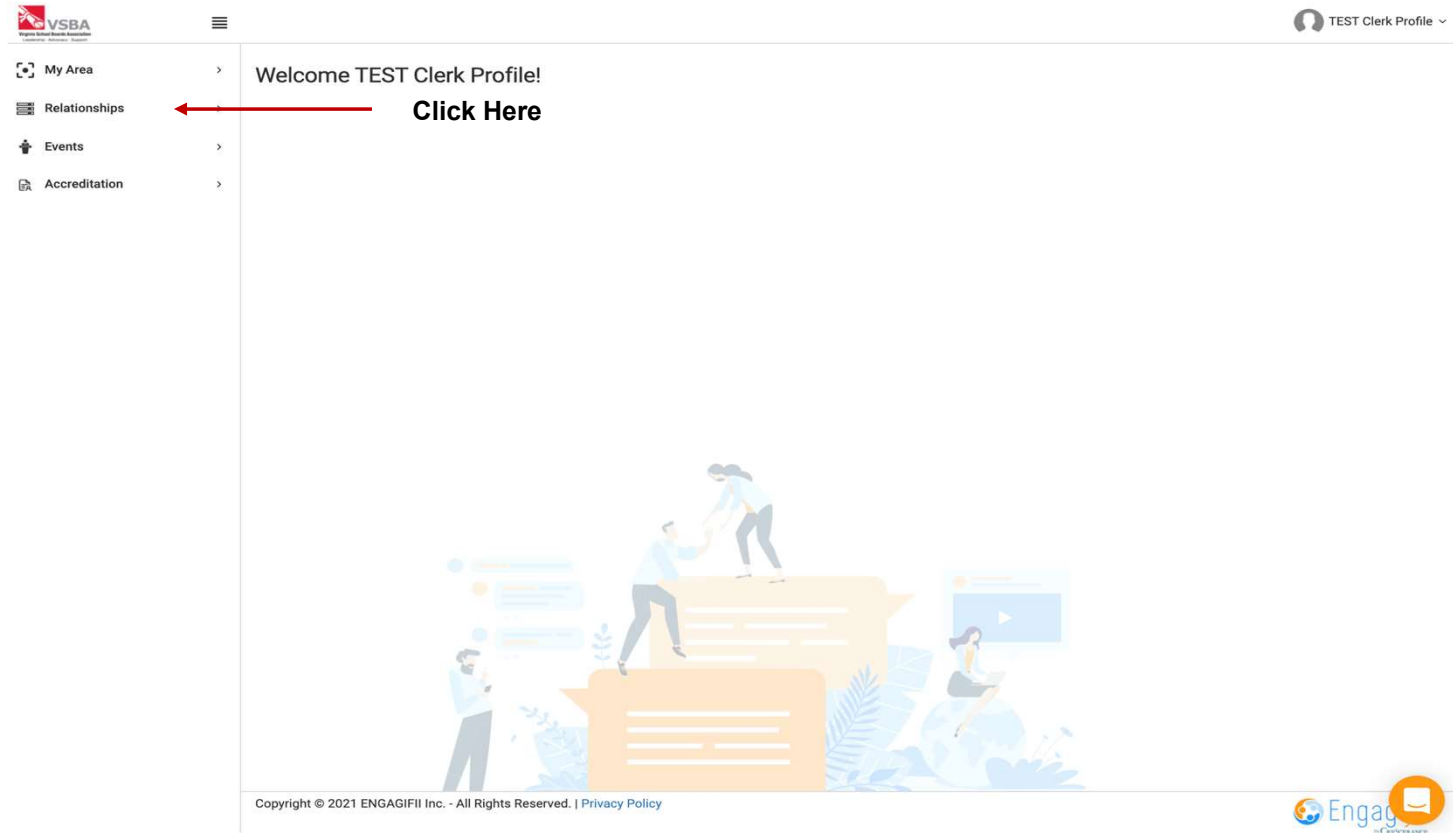


VSBA Database


How To Find Your Organization and Update Information

First Step: Log into the Database, once you are logged in this is how the screen will appear. Please select the Relationships tab.



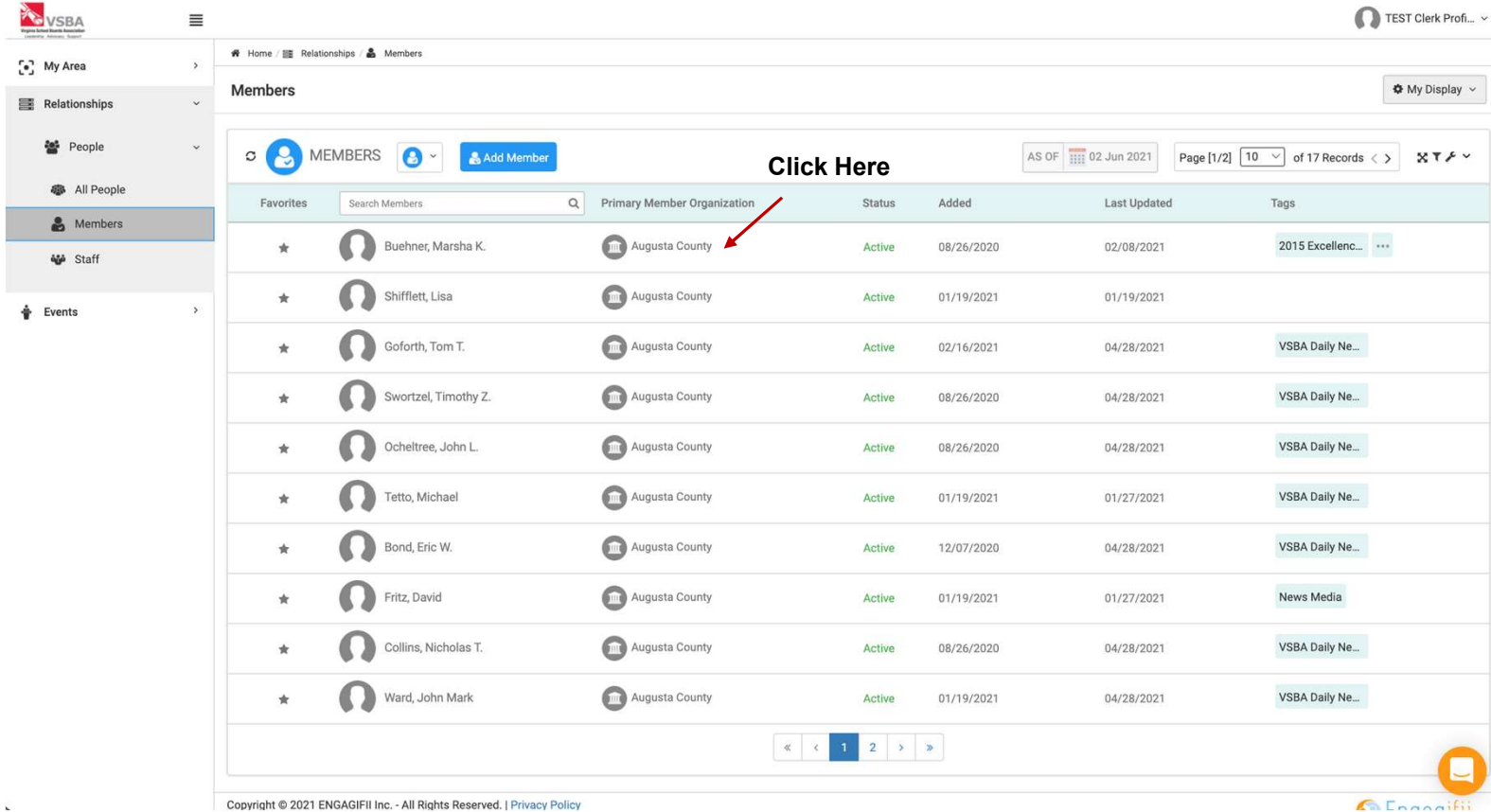
The screenshot shows the VSBA database interface. At the top left is the VSBA logo and a hamburger menu icon. At the top right is a user profile icon labeled "TEST Clerk Profile". The main content area is divided into a left sidebar and a main panel. The sidebar contains four menu items: "My Area", "Relationships", "Events", and "Accreditation". The "Relationships" item is highlighted with a red arrow and the text "Click Here". The main panel displays "Welcome TEST Clerk Profile!". At the bottom of the interface, there is a large illustration of people interacting with data and a play button icon. The footer contains the copyright notice "Copyright © 2021 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy" and the Engage logo.

