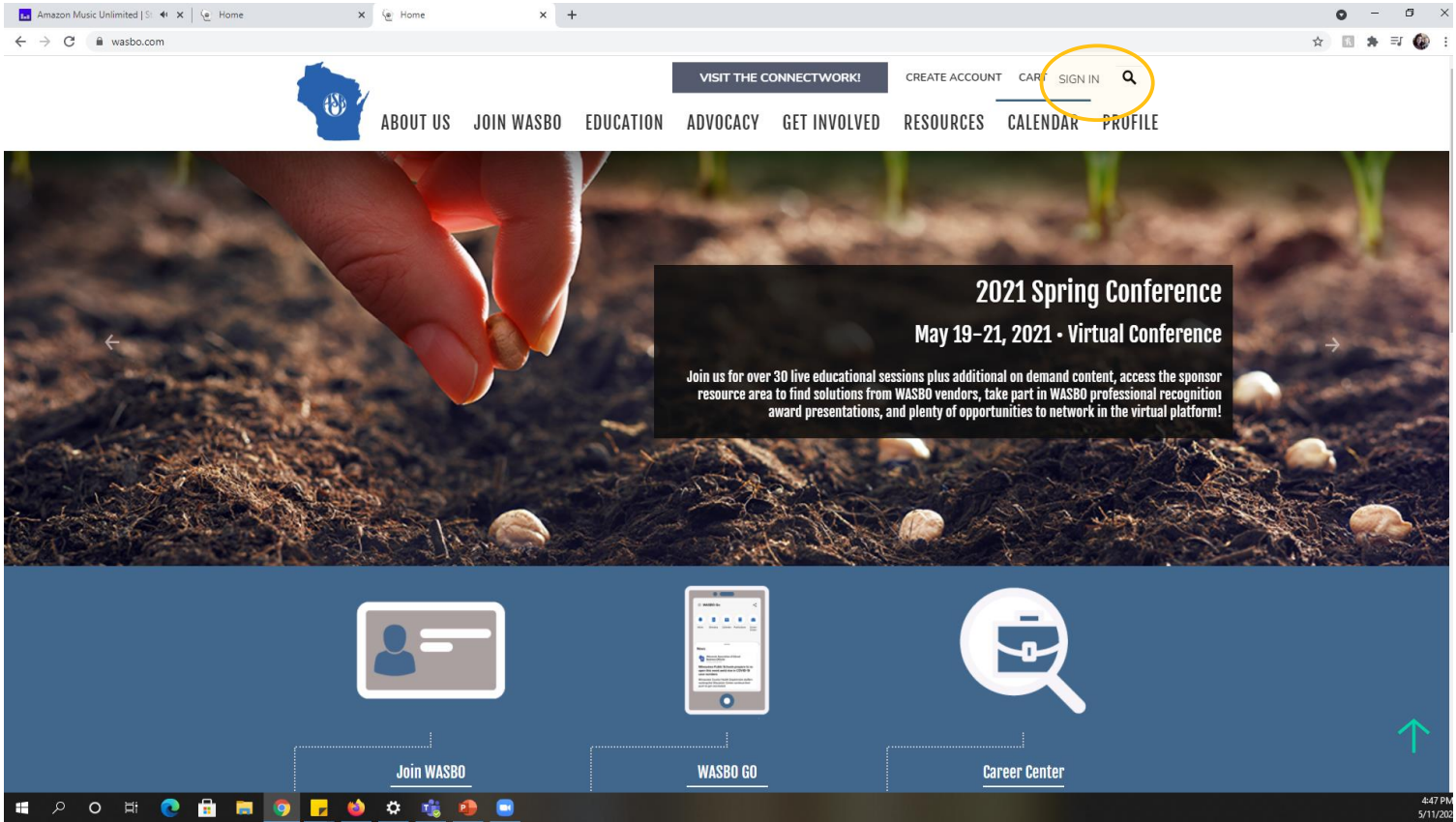
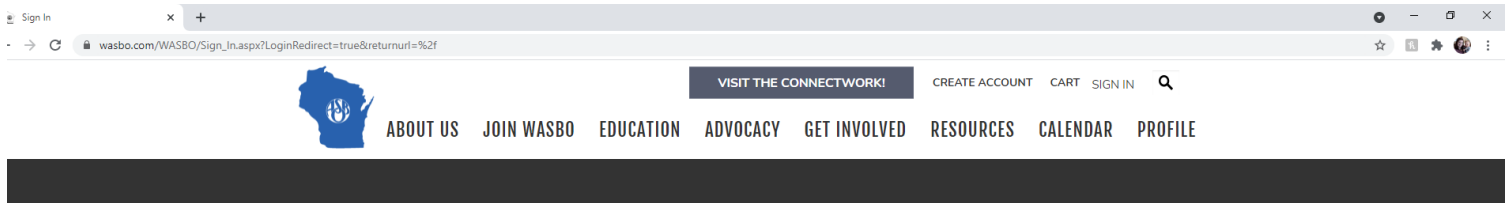


