BBYO Teen Dashboard — *Cheat Sheet!*

TEEN LEADER DASHBOARD IN A NUTSHELL

- The Dashboard is a BBYO intranet, a combination news source and database.
- There are separate Dashboards for Staff, Teen Leaders and Advisors – all three work together to make your chapters and regions run!
- The Teen Leader Dashboard allows you to:
  o Create chapter events
  o Communicate with your chapter members and prospective members
  o Run valuable chapter reports
  o Edit your chapter pages on bbyo.org and b-linked
  o See who from your chapter is attending chapter, regional and international events
  o Stay in touch with your counterparts
  o Coming soon: set and track your chapter goals!
- Use the Dashboard as much as possible. The content is all user-generated so the more you use it, the better it will be!

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ACCESSING THE DASHBOARD

- Go to http://dashboard.bbyo.org/ and enter your login/password (it's the same as your b-linked login!). If it doesn't work, contact your Regional Director.

CHAPTER MAINTENANCE

This section allows you to edit your chapter's information. This info is then posted on your chapter's very own bbyo.org and b-linked profile. In addition to listing specific details and news for your chapter (name, mascot, awards, etc.) your teens can also upload a chapter picture and files (like mp3s, important forms, etc.)!
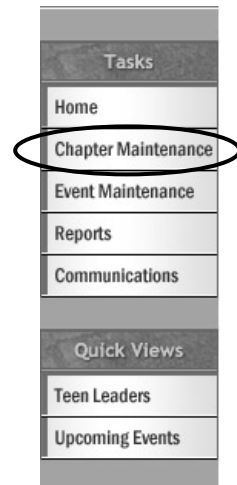
To edit your Chapter Profile:
- Click **Chapter Maintenance** from the menu column
- To edit your chapter's information, click ✏ next to the list of your chapter officers and advisors (if this information is incorrect, contact your Regional Director)

To fill out your Chapter Profile:
- Fill out the fields! Be sure to fill out all the required fields, marked with an *. Note: The first section **Chapter Information** is locked (only staff can edit). You will be able to view it but it cannot be edited.
- Note: Field names displaying in yellow are public display fields. Those displaying in white will not be displayed to the public on the website.
- Note: The officer and advisor fields are to put information about these roles. Do not provide a list of advisors and officers – it is automatically included in your page.
- Many of the fields provide explanations – so remember to read the fine print listed in grey!

To Upload a Chapter Picture:
- To change or upload a new chapter photo, click Browse in the **Chapter Photo** field
- Locate the picture you would like to upload and click **Open**
- Click 💾 to save the photo
- Remember: This info is public! When uploading photos, you are bound by the same code of conduct as b-linked!

To Upload Files:
- To upload a file, fill in the file's name and description. Click **Browse** in the **Add Document** field
- Locate the file you would like to upload and click **Open**
- Click 💾 to save the document
- Once the file has been saved, you will see it listed in the **Attached Documents** field:

	Name	Content Type	Size		
Attached Documents	**BBG Heartbeat**	application/msword	20480	📄	✕
	Inspirational Page	application/msword	51200	📄	✕

- To preview the file, click 📄
- To delete the file, click ✕
- Remember: This info is public! When uploading photos, you are bound by the same code of conduct as b-linked!

To save your changes:
- When you are finished editing all of the fields, click 💾 at the bottom of the page
- At any point if you want to go back to the previous page click ↩ and if you want to reset the page click 🔄

Keep your **Chapter Maintenance** section up-to-date – don't forget to include news, add the awards your chapter wins, and upload files!

If you are a regional board member, you will see **Region Maintenance** instead of Chapter and be able to update information about your entire region.

EVENT MAINTENANCE

This section allows you to enter upcoming events for your chapter. Once approved by your advisor, these events are then posted to BBYO's websites so teens can easily register for events online. In order for your chapter's event to be a sanctioned BBYO event, you need to get approval and post it on the Dashboard, arrange supervision and publicize it through your chapter communication mechanisms. Your chapter can easily find information about your events and newcomers can search b-linked for events that may interest them – how's that for recruitment!

