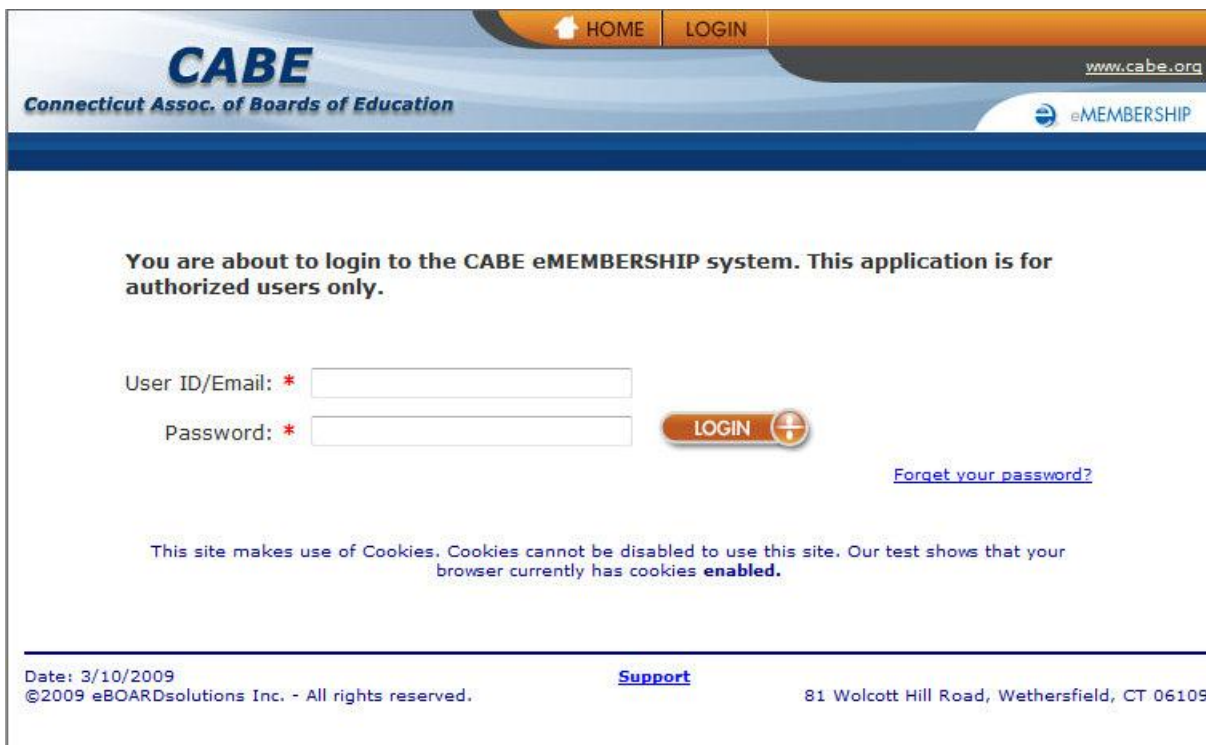


e-MEMBERSHIP Guide for Administrative Assistants

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.**



The screenshot shows the login page for the CABE eMEMBERSHIP system. At the top, there is a navigation bar with a home icon and 'HOME' button, and a 'LOGIN' button. The CABE logo and 'Connecticut Assoc. of Boards of Education' are on the left, and 'www.cabe.org' and 'eMEMBERSHIP' are on the right. The main content area contains a warning: 'You are about to login to the CABE eMEMBERSHIP system. This application is for authorized users only.' Below this are two input fields: 'User ID/Email: *' and 'Password: *'. A 'LOGIN' button with a plus sign is to the right of the password field. A link for 'Forgot your password?' is also present. A cookie notice states: 'This site makes use of Cookies. Cookies cannot be disabled to use this site. Our test shows that your browser currently has cookies enabled.' The footer includes the date '3/10/2009', copyright '©2009 eBOARDsolutions Inc. - All rights reserved.', a 'Support' link, and the address '81 Wolcott Hill Road, Wethersfield, CT 06109'.

CABE
Connecticut Assoc. of Boards of Education

HOME LOGIN www.cabe.org eMEMBERSHIP

You are about to login to the CABE eMEMBERSHIP system. This application is for authorized users only.

User ID/Email: *

Password: * LOGIN +

[Forgot your password?](#)

This site makes use of Cookies. Cookies cannot be disabled to use this site. Our test shows that your browser currently has cookies **enabled**.

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- 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**.



CABE
Connecticut Assoc. of Boards of Education

[HOME](#) | [LOGOUT](#)
 Diane Kane | www.cabe.org
 eMEMBERSHIP

Staff Listing

Organization: Andover Public Schools

[MAIN](#)

[PROFILE](#)

[PEOPLE](#)

[ACCOUNTING](#)

#	Name	Company	Title	Work
1	Baver, Wendy	Andover Public Schools	Board Member	
2	Collins, Jill	Andover Public Schools	Business Manager	860-742-7339
3	Davidson, Michael	Andover Public Schools	Board Member	
4	Hawes, Kimberly	Andover Public Schools	Board Member	
5	Holtsclaw, Danny	Andover Public Schools	Board Member	
6	Kane, Diane	Andover Public Schools	Administrative Assistant	860-742-7339
7	Keeney, Sharyn	Andover Public Schools	Board Member	
8	Linddy, Jay	Andover Public Schools	Board Chair	
9	Machowski, Walter	Andover Public Schools	Principal	
10	Maneggia, Andrew	Andover Public Schools	Superintendent	860-742-7339
11	Principal,	Andover Elementary School	Principal	
12	Sauyet, Scott	Andover Public Schools	Board Member	
13	Toyer, Lynn	Andover Public Schools	Assistant Principal	

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- 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.

