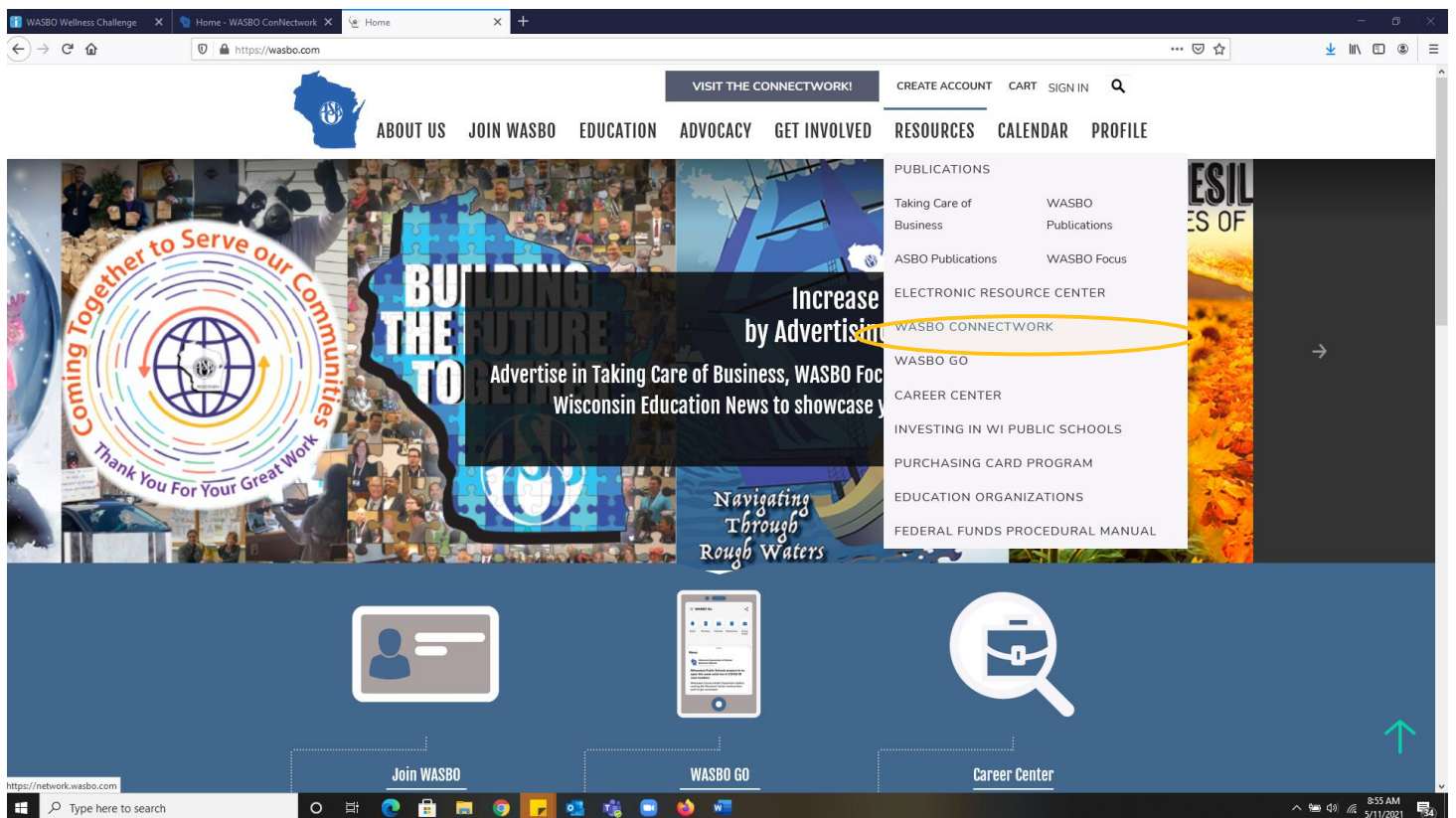**WASBO ConNectwork: Getting Started**
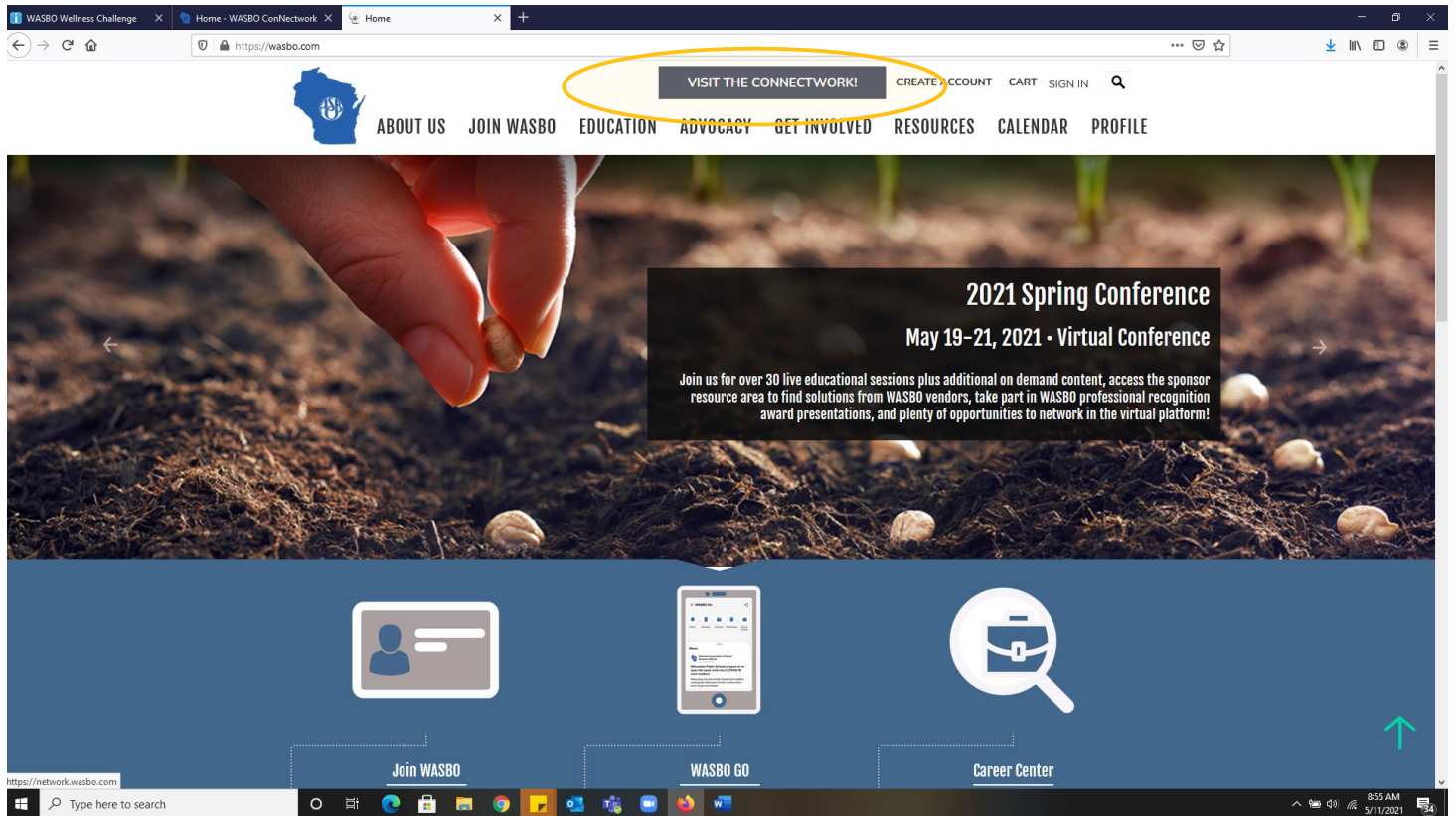
1. Go to www.wasbo.com. The ConNectwork can be accessed by clicking the banner ad, clicking the "Visit the ConNectwork!" button in the upper right corner, or by hovering over "Resources" and selecting "WASBO ConNectwork." You may also go directly to the ConNectwork by going to network.wasbo.com.

2. Once the window for the ConNectwork opens, click the blue button in the upper righthand corner that says "WASBO Members: Sign In Here."