To add a new event (Chapter events only):
- Click **Event Maintenance** from the menu column
- To create a new event, click `NEW`

Add Event   Aliah BBG #368
↩💾🔍🔄   2007

Basic Elements   Participation Details   Miscellaneous

To fill out your new event information:
- There are three tabs for event information (see above): Basic Elements, Participation Details, and Miscellaneous. Make sure you go through all three tabs by clicking them from the top of the page.
- Fill out the fields! Be sure to fill out all the required fields, marked with an *.
- Note: Field names displaying in yellow are public display fields. Those displaying in white will not be displayed to the public on the website.
- Many of the fields provide explanations – so remember to read the fine print listed in grey!
- Note: For all overnight events you must click the Overnight Event button under Basic Elements. This will automatically include the required overnight form.
- Once you have filled out all the fields, click 💾 at the bottom of the page.
- You will be directed back to the main **Event Maintenance** page where your new event will be listed:

- Your event will be listed with a **P** (pending) until it is approved by your advisor or Regional Staff. They will receive notification of your newly posted event.
- Once your event has been approved, any additional modifications must be made by your Advisor or Staff.
- Please consult your Regional Board or Staff about deadlines for submitting events. Your region may require you to have events on the Dashboard two weeks in advance in order to hold the event.

To add photos to your event posting:
- Click ✏
- Click Browse in the **Chapter Photo** field
- Locate the picture you would like to upload and click **Open**
- Click 💾 to save the photo
- Click 💾 at the bottom of the page to save the event.

To add documents to your event posting:
- To upload a supplemental document, fill in the file's name and description. Click **Browse** in the **Add Supplemental Doc** field
- Note: Supplemental Documents are information-only documents like flyers, schedules, packing lists, etc. Follow up forms are those that need to be turned in, like parental authorization, medical forms, and permission to treat forms.
- Locate the file you would like to upload and click **Open**
- Click 💾 to save the document
- Once the file has been saved, you will see it listed in the **Attached Supplemental Docs** field:

- To preview the file, click 📄
- To delete the file, click ✕

To save your changes:
- When you are finished editing all of the fields, click 💾 at the bottom of the page
- At any point if you want to go back to the previous page click ↩ and if you want to reset the page click 🔄
- To preview what your event will look like when posted, click 🔍
- Once your event has been submitted for approval, you will not be able to make any additional edits. If you have changes, contact your Advisor or Regional Staff.

Once your event is approved you can view it on b-linked and bbyo.org:

My Groups
My Events
My Blog
My World
My Messages
My Education
My Service
Chat Now!
My Dashboard
Tell A Friend!

Message Boards
Go

Favorite of the Day

Columbus 2007 Awards Night

Event Registration Status: Open
(as determined by event creator)

Event Sponsored By: Kentucky Indiana Ohio/At Large and JCC

Location: JCC

City: Columbus

State: OH

Date: Tuesday, May 01, 2007 - 6:30 PM to 8:00 PM

Event Description: PARENTS and TEENS: join BBYO at the JCC for its annual Awards Night! See the chapters and hear their re-caps, watch them receive and give out awards, honor this year's graduationg seniors and highlight the volunteer commitment of our VERY dedicated adult advisors. This is a wonderful way to see, hear and feel the magic of BBYO and what it gives our teens. (Teens, this is THE type of event you want your parents to attend... it's not like you're at a sleepover....)

Cost per Person: $5.00

:) ne1?
Start Chat!
<3

SCRAPBOOK

no photos   Add photo

SHOUT OUTS

no posts   Add post

WHO'S COMING?

no registrations

invite a friend to this event
consider this event
register now!

REPORTS

This section allows you to compile lists of people based on the criteria of your choosing. You can print these lists or download them to Excel. This feature is great to get lists of chapter members, prospective members, and event participants. Regional/Council leaders can get reports for your Region/Council, too!

The **Reports** section has three parts:
1. **Person Reports** – View a person based on different data fields such as membership status, b-linked group involvement, and personal fields (phone #, email, etc.)
2. **Event Registration Reports** – View an event based on numerous filters such as event type, payment status, and personal fields (phone #, email, etc.)
3. **Regional Community Report** – View membership statistics such as outreach and prospects with subcategories such as membership total, # engaged, etc.

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1. Person Reports
View a person based on different data

Persons Report   Variable criteria Person reports.

fields such as membership status, chapter officers, and personal fields (phone #, email, etc.)
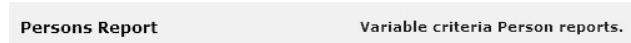
Your Dashboard account will be set to only pull data from your region and chapter, which you will see listed in the **By Region** and **By Chapter** sections.