CABE
Connecticut Assoc. of Boards of Education

HOME LOGOUT Diane Kane www.cabe.org eMEMBERSHIP

Organization: Andover Public Schools

MAIN PROFILE PEOPLE ACCOUNTING

ID: 1 CABE Area: 3

Name: Andover Public Schools Work: Fax:

Website:

Mailing Address:  **Street Address:**

Address: 33 Pendleton Drive Address:

City/St/Zip: Hebron CT 06248-1525 City/St/Zip:

PROFILE SUBMIT

Please provide any addition details you need to this submission:

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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.


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HOME LOGOUT Diane Kane www.cabe.org eMEMBERSHIP

Organization: Andover Public Schools

MAIN PROFILE PEOPLE ACCOUNTING

Number on Board:	<input type="text"/>	Profile Last Revised:	<input type="text"/>
Board Term:	Select... ▾	ADM:	359
Board Election Month:	Select... ▾	DRG Code:	C
Board Election Year:	Select... ▾	County:	TO
Board Chair Elected By:	Select... ▾	Wealth:	113
Board Chair Election Date:	March ▾	Tax:	21
Board Meeting Date:	Tuesday 2 ▾	Student Reps:	<input checked="" type="checkbox"/>
Board Meeting Time:	<input type="text"/>		
Board Elections:	<input type="checkbox"/> Partisan <input type="checkbox"/> Non-Partisan <input type="checkbox"/> By-District <input type="checkbox"/> At-Large		

SUBMIT 

Please provide any addition details you need to this submission:

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- 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.



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[HOME](#) | [LOGOUT](#)

Diane Kane | www.cabe.org

 eMEMBERSHIP

Staff Listing

Organization: Andover Public Schools

MAIN PROFILE PEOPLE ACCOUNTING

#	Name	Company	Title	Work
1	Baver, Wendy	Andover Public Schools	Board Member	
2	Collins, Jill	Andover Public Schools	Business Manager	860-742-7339
3	Davidson, Michael	Andover Public Schools	Board Member	
4	Hawes, Kimberly	Andover Public Schools	Board Member	
5	Holtsclaw, Danny	Andover Public Schools	Board Member	
6	Kane, Diane	Andover Public Schools	Administrative Assistant	860-742-7339
7	Keeney, Sharyn	Andover Public Schools	Board Member	
8	Linddy, Jay	Andover Public Schools	Board Chair	
9	Machowski, Walter	Andover Public Schools	Principal	
10	Maneggia, Andrew	Andover Public Schools	Superintendent	860-742-7339
11	Principal,	Andover Elementary School	Principal	
12	Sauyet, Scott	Andover Public Schools	Board Member	
13	Toyer, Lynn	Andover Public Schools	Assistant Principal	

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- 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.



Connecticut Assoc. of Boards of Education

[HOME](#) | [LOGOUT](#)

Diane Kane | www.cabe.org

 eMEMBERSHIP

Name: Wendy Bayer of Andover Public Schools

MAIN
PROFILE
POLITICAL
GROUPS
COMMITTEES
EVENTS
BMA

Spouse:

Secretary:

Profession:

Miscellaneous:

Picture URL:

Gender:

Ethnicity:

Birth Date:

Communication Pref:

Education:

University/College: <input type="text"/>	Years on Board: <input type="text"/>
Major: <input type="text"/>	Term Begins: <input type="text" value="11/1/2005"/>
Degree: <input type="text" value="Select..."/>	Term Ends: <input type="text" value="6/30/2009"/>
Graduation Year: <input type="text"/>	State Bar No: <input type="text"/>

SUBMIT

Please provide any addition details you need to this submission:

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8. Once you click on the **Political Tab**, fill out as much information as possible and then click **save**.

CABE
Connecticut Assoc. of Boards of Education

HOME | LOGOUT

Diane Kane | www.cabe.org

eMEMBERSHIP

Name: Wendy Baver of Andover Public Schools

MAIN | PROFILE | **POLITICAL** | GROUPS | COMMITTEES | EVENTS | BMA

US House District:

State Senate District:

State House District:

Political Party:

SAVE

Date: 3/10/2009 | [Support](#) | Version: 3.8.0.0
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- 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.

The screenshot shows the CABA eMEMBERSHIP interface. At the top, there is a navigation bar with 'HOME' and 'LOGOUT' buttons, and a user profile for 'Diane Kane' with the website 'www.cabe.org'. Below this is the CABA logo and 'Connecticut Assoc. of Boards of Education'. The main content area is titled 'Organization: Andover Public Schools' and features a navigation menu with 'MAIN', 'PROFILE', 'PEOPLE', and 'ACCOUNTING' buttons. The 'ID' field is set to '1' and the 'CABA Area' is '3'. The 'Name' field contains 'Andover Public Schools'. There are input fields for 'Work', 'Fax', and 'Website'. The 'Mailing Address' section includes a 'MAPQUEST' icon and a 'Street Address' field. The 'Address' field contains '33 Pendleton Drive'. The 'City/St/Zip' field is split into three parts: 'Hebron', 'CT', and '06248-1525'. There are 'PROFILE' and 'SUBMIT' buttons. A text area below the form asks for additional details. At the bottom, there is a footer with the date '3/10/2009', copyright information for 'eBOARDsolutions Inc.', a 'Support' link, and the address '81 Wolcott Hill Road, Wethersfield, CT 06109'.

* If there are people on staff listing but are no longer in your district 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.