Next Step: After you select the Relationships tab, you will see three options. Select the "Members" tab.



The screenshot shows the VSBA web application interface. On the left is a navigation sidebar with the following items: "My Area", "Relationships", "People", "All People", "Members", "Staff", and "Events". The "Relationships" menu is expanded, showing "People", "All People", "Members", and "Staff". A red arrow points to the "Members" option with the text "Click Here". The main content area displays "Welcome TEST Clerk Profile!". At the bottom of the page, there is a copyright notice: "Copyright © 2021 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy" and the Engage logo.

You should see all of your members within your organization listed on this page. You can then select your organization from this page by clicking on your division name like below.

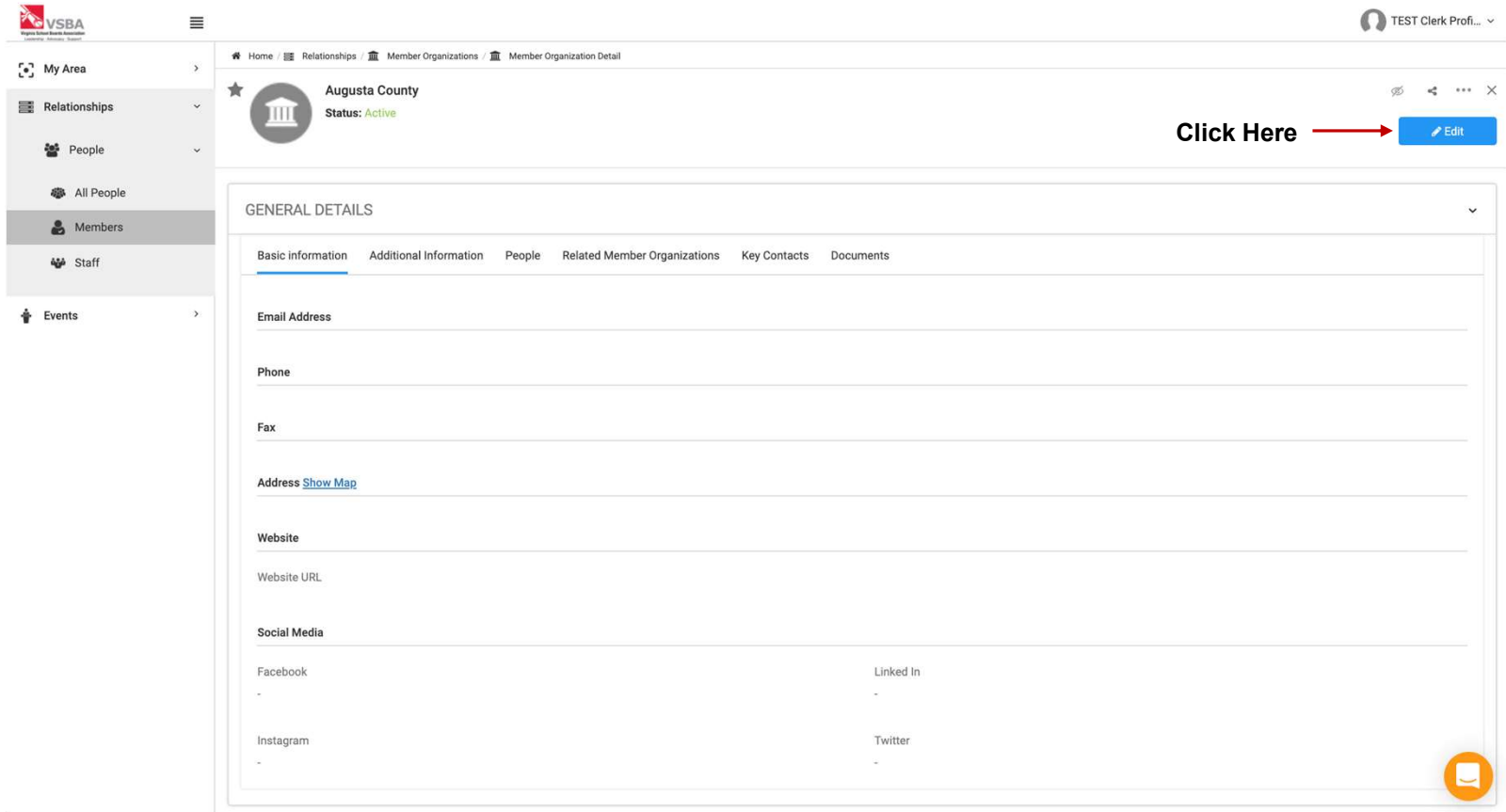


MEMBERS AS OF 02 Jun 2021 Page [1/2] 10 of 17 Records

Favorites	Search Members	Primary Member Organization	Status	Added	Last Updated	Tags
★		Augusta County	Active	08/26/2020	02/08/2021	2015 Excellenc...
★		Augusta County	Active	01/19/2021	01/19/2021	
★		Augusta County	Active	02/16/2021	04/28/2021	VSBA Daily Ne...
★		Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily Ne...
★		Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily Ne...
★		Augusta County	Active	01/19/2021	01/27/2021	VSBA Daily Ne...
★		Augusta County	Active	12/07/2020	04/28/2021	VSBA Daily Ne...
★		Augusta County	Active	01/19/2021	01/27/2021	News Media
★		Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily Ne...
★		Augusta County	Active	01/19/2021	04/28/2021	VSBA Daily Ne...

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After you select your division the page should appear like this with your division information. Select the “edit” tab to update your division information.



The screenshot shows the VSBA Member Organization Detail page for Augusta County. The page is titled "Augusta County" with a status of "Active". A blue "Edit" button is visible in the top right corner, with a red arrow pointing to it and the text "Click Here". The page is divided into several sections: "GENERAL DETAILS", "Basic Information", "Additional Information", "People", "Related Member Organizations", "Key Contacts", and "Documents". The "Basic Information" section contains fields for "Email Address", "Phone", "Fax", "Address" (with a "Show Map" link), "Website", and "Social Media". The "Social Media" section includes fields for "Facebook", "Instagram", "Linked In", and "Twitter".

VSBA
TEST Clerk Prof...