WASBO Profile: Update Your Communication Preferences

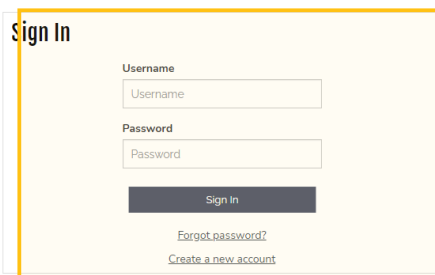
1. Go to www.wasbo.com. Click "Sign In" and use your WASBO credentials to get logged in.



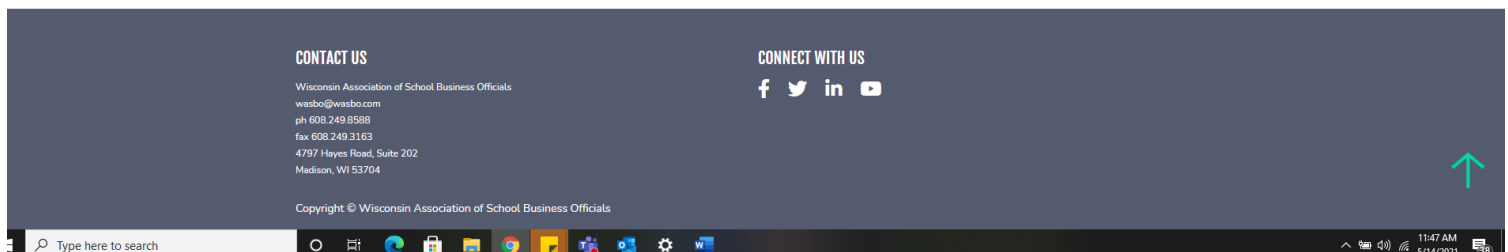
A screenshot of the WASBO website homepage. The browser address bar shows "wasbo.com". The navigation menu includes "ABOUT US", "JOIN WASBO", "EDUCATION", "ADVOCACY", "GET INVOLVED", "RESOURCES", "CALENDAR", and "PROFILE". The "SIGN IN" link is circled in yellow. Below the navigation is a large banner image of a hand planting seeds in soil. A text box on the banner reads: "2021 Spring Conference May 19-21, 2021 - Virtual Conference. Join us for over 30 live educational sessions plus additional on demand content, access the sponsor resource area to find solutions from WASBO vendors, take part in WASBO professional recognition award presentations, and plenty of opportunities to network in the virtual platform!". Below the banner are three icons: a person icon labeled "Join WASBO", a smartphone icon labeled "WASBO GO", and a magnifying glass over a briefcase icon labeled "Career Center".



A screenshot of the WASBO sign-in page. The browser address bar shows "wasbo.com/WASBO/Sign_In.aspx?LoginRedirect=true&returnurl=%2f". The navigation menu is the same as the homepage. Below the navigation is a dark blue horizontal bar.