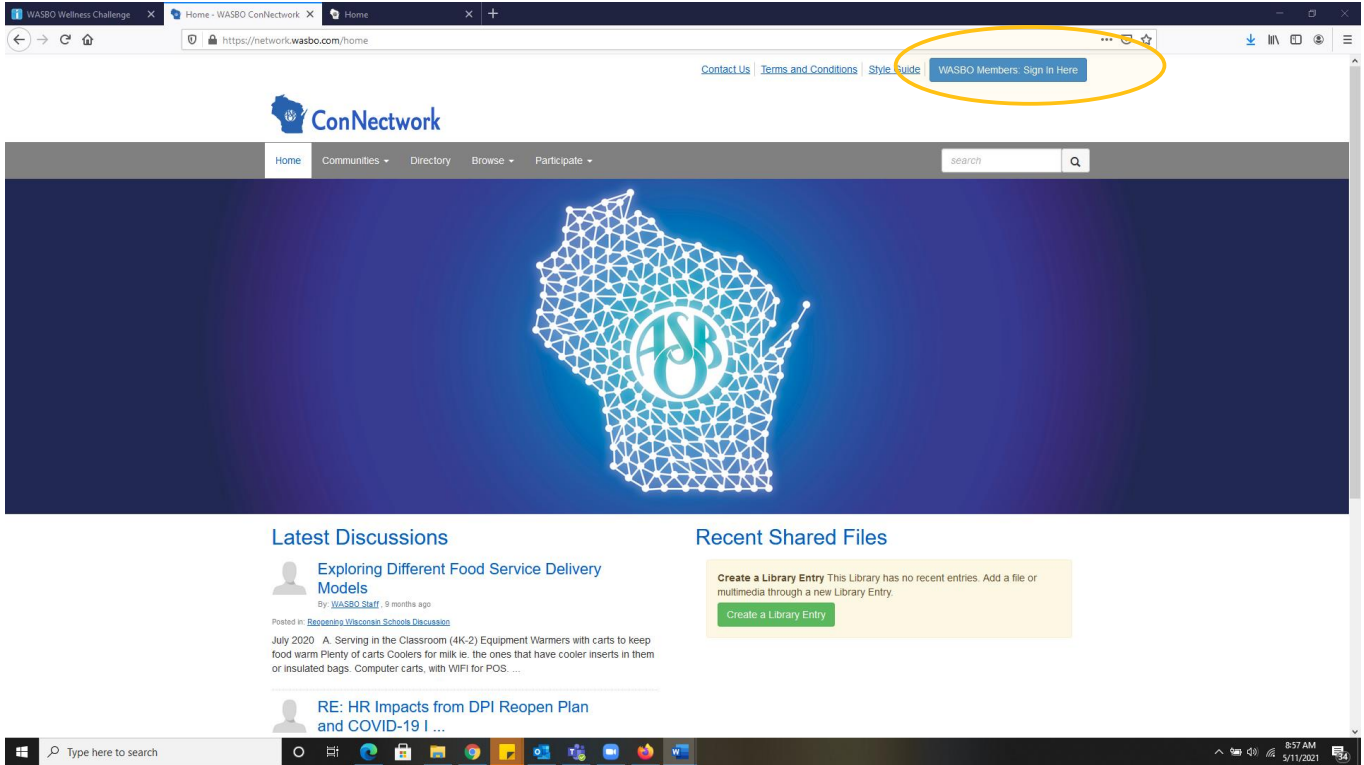
3. Sign in using the same credentials you use to login to the WASBO website.