Home / Relationships / Member Organizations / Member Organization Detail

Augusta County
Status: Active

Click Here → Edit

GENERAL DETAILS

Basic Information Additional Information People Related Member Organizations Key Contacts Documents

Email Address

Phone

Fax

Address [Show Map](#)

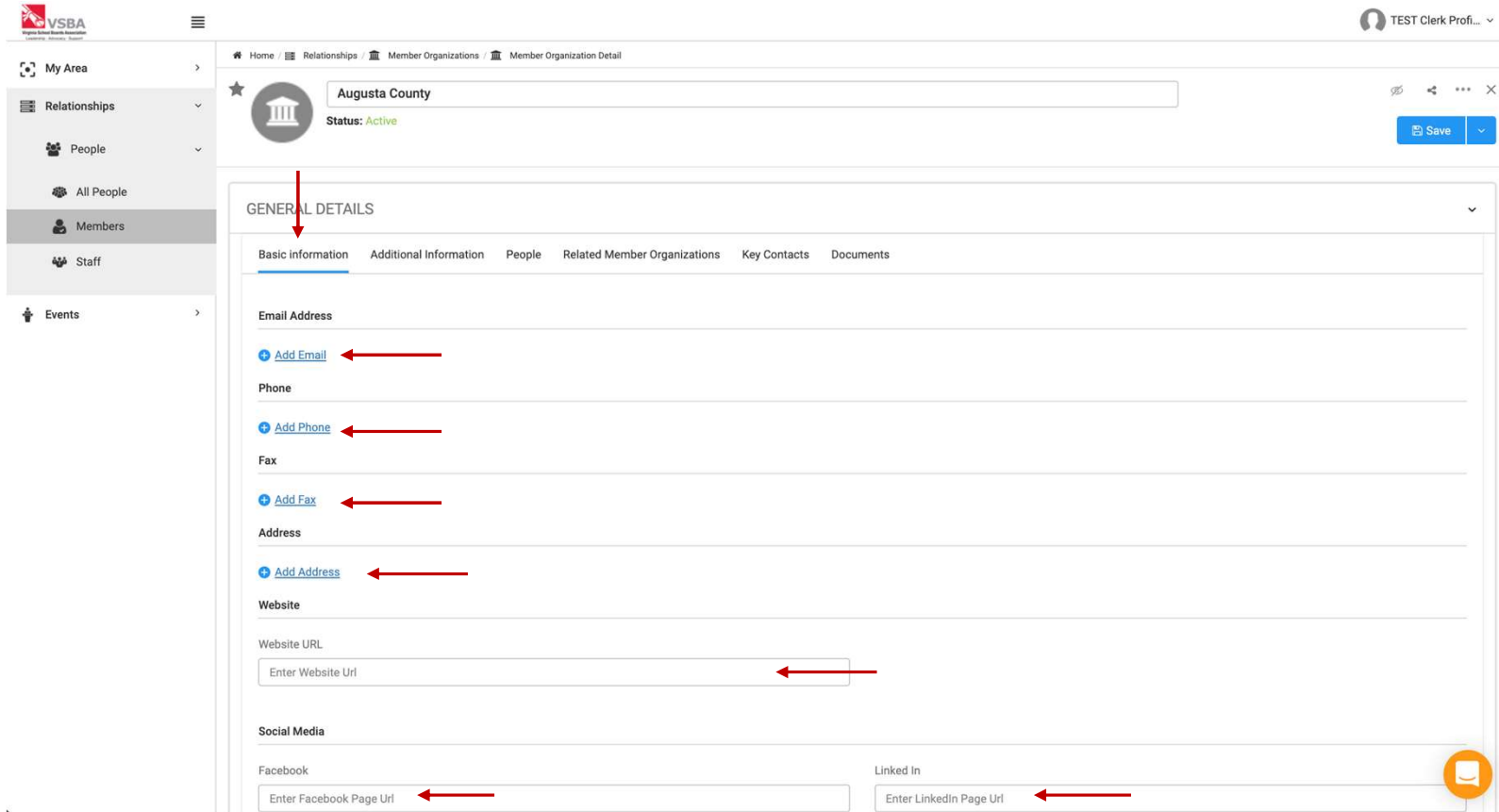
Website

Website URL

Social Media

Facebook	Linked In
-	-
Instagram	Twitter
-	-

Start by filling in ALL Information on the “basic information” tab. Please remember that this page is for your division information, so any information that is filled in on this tab should be only related to the division and not a member of the division.



Home / Relationships / Member Organizations / Member Organization Detail

Augusta County
Status: Active

Save

GENERAL DETAILS

- Basic Information
- Additional Information
- People
- Related Member Organizations
- Key Contacts
- Documents