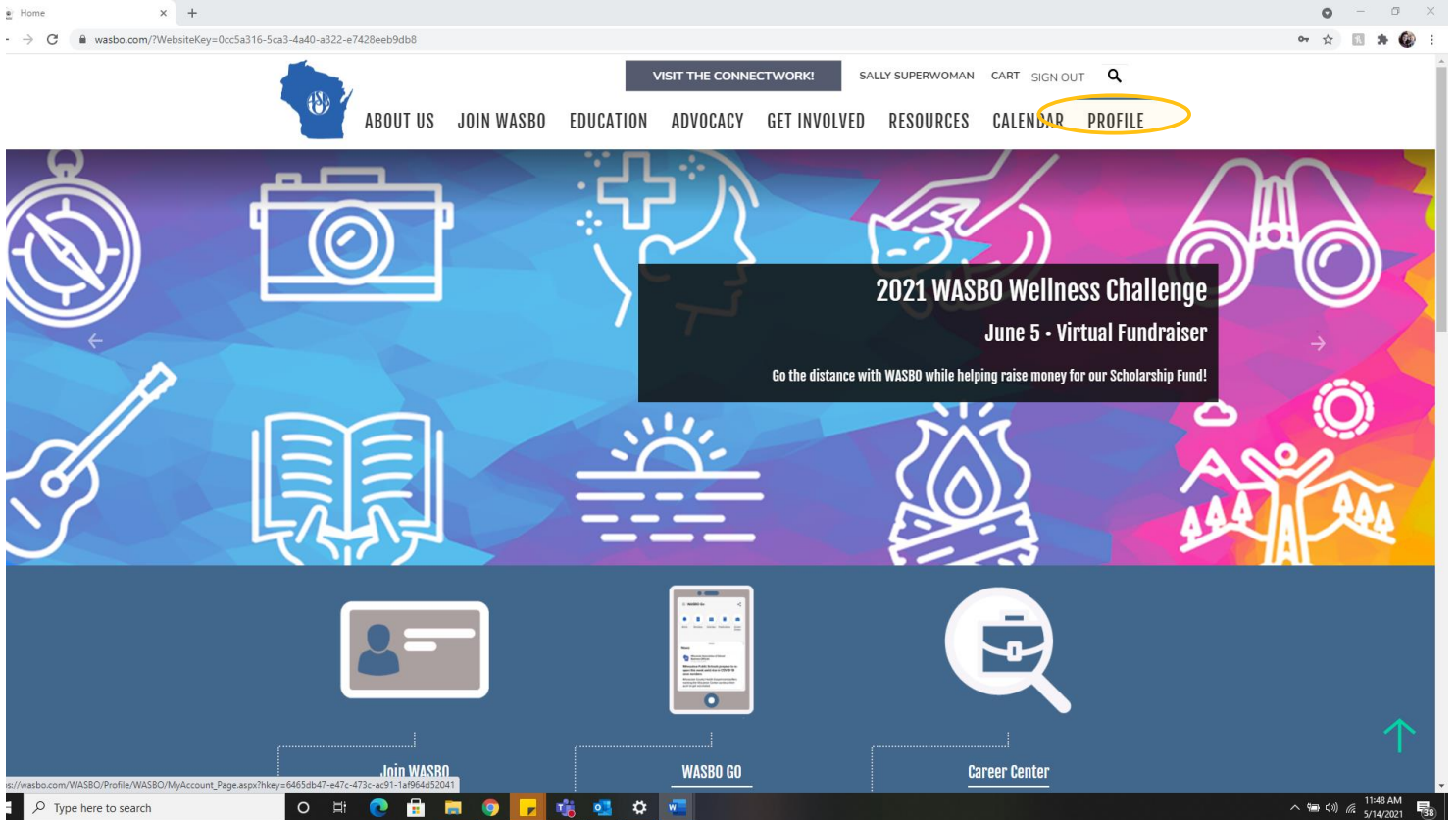


A screenshot of the "Sign In" form. The form is titled "Sign In" and has two input fields: "Username" and "Password". Below the fields is a "Sign In" button. There are also two links: "Forgot password?" and "Create a new account".