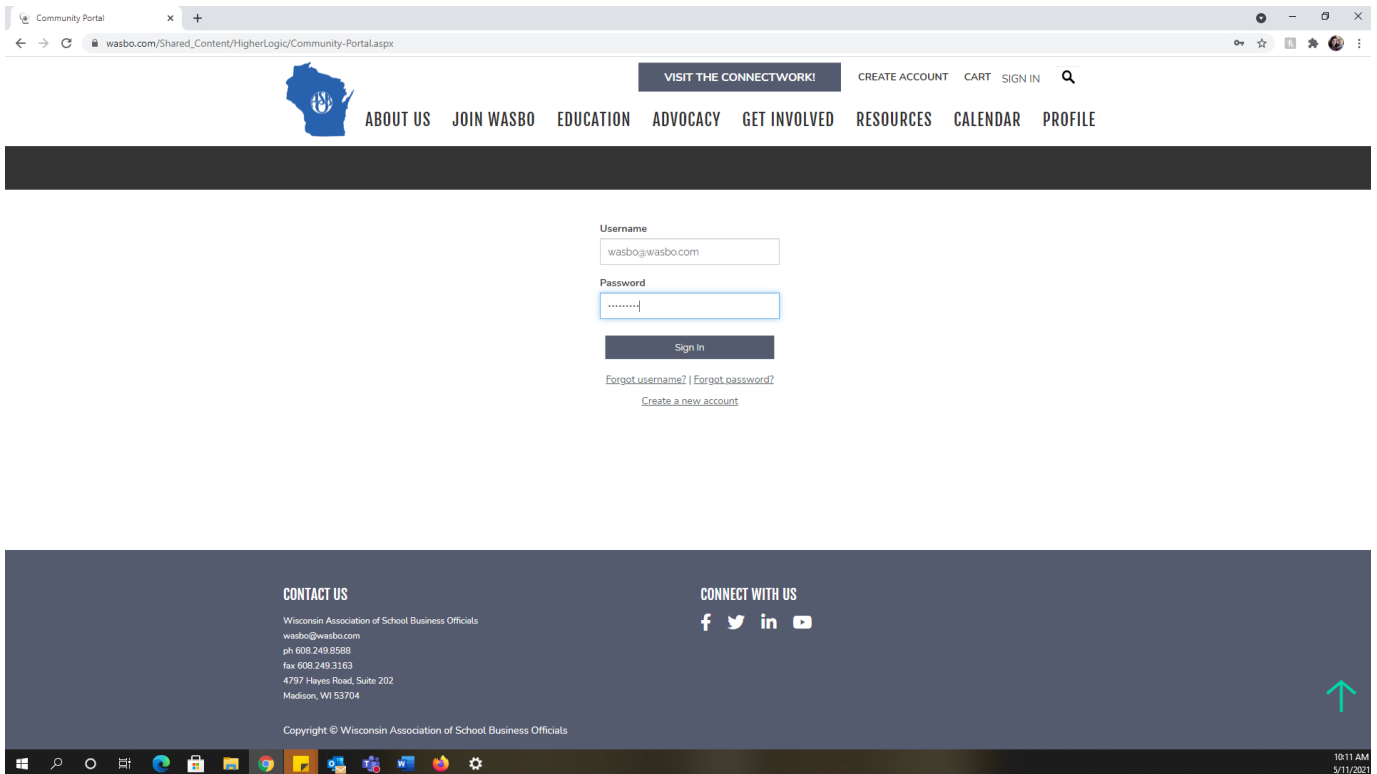
4. On your first login only, you'll be taken to a page