Email Address

+ Add Email

Phone

+ Add Phone

Fax

+ Add Fax

Address

+ Add Address

Website

Website URL

Enter Website Uri

Social Media

Facebook

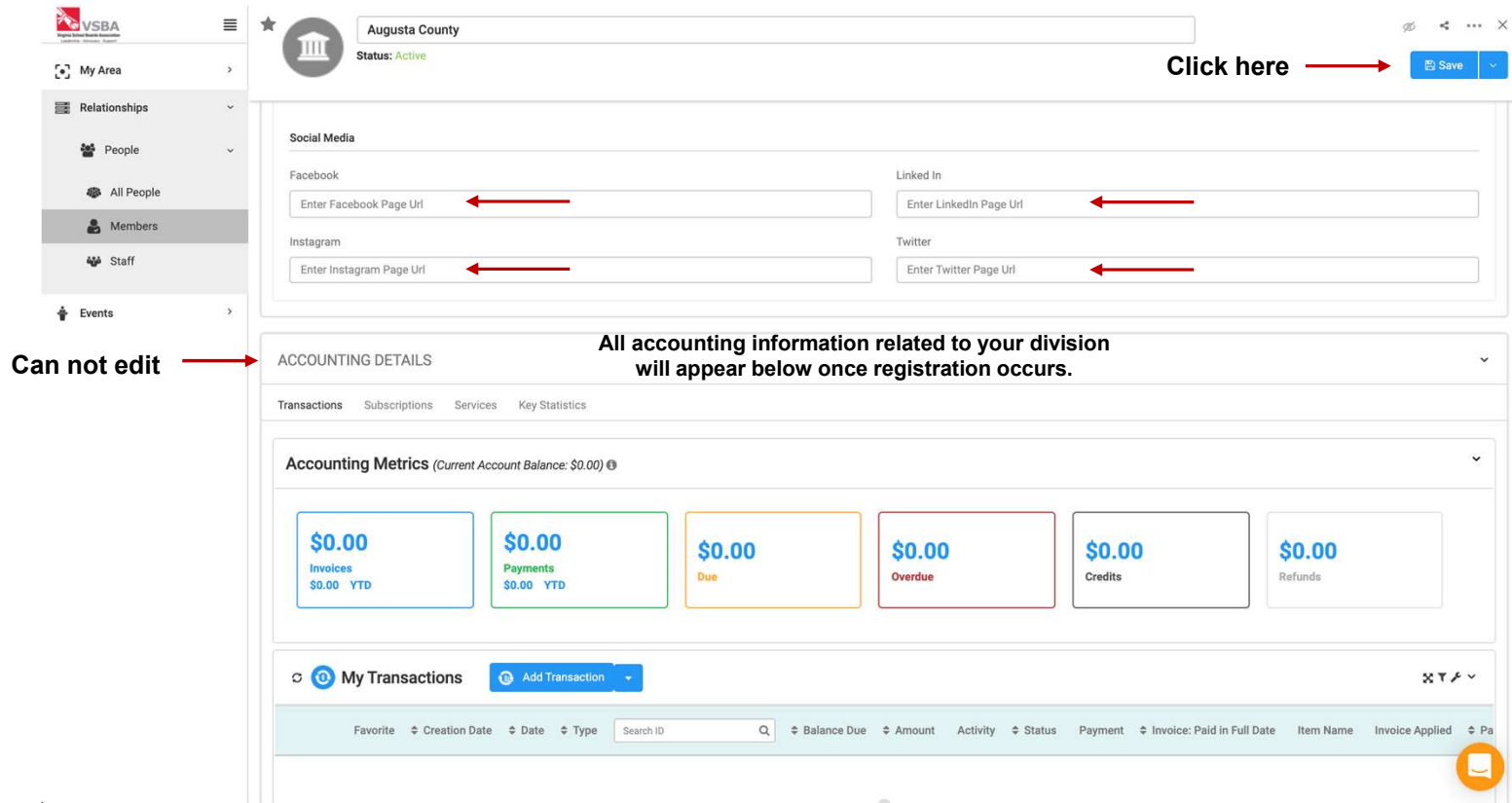
Enter Facebook Page Uri

LinkedIn

Enter LinkedIn Page Uri

Continue to edit the last information from the “basic information” section. You will not be able to edit the “Accounting Details”, this is where all division transactions can be found.

Make sure to select ”save” to save all information on that page before moving to a new tab.



Click here → [Save](#)

Social Media

Facebook: Enter Facebook Page Url →

LinkedIn: Enter LinkedIn Page Url →

Instagram: Enter Instagram Page Url →

Twitter: Enter Twitter Page Url →

ACCOUNTING DETAILS
All accounting information related to your division will appear below once registration occurs.

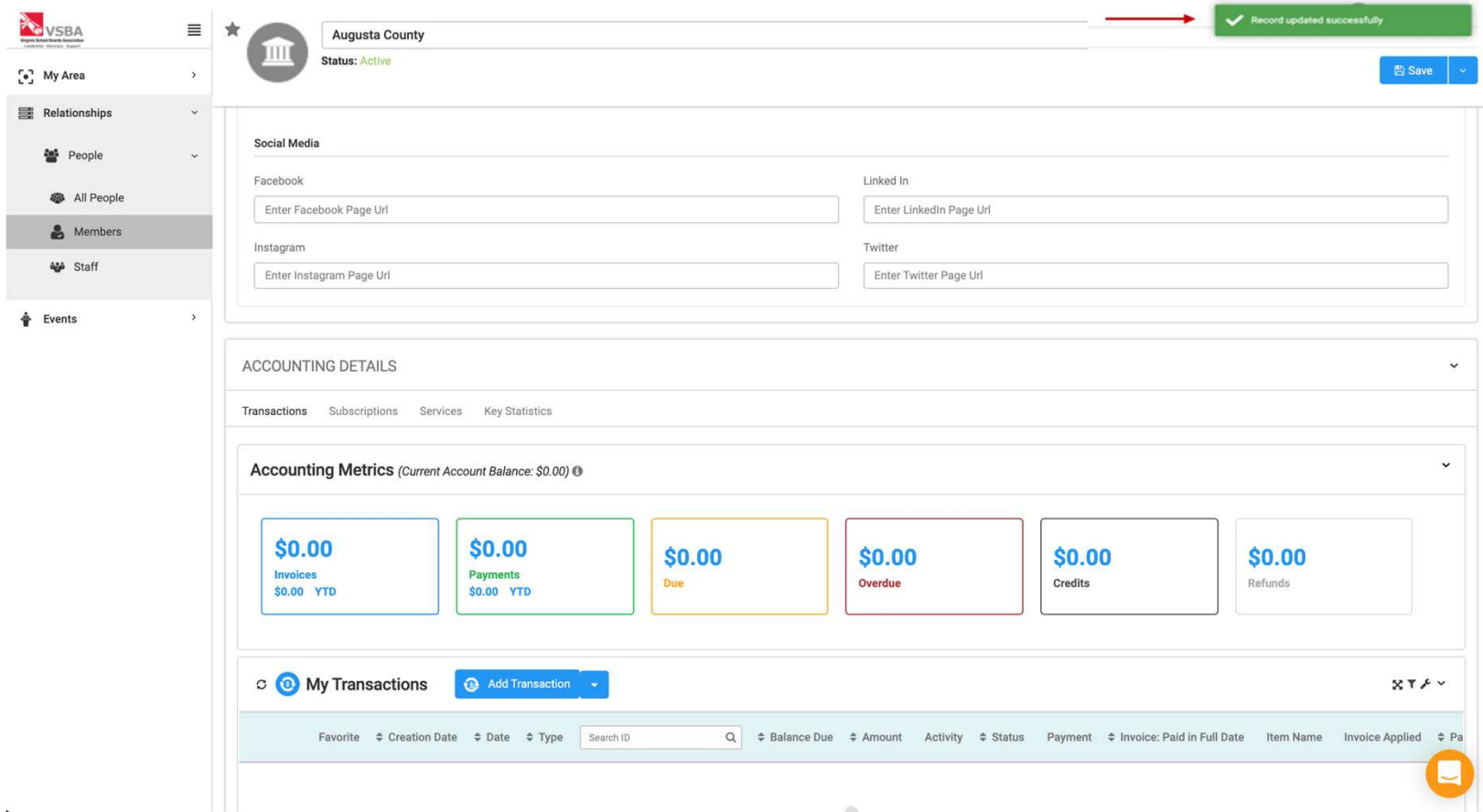
Accounting Metrics (Current Account Balance: \$0.00)

\$0.00 Invoices \$0.00 YTD	\$0.00 Payments \$0.00 YTD	\$0.00 Due	\$0.00 Overdue	\$0.00 Credits	\$0.00 Refunds
---	---	----------------------	--------------------------	--------------------------	--------------------------

My Transactions [Add Transaction](#)