Person Filter
- To set filters based on individual profile characteristics (membership status, leadership position) click ☐ to open the menu.
- Select filters for your search.

Grouping
- Grouping is a way to sort the output of the search. While Regional Directors may use this function a lot, you won't need it on a chapter level.

Person Data
- In **Data** field click whatever fields you want listed for each member (e.g. First name, last name, email, phone)

Data Fields		
☑ First Name	☐ City	☐ Cell Phone
☑ Last Name	☐ State	☐ Work Phone
☐ Alumni Maiden Name	☐ Zip	☐ Email Address
☐ Street	☐ Home Phone	☐ HS Grad

Report Description
- Give your report a name or description so when printed, you remember what the report is about!

Generate Your Report
- Click 📊 to view as an Excel Spreadsheet
- Click 🖨 to print. This allows for quick printing.
- If the spreadsheet or report appears blank, there are no matches for your particular filter.

Sample Person Filter
List of all chapter members' names, and phone numbers

- Click **By Person**
- In **Person Status** field click **Member**
- In **Data** field click **First Name**, **Last Name**, **Home Phone**
- In **Report Description** write Chapter Members
- Click 📊 to view as an Excel Spreadsheet
- Click 🖨 to print

Frequently Run Reports
- Prospective members
- Lapsed members
- Graduating seniors

2. Event Registration Reports
View event registrants based on

Event Registration Reports   Variable criteria Event Registration reports.

numerous filters such as event type, payment status, and personal fields (phone #, email, etc.)

Event Registration Filter

- To set filters based on specific event registration details, click ☐ to open the menu.
- This filter allows you to generate a list of event registrants by specific event, payment status, and special conditions.
- When selecting a specific event, be sure to indicate if it is an International event, Regional/Council event or Chapter event. Highlight the event and then click the **Update Event List** button to bring up the appropriate events.
- Note: Some of the field options will not apply to you on the chapter level. Remember that the options are also used by your Regional Staff! If it doesn't seem like a field that you would need – you probably don't!

See above for Grouping, Person Data, Report Description, and Generate Your Report

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Sample Event Registration Filter
List of names and phone numbers for all chapter members attending Sisterhood Weekend 2006

- Click **By Registration**
- In **Event Type**, click **Chapter** (if necessary, click **Update Event List**)
- Highlight **Sisterhood Weekend 2007**
- Click **Non-Cancelled**
- In **Data Fields**, click **First Name, Last Name, Home Phone**
- In **Report Description** write **Sisterhood Weekend Roster**
- Click 📊 to view as an Excel Spreadsheet
- Click 🖨 to print

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4. **Regional Community Report**
- View membership statistics such as outreach and prospects with subcategories such as membership total, # engaged, etc.
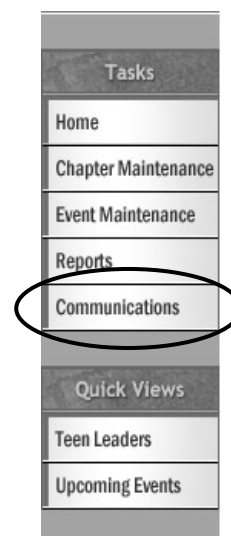
Regional Community Report   Display member totals for each group and chapter for the region.

COMMUNICATIONS

*This section allows you to send an email or b-linked message to a select group of people based on your preferences. Do you have an upcoming overnight and half your chapter hasn't sent in permission forms? You can send an email to those who are signed up for the event but have not submitted the required documentation. Or, did you just post a new chapter event that you want to share with all members and prospective members? Thanks to the **Communications** section of the Dashboard, you can do it with just a few mouse clicks! Region/Council leaders can use this function to communicate with your Regions/Council, too!*

- To generate your desired list, follow the steps listed above in the **Reports** section for **Person Filter** and **Event Registration Filter**.

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- Then click to send an email or to send a b-linked message.
- You will see your name listed in the **From:** section and a list of email addresses in the **To:** section. If no addresses appear then your filter did not find any records matching your selections.
- After composing your message, click the send icon at the bottom of the page.

QUICK VIEWS

This section allows you to see a quick list of all of the teen leaders on the International Board, your regional/council board, and chapter boards in your region. You can also view a list of upcoming chapter, region/council, and International events.