to review the terms and conditions of the ConNectwork. Please read through, scroll to the bottom, and select "I Agree" to be allowed into the ConNectwork.
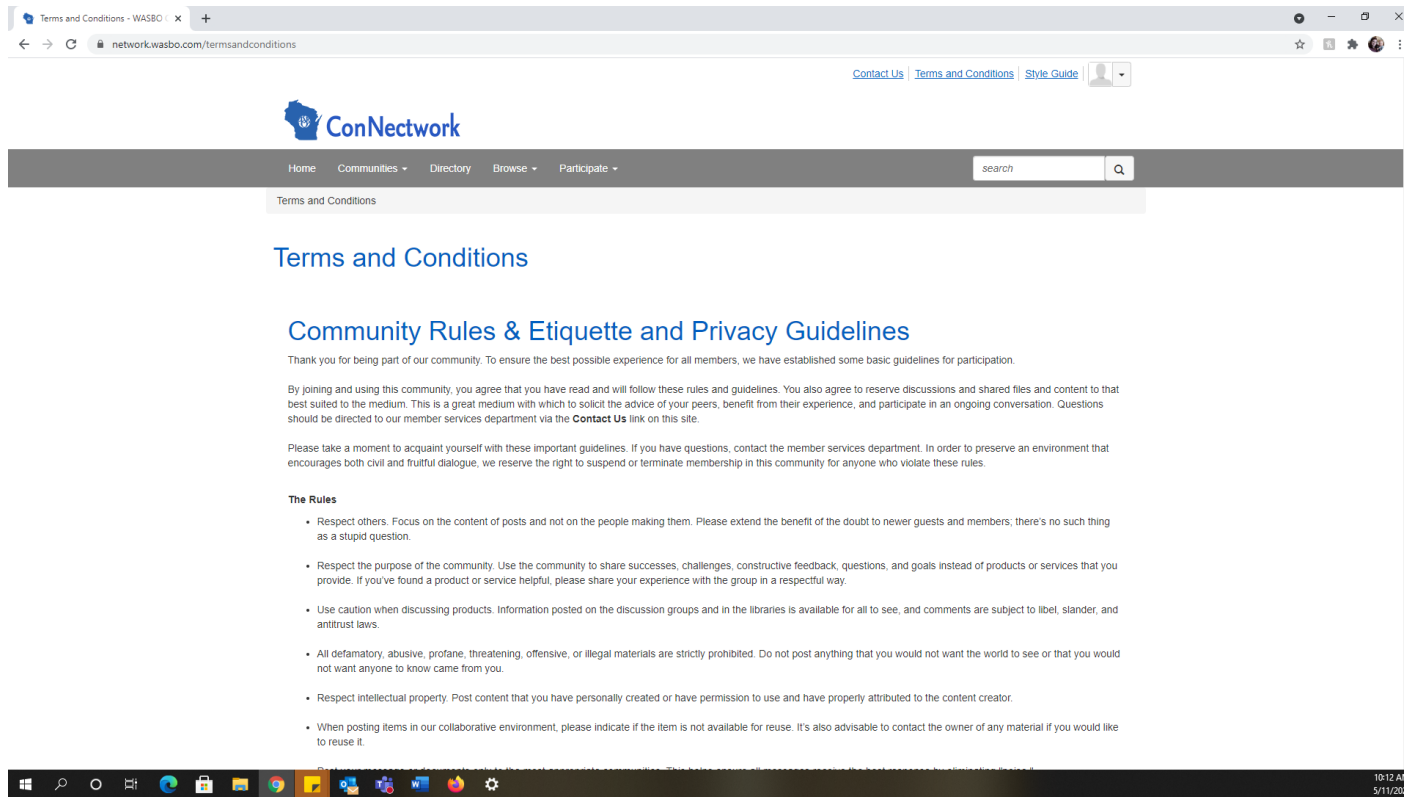