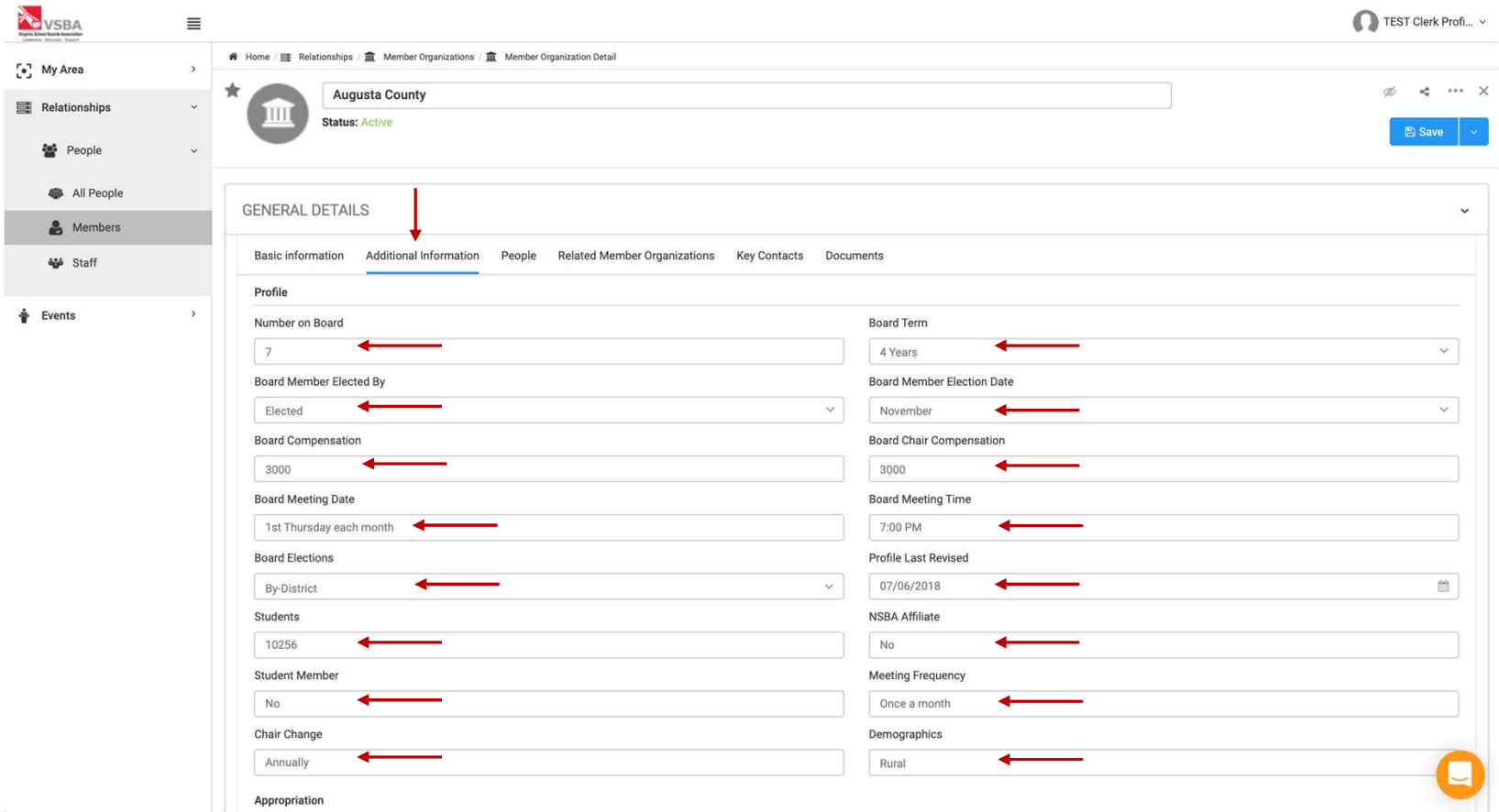
Favorite	Creation Date	Date	Type	Search ID	Balance Due	Amount	Activity	Status	Payment	Invoice: Paid in Full Date	Item Name	Invoice Applied	Pa
----------	---------------	------	------	-----------	-------------	--------	----------	--------	---------	----------------------------	-----------	-----------------	----

A green tab will appear like this, that will let you know it has been saved and updated.



The screenshot shows a user profile for 'Augusta County' with a status of 'Active'. A green notification banner at the top right reads 'Record updated successfully'. The profile includes social media links for Facebook, LinkedIn, Instagram, and Twitter. Below this is the 'ACCOUNTING DETAILS' section, which includes 'Accounting Metrics' showing a current account balance of \$0.00. The metrics are: Invoices (\$0.00 YTD), Payments (\$0.00 YTD), Due (\$0.00), Overdue (\$0.00), Credits (\$0.00), and Refunds (\$0.00). At the bottom, there is a 'My Transactions' section with an 'Add Transaction' button and a table header with columns: Favorite, Creation Date, Date, Type, Search ID, Balance Due, Amount, Activity, Status, Payment, Invoice: Paid in Full Date, Item Name, Invoice Applied, and Pa.

Once you have finished filling out the “Basic Information” tab please move on to fill out the “Additional Information” tab. Please make sure to fill in ALL information on this tab as well!



Home / Relationships / Member Organizations / Member Organization Detail

Augusta County
Status: Active

Save

GENERAL DETAILS

Basic information Additional Information People Related Member Organizations Key Contacts Documents

Profile

Number on Board: 7

Board Term: 4 Years

Board Member Elected By: Elected

Board Member Election Date: November

Board Compensation: 3000

Board Chair Compensation: 3000

Board Meeting Date: 1st Thursday each month

Board Meeting Time: 7:00 PM

Board Elections: By-District

Profile Last Revised: 07/06/2018

Students: 10256

NSBA Affiliate: No

Student Member: No

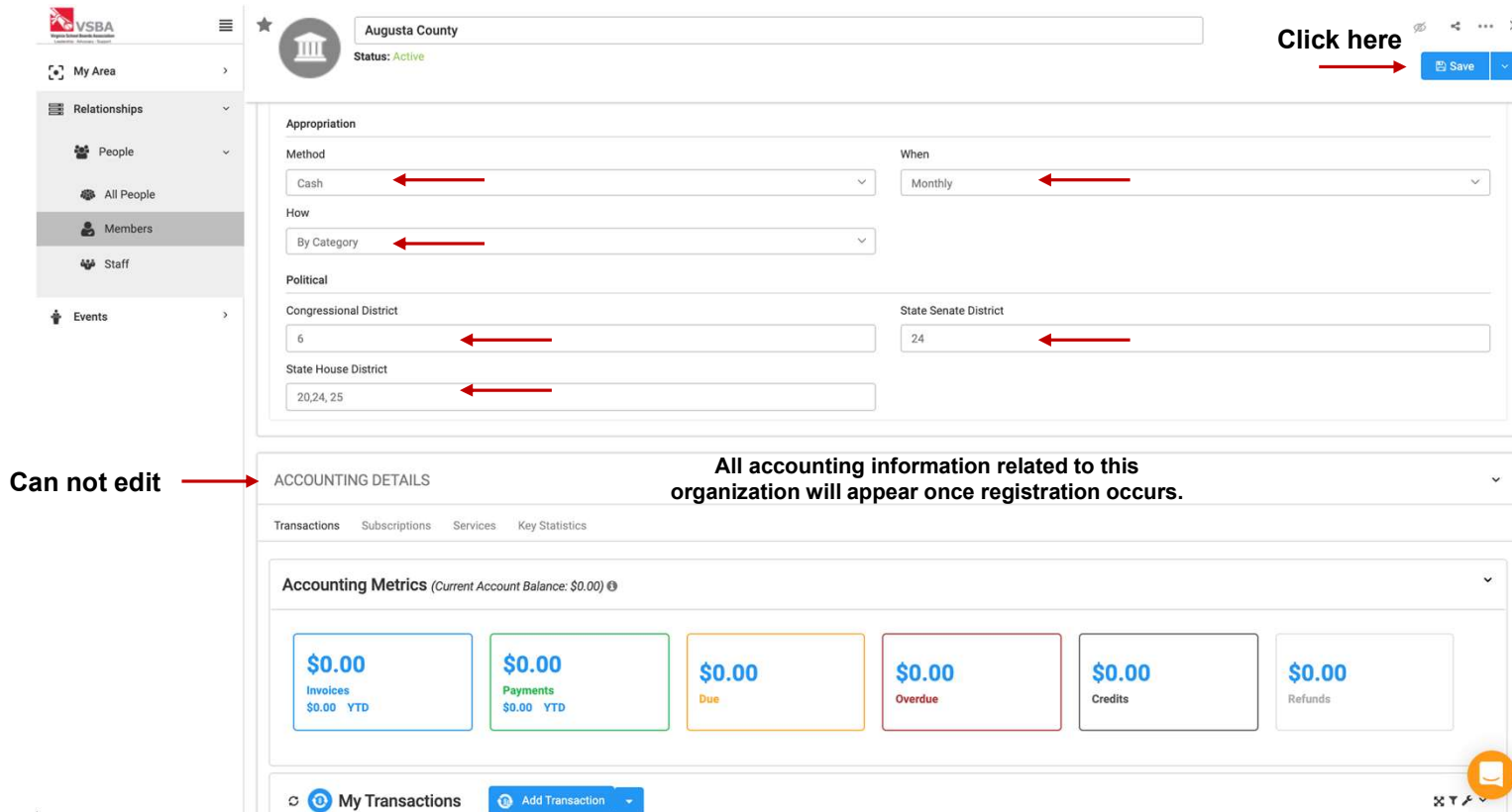
Meeting Frequency: Once a month

Chair Change: Annually

Demographics: Rural

Appropriation

Once all information is filled out on this tab you can go ahead and click save to make sure that all of the information is kept for your division.