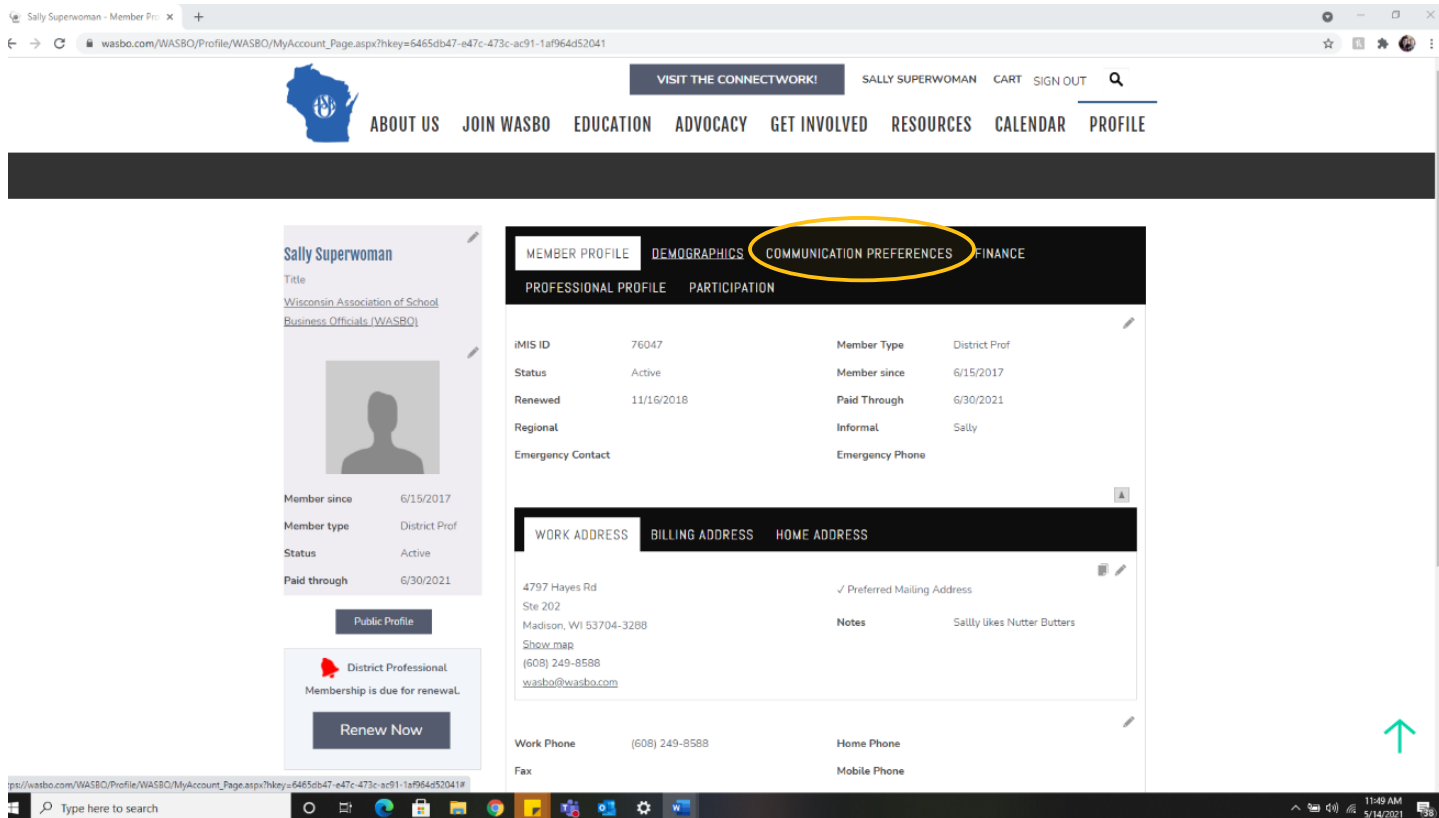


A screenshot of the footer section. On the left, under "CONTACT US", is the text: "Wisconsin Association of School Business Officials", "wasbo@wasbo.com", "ph 608.249.8588", "fax 608.249.3163", "4797 Hayes Road, Suite 202", "Madison, WI 53704". On the right, under "CONNECT WITH US", are social media icons for Facebook, Twitter, LinkedIn, and YouTube. At the bottom, it says "Copyright © Wisconsin Association of School Business Officials".