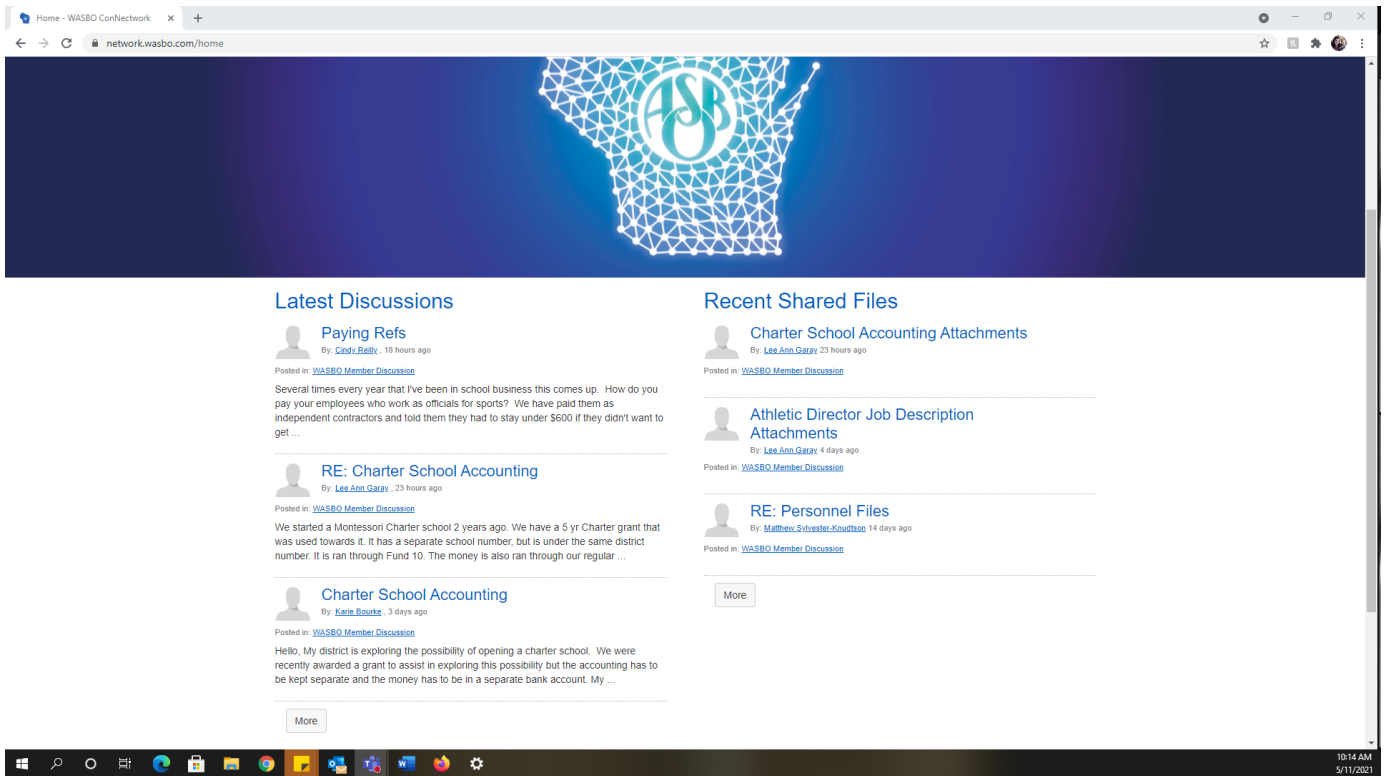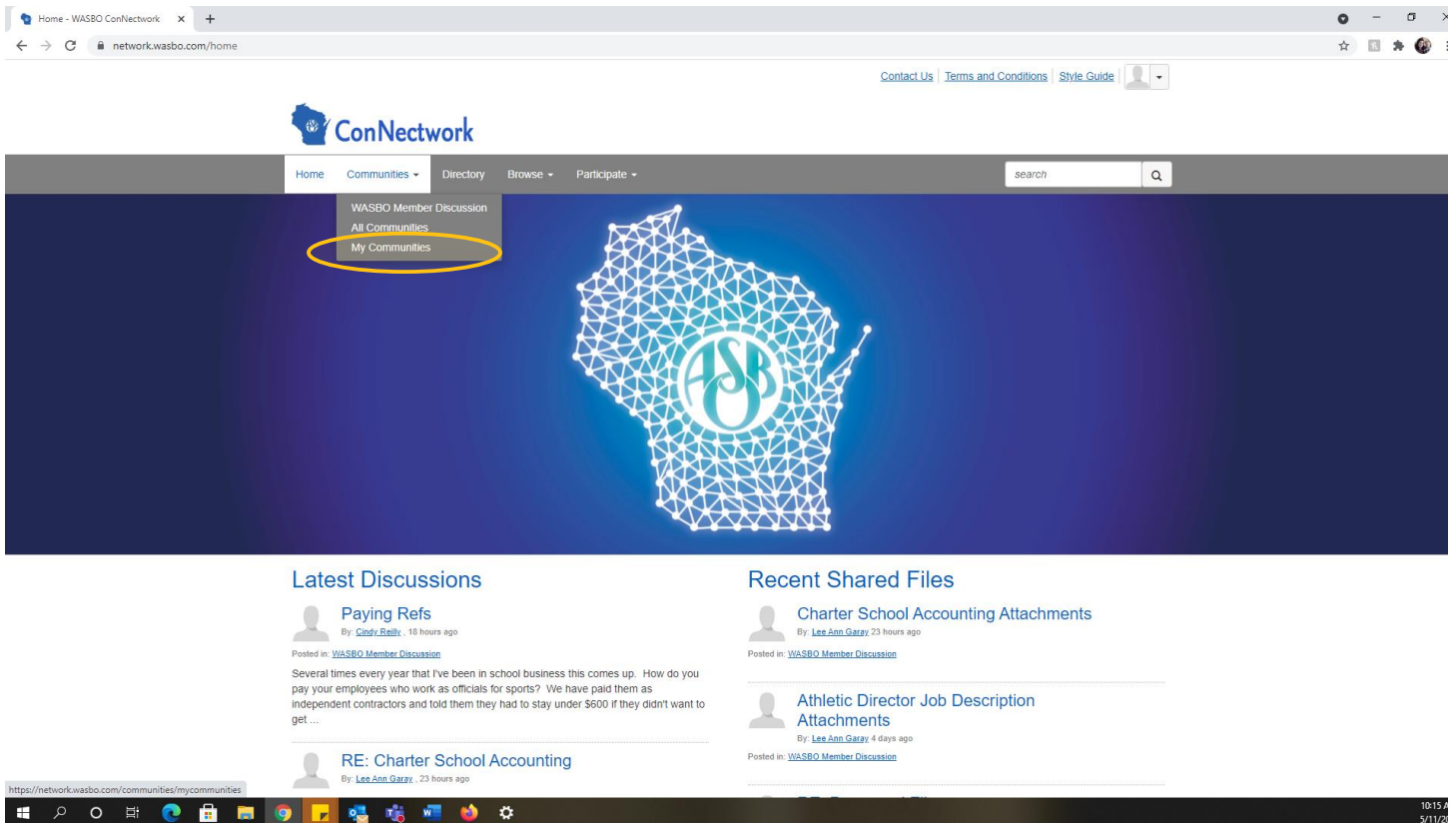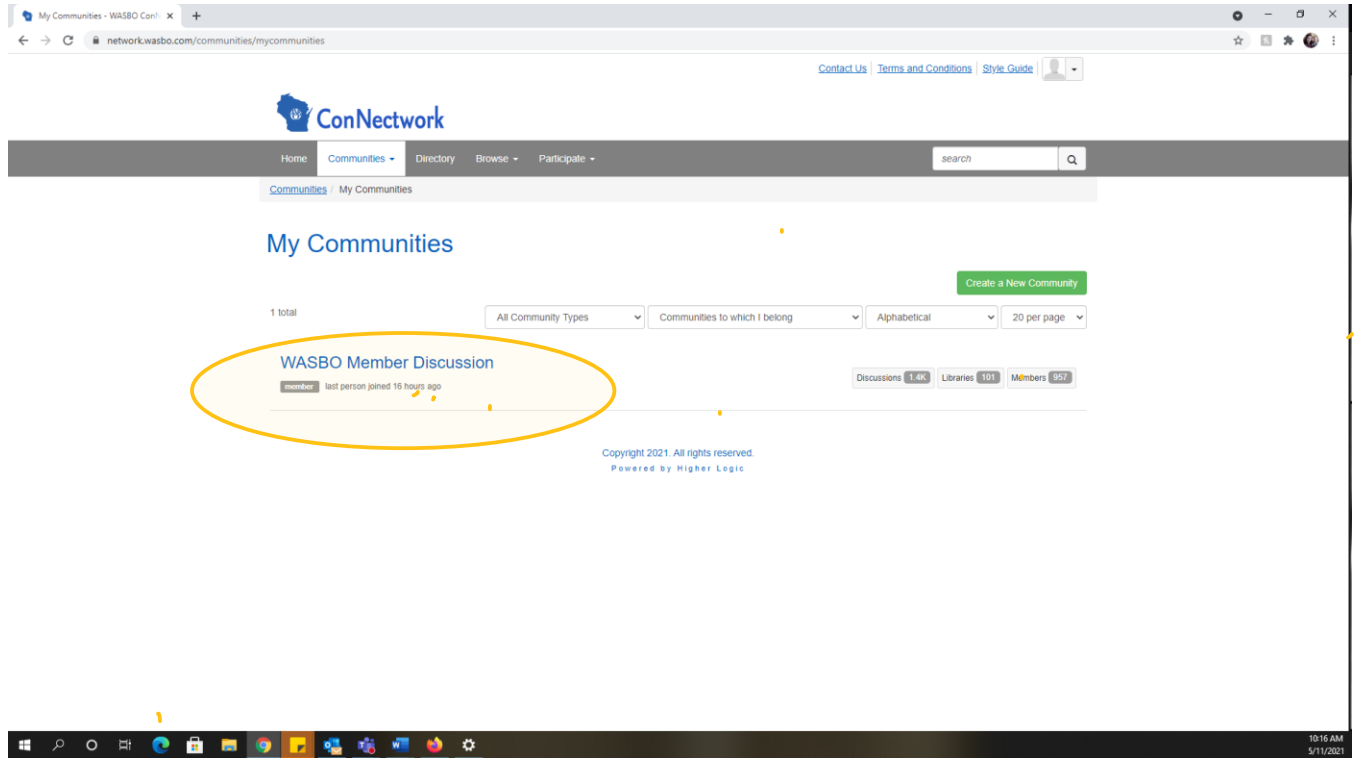