Augusta County
Status: Active

Click here → Save

Appropriation

Method: Cash
When: Monthly
How: By Category

Political

Congressional District: 6
State Senate District: 24
State House District: 20,24,25

ACCOUNTING DETAILS
All accounting information related to this organization will appear once registration occurs.

Transactions Subscriptions Services Key Statistics


Accounting Metrics (Current Account Balance: \$0.00) Ⓜ

\$0.00 Invoices \$0.00 YTD	\$0.00 Payments \$0.00 YTD	\$0.00 Due	\$0.00 Overdue	\$0.00 Credits	\$0.00 Refunds
---	---	----------------------	--------------------------	--------------------------	--------------------------

My Transactions Add Transaction


Can not edit →

A green tab will appear like this, that will let you know it has been saved and updated.



- My Area >
- Relationships >
 - People >
 - All People
 - Members**
 - Staff
- Events >

★



Augusta County
Status: Active

Record updated successfully

Save

Appropriation

Method: When:

How:

Political

Congressional District: State Senate District:

State House District:

ACCOUNTING DETAILS

Transactions Subscriptions Services Key Statistics

Accounting Metrics (Current Account Balance: \$0.00) €

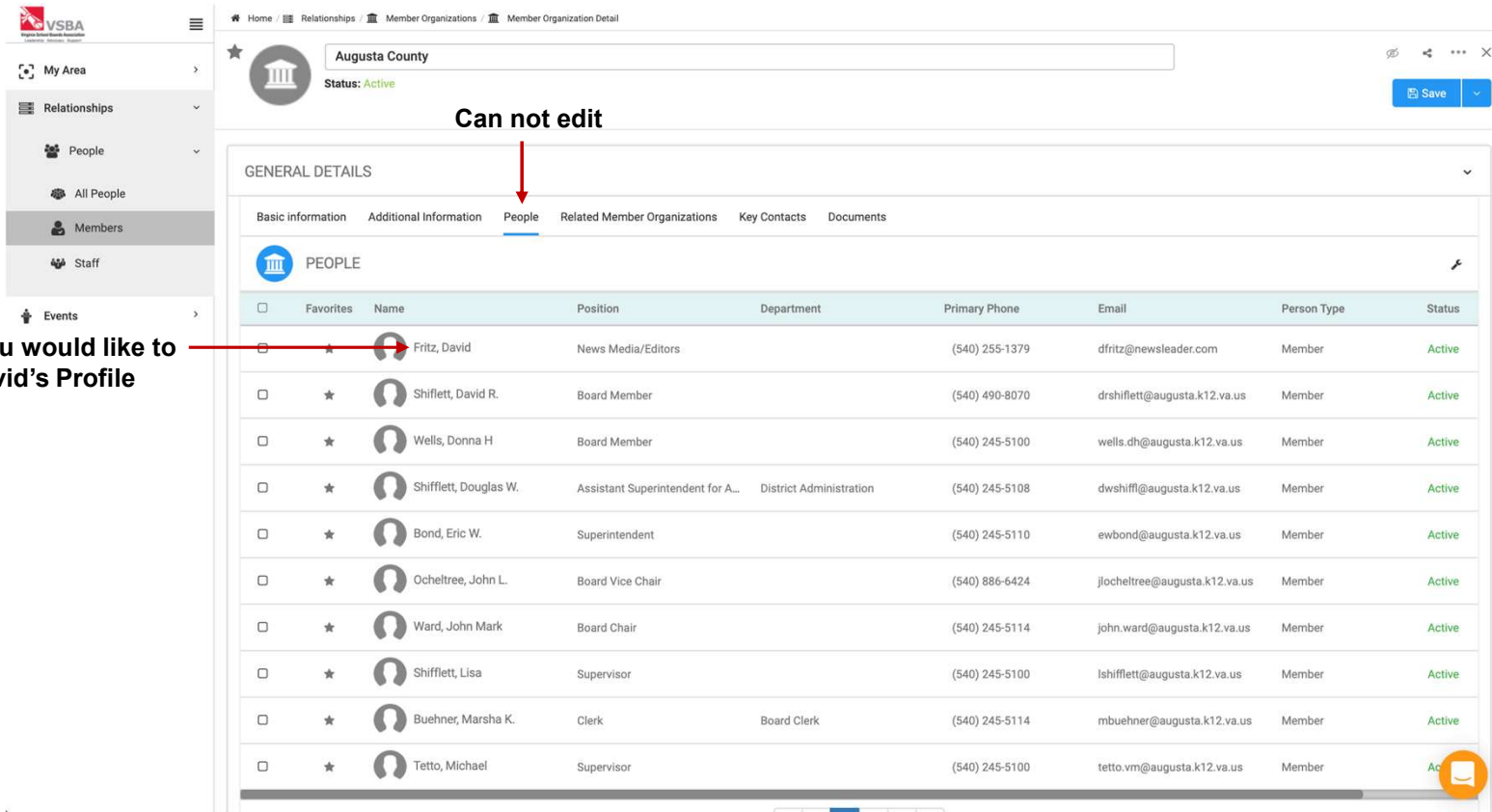
<p style="font-size: 24px; color: #17a2b8;">\$0.00</p> <p style="font-size: 10px; color: #17a2b8;">Invoices \$0.00 YTD</p>	<p style="font-size: 24px; color: #28a745;">\$0.00</p> <p style="font-size: 10px; color: #28a745;">Payments \$0.00 YTD</p>	<p style="font-size: 24px; color: #ffc107;">\$0.00</p> <p style="font-size: 10px; color: #ffc107;">Due</p>	<p style="font-size: 24px; color: #dc3545;">\$0.00</p> <p style="font-size: 10px; color: #dc3545;">Overdue</p>	<p style="font-size: 24px; color: #6c757d;">\$0.00</p> <p style="font-size: 10px; color: #6c757d;">Credits</p>	<p style="font-size: 24px; color: #6c757d;">\$0.00</p> <p style="font-size: 10px; color: #6c757d;">Refunds</p>
--	--	--	--	--	--

⊕ My Transactions

Add Transaction

⌵ ⌵ ⌵

You can not edit the people section, this section shows the members in your division. From this page you can navigate to a member if you would like to do so by clicking on their name.