2. Once the page re-loads, select "Profile" in the upper right corner.



3. Once in profile, select the "Communication Preferences" tab.



4. Now that you see the Communications Preferences tab, start by selecting the editing pen in upper corner of the Communication Preferences panel.

The screenshot displays a web browser window with the URL wasbo.com/WASBO/MyAccount_Page.aspx?WebsiteKey=0cc5a316-5ca3-4a40-a322-e7428eeb9db8&hkey=6465db47-e47c-473c-ac91-1af964d52041&New_ContentCollectionOrganizerCommon=3#New_ContentCollect.... The page title is "Sally Superwoman - Communicat...".

The main content area is divided into several sections:

- MEMBER PROFILE**: Includes a profile picture placeholder, member name "Sally Superwoman", title "Wisconsin Association of School Business Officials (WASBO)", and member details: Member since 6/15/2017, Member type District Prof, Status Active, Paid through 6/30/2021. Buttons for "Public Profile", "Renew Now", and "Print Dues Invoice" are present.
- COMMUNICATION PREFERENCES**: A tabbed interface with sub-sections: Facilities, Human Resources, Transportation, Speaking Opportunities, WI Education News Emails, SAA Advocacy, Finance, Safety & Risk Management, Leadership, Taking Care of Business, and WASBO Focus e-Newsletter. An edit icon (pen) is circled in yellow in the top right corner of this section.
- PREFERENCES**: Includes "Exclude directory" (Yes), "Exclude On Sold" (No), and "Member List".
- Relationships**: A section with a placeholder box.

At the bottom of the browser window, there is a "CONTACT US" section and a "CONNECT WITH US" section. The Windows taskbar at the bottom shows the time as 11:13 AM on 5/18/2021. A green arrow points to the bottom right corner of the browser window.

5. Enter your preferred delivery method for each of the topic areas listed. If you are not interested in a topic, be sure to click “No Communications.”

The screenshot shows a web browser window displaying the member profile for Sally Superwoman. The page is titled "Sally Superwoman" and includes a profile picture placeholder. The navigation tabs at the top are MEMBER PROFILE, DEMOGRAPHICS, COMMUNICATION PREFERENCES (selected), and FINANCE. Below the navigation, there are sub-tabs for PROFESSIONAL PROFILE and PARTICIPATION. The main content area is titled "Communication Preferences" and contains several dropdown menus for selecting communication preferences for various topics: Facilities, Human Resources, Transportation, Speaking Opportunities, WI Education News Emails, SAA Advocacy, Finance, Safety & Risk Management, Leadership, Taking Care of Business, and WASBO Focus e-Newsletter. A dropdown menu for Human Resources is open, showing options: (None), Email and Mail, Email, Mail, No Communications, and (None). Below the communication preferences, there are sections for "Preferences" (Exclude directory: Yes, Exclude On Sold Member List: No) and "Relationships". At the bottom of the page, there are buttons for "Public Profile", "Renew Now", and "Print Dues Invoice", along with a "Manage Security" section and a "Change password" link. A green arrow points to the bottom right corner of the page. The Windows taskbar is visible at the bottom of the screen, showing the time as 11:14 AM on 5/18/2021.

6. When finished entering information, click "Save."

The screenshot shows a web browser window displaying the member profile for Sally Superwoman. The page is titled "MEMBER PROFILE" and has tabs for "DEMOGRAPHICS", "COMMUNICATION PREFERENCES", and "FINANCE". The "COMMUNICATION PREFERENCES" tab is active, showing a form with various settings. A dropdown menu for "Human Resources" is open, showing options: "(None)", "Email and Mail", "Email", "Mail", "No Communications", and "(None)". The "Save" button is circled in yellow. Below the communication preferences is a "Preferences" section with "Exclude directory" set to "Yes" and "Exclude On Sold" set to "No". There is also a "Relationships" section. On the left side of the page, there is a profile card for Sally Superwoman with a "Public Profile" button and a "Renew Now" button. At the bottom of the page, there is a "Manage Security" section with a "Change password" link. A green arrow points to the bottom right corner of the page.

