term begin, and term end dates. Once you are finished here click the submit button and then the **Political Tab**. Please make sure you hit the **Submit** button if you make any changes to ensure the database is updated.
8. Once you click on the **Political Tab**, fill out as much information as possible and then click **save**.
9. You have now finished updating the district information and your first member information. Click on the **Main Tab** and then click on the **ID**. This will bring you back to the list of people so you can make further changes. Select the next member to update and repeat process.

** If there are people on the staff listing but are no longer in your district click on their name and make their status inactive.*

** If there are new people in your district please press the add person button at the end of the staff listing and fill out as much information as possible.*

Please DO NOT overwrite an existing board member's information. If they left the board, make them inactive and create a new "person" for each new Board Member.