Can not edit

GENERAL DETAILS

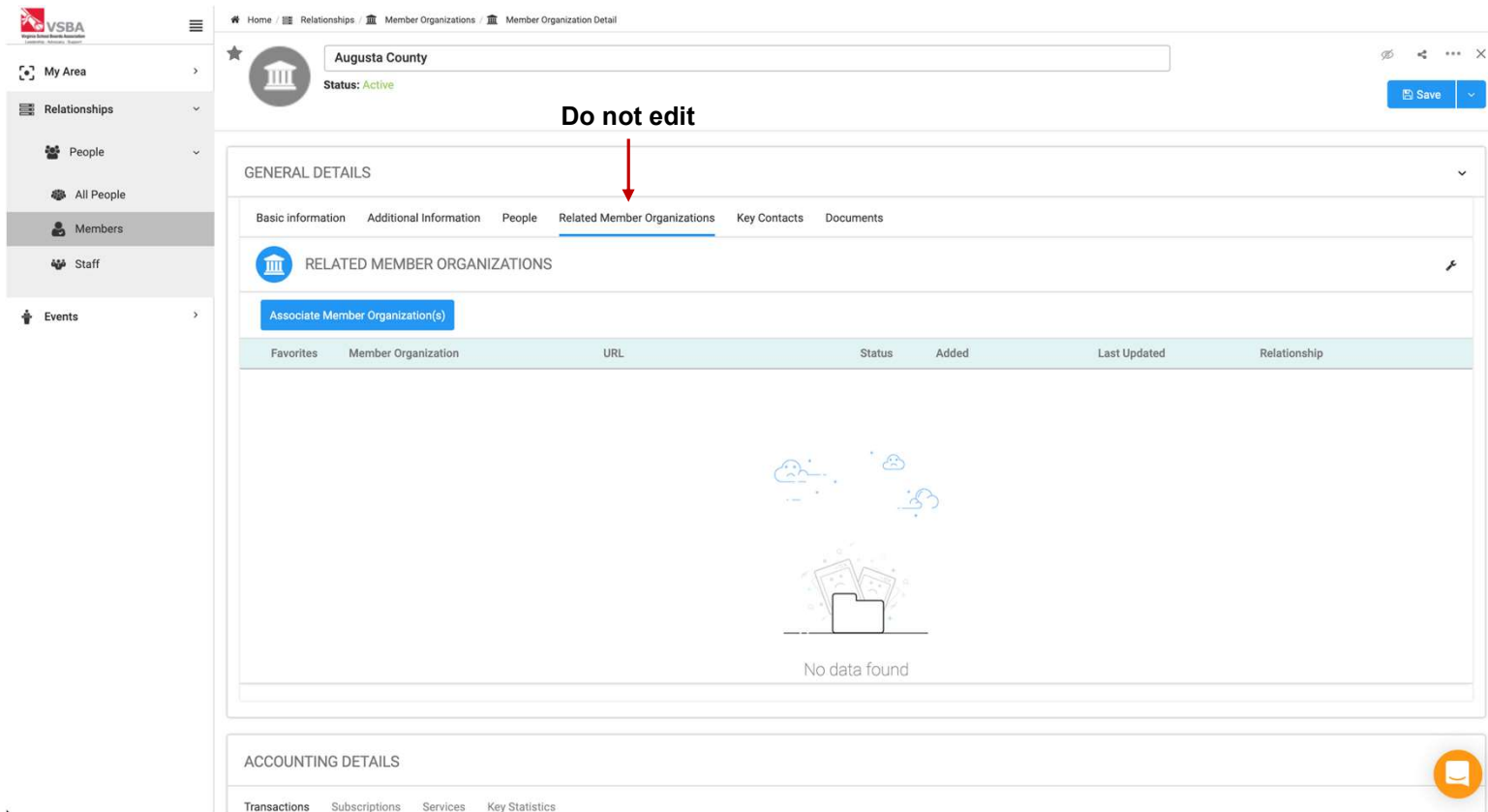
Basic information Additional Information People Related Member Organizations Key Contacts Documents

PEOPLE

<input type="checkbox"/>	Favorites	Name	Position	Department	Primary Phone	Email	Person Type	Status
<input type="checkbox"/>	★	Fritz, David	News Media/Editors		(540) 255-1379	dfritz@newsleader.com	Member	Active
<input type="checkbox"/>	★	Shifflett, David R.	Board Member		(540) 490-8070	drshifflett@augusta.k12.va.us	Member	Active
<input type="checkbox"/>	★	Wells, Donna H	Board Member		(540) 245-5100	wells.dh@augusta.k12.va.us	Member	Active
<input type="checkbox"/>	★	Shifflett, Douglas W.	Assistant Superintendent for A...	District Administration	(540) 245-5108	dsshifflett@augusta.k12.va.us	Member	Active
<input type="checkbox"/>	★	Bond, Eric W.	Superintendent		(540) 245-5110	ewbond@augusta.k12.va.us	Member	Active
<input type="checkbox"/>	★	Ocheltree, John L.	Board Vice Chair		(540) 886-6424	jlocheltree@augusta.k12.va.us	Member	Active
<input type="checkbox"/>	★	Ward, John Mark	Board Chair		(540) 245-5114	john.ward@augusta.k12.va.us	Member	Active
<input type="checkbox"/>	★	Shifflett, Lisa	Supervisor		(540) 245-5100	lshifflett@augusta.k12.va.us	Member	Active
<input type="checkbox"/>	★	Buehner, Marsha K.	Clerk	Board Clerk	(540) 245-5114	mbuehner@augusta.k12.va.us	Member	Active
<input type="checkbox"/>	★	Tetto, Michael	Supervisor		(540) 245-5100	tetto.vm@augusta.k12.va.us	Member	Active

Click here if you would like to navigate to David's Profile

You will not need to ever edit this page, this section will show a related organization that connects to your organization.



Home / Relationships / Member Organizations / Member Organization Detail

Augusta County
Status: Active


Do not edit

GENERAL DETAILS

Basic Information Additional Information People **Related Member Organizations** Key Contacts Documents