MEMBER PROFILE DEMOGRAPHICS **COMMUNICATION PREFERENCES** FINANCE

PROFESSIONAL PROFILE PARTICIPATION

Communication Preferences

Facilities: (None)

Human Resources: (None), Email and Mail, Email, Mail, No Communications, (None)

Transportation: (None)

Speaking Opportunities: (None)

WI Education News Emails: (None)

SAA Advocacy: (None)

Finance: (None)

Safety & Risk Management: (None)

Leadership: (None)

Taking Care of Business: (None)

WASBO Focus e-Newsletter: (None)

Save **Cancel**

Preferences

Exclude directory: Yes

Exclude On Sold: No

Member List

Relationships

[Change password](#)

CONTACT US **CONNECT WITH US**

11:14 AM 5/18/2021

7. Once the page has re-loaded, click the editing pen in the Preferences portion of the Communications Preferences tab.

Sally Superwoman - Communicat...

wasbo.com/WASBO/MyAccount_Page.aspx?WebsiteKey=0cc5a316-5ca3-4a40-a322-e7428eeb9db8&hkey=6465db47-e47c-473c-ac91-1af964d52041&New_ContentCollectionOrganizerCommon=3#New_ContentCollect...

Sally Superwoman

Title
Wisconsin Association of School Business Officials (WASBO)

Member since 6/15/2017
Member type District Prof
Status Active
Paid through 6/30/2021

Public Profile

District Professional
Membership is due for renewal.
Renew Now

Print Dues Invoice

Manage Security
[Change password](#)

MEMBER PROFILE DEMOGRAPHICS **COMMUNICATION PREFERENCES** FINANCE

PROFESSIONAL PROFILE PARTICIPATION

Communication Preferences

Facilities	Finance
Human Resources	Safety & Risk Management
Transportation	Leadership
Speaking Opportunities	Taking Care of Business
WI Education News Emails	WASBO Focus e-Newsletter
SAA Advocacy	

Preferences

Exclude directory Yes
Exclude On Sold No
Member List

Relationships

CONTACT US

CONNECT WITH US

Type here to search

11:13 AM 5/18/2021

8. By checking the box to exclude directory, yours peers will be unable to find you in the WASBO Go App directory. This is only available to members that are logged into the app. If you check the box to exclude on sold member list, your name and contact information will not be available to service affiliate members that purchase the member list for one-time mailings. When finished, click "Save." You've entered your communication preferences!

The screenshot shows a web browser window displaying the 'MyAccount Page' for Sally Superwoman. The page is divided into several sections:

- Member Profile:** Displays the name 'Sally Superwoman', title 'Wisconsin Association of School Business Officials (WASBO)', and a placeholder profile picture. Below the picture, it shows 'Member since: 6/15/2017', 'Member type: District Prof', 'Status: Active', and 'Paid through: 6/30/2021'. There are buttons for 'Public Profile', 'District Professional' (with a note 'Membership is due for renewal' and a 'Renew Now' button), and 'Print Dues Invoice'.
- Navigation Tabs:** Includes 'MEMBER PROFILE', 'DEMOGRAPHICS', 'COMMUNICATION PREFERENCES' (selected), and 'FINANCE'. Below these are 'PROFESSIONAL PROFILE' and 'PARTICIPATION'.
- Communication Preferences:** A list of categories with checkboxes for selection:
 - Facilities
 - Human Resources
 - Transportation
 - Speaking Opportunities
 - WI Education News
 - Emails
 - SAA Advocacy
 - Finance
 - Safety & Risk Management
 - Leadership
 - Taking Care of Business
 - WASBO Focus e-Newsletter
- Preferences:** Contains two checkboxes:
 - Exclude directory
 - Exclude On Sold Member ListButtons for 'Save' and 'Cancel' are located below.
- Relationships:** A section with a large empty text input field.

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '5/18/2021' and time '11:19 AM'. A green arrow points upwards on the right side of the page.