RELATED MEMBER ORGANIZATIONS

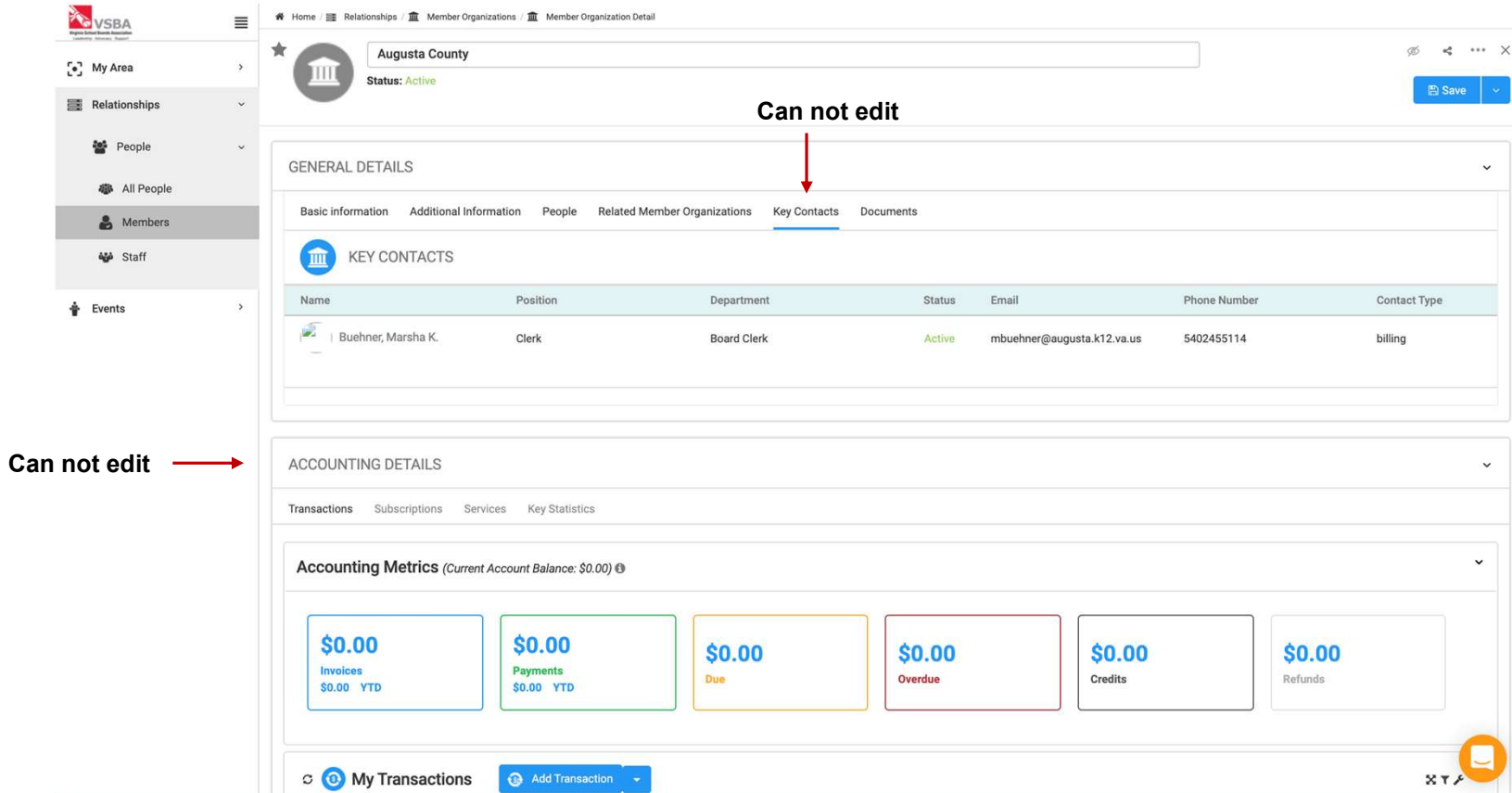
Associate Member Organization(s)

Favorites	Member Organization	URL	Status	Added	Last Updated	Relationship
 No data found						

ACCOUNTING DETAILS


Transactions Subscriptions Services Key Statistics

You can not edit the “key contacts” section. This section will show all of your key contacts within your division. For now, the only key contacts that are within divisions are the “Billing Contact”.



Can not edit

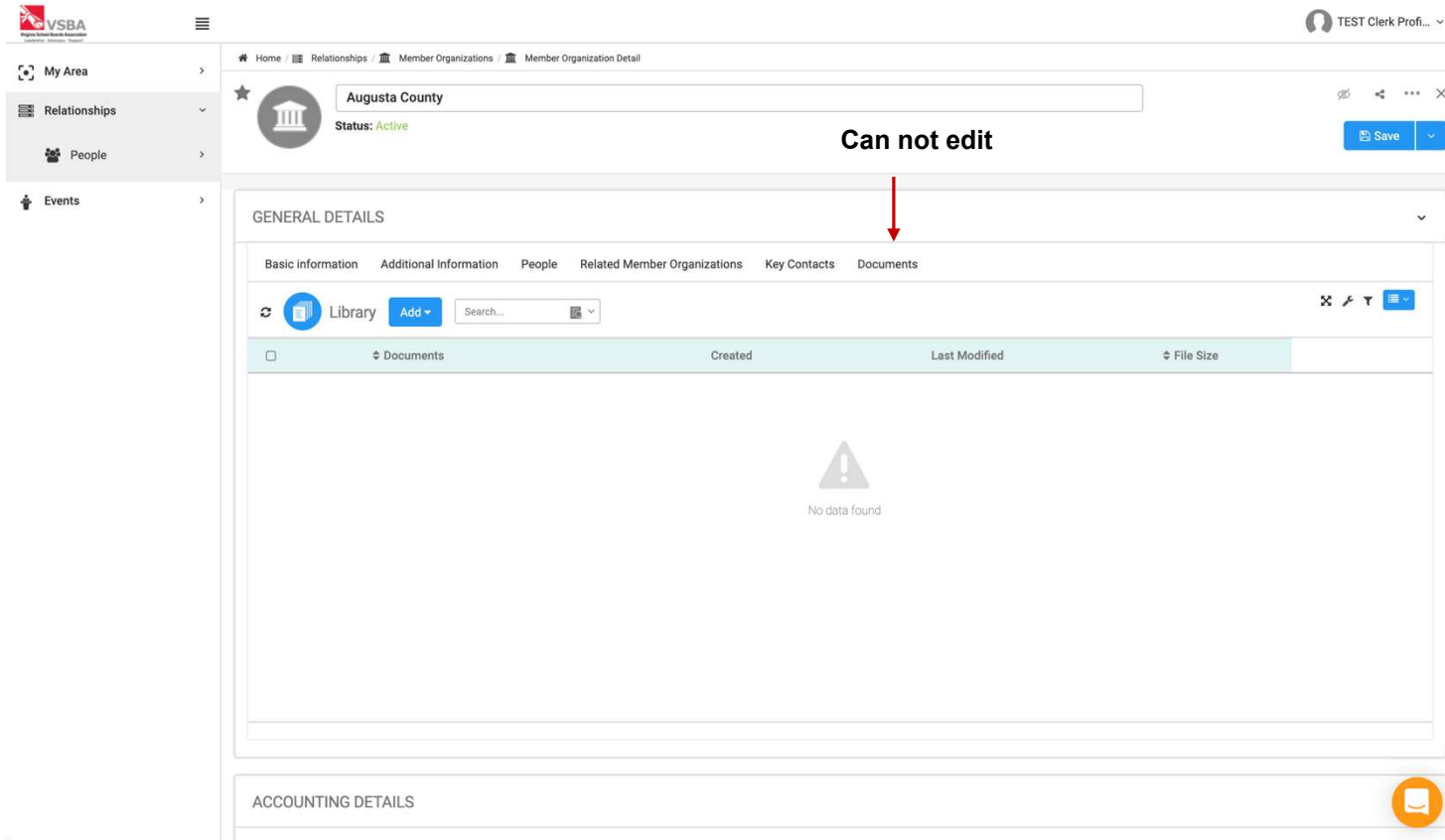
Can not edit

Name	Position	Department	Status	Email	Phone Number	Contact Type
 Buehner, Marsha K.	Clerk	Board Clerk	Active	mbuehner@augusta.k12.va.us	5402455114	billing

Accounting Metrics (Current Account Balance: \$0.00)

\$0.00 Invoices \$0.00 YTD	\$0.00 Payments \$0.00 YTD	\$0.00 Due	\$0.00 Overdue	\$0.00 Credits	\$0.00 Refunds
---	---	----------------------	--------------------------	--------------------------	--------------------------

You can not edit the “documents” section. This section is for showing any division documents.



The screenshot shows the VSBA Member Organization Detail page for Augusta County. The page is titled "Augusta County" and has a status of "Active". A red arrow points to the "Documents" tab in the "GENERAL DETAILS" section, which is overlaid with a "Can not edit" message. Below this, a table header for "Documents" is visible, with columns for "Created", "Last Modified", and "File Size". The table content area displays a warning icon and the text "No data found".

Can not edit

GENERAL DETAILS

Basic information Additional Information People Related Member Organizations Key Contacts Documents

Library Add Search...

Documents	Created	Last Modified	File Size
No data found			

ACCOUNTING DETAILS