5. You will now see the latest discussion posts at the bottom of the page instead of the most active members.

6. To see the WASBO Community, hover over "Communities" and select "My Communities."
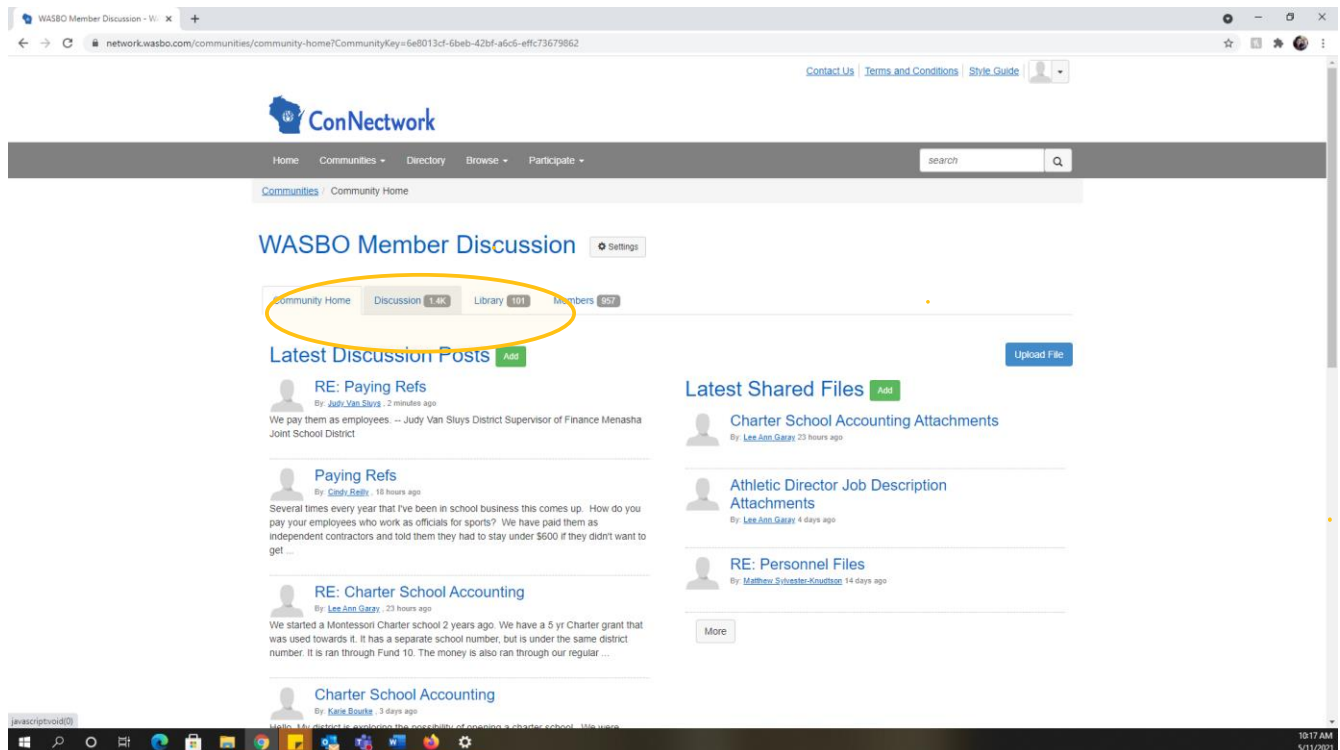
7. To see all active threads or make a new post, select "WASBO Member Discussion." This community is for District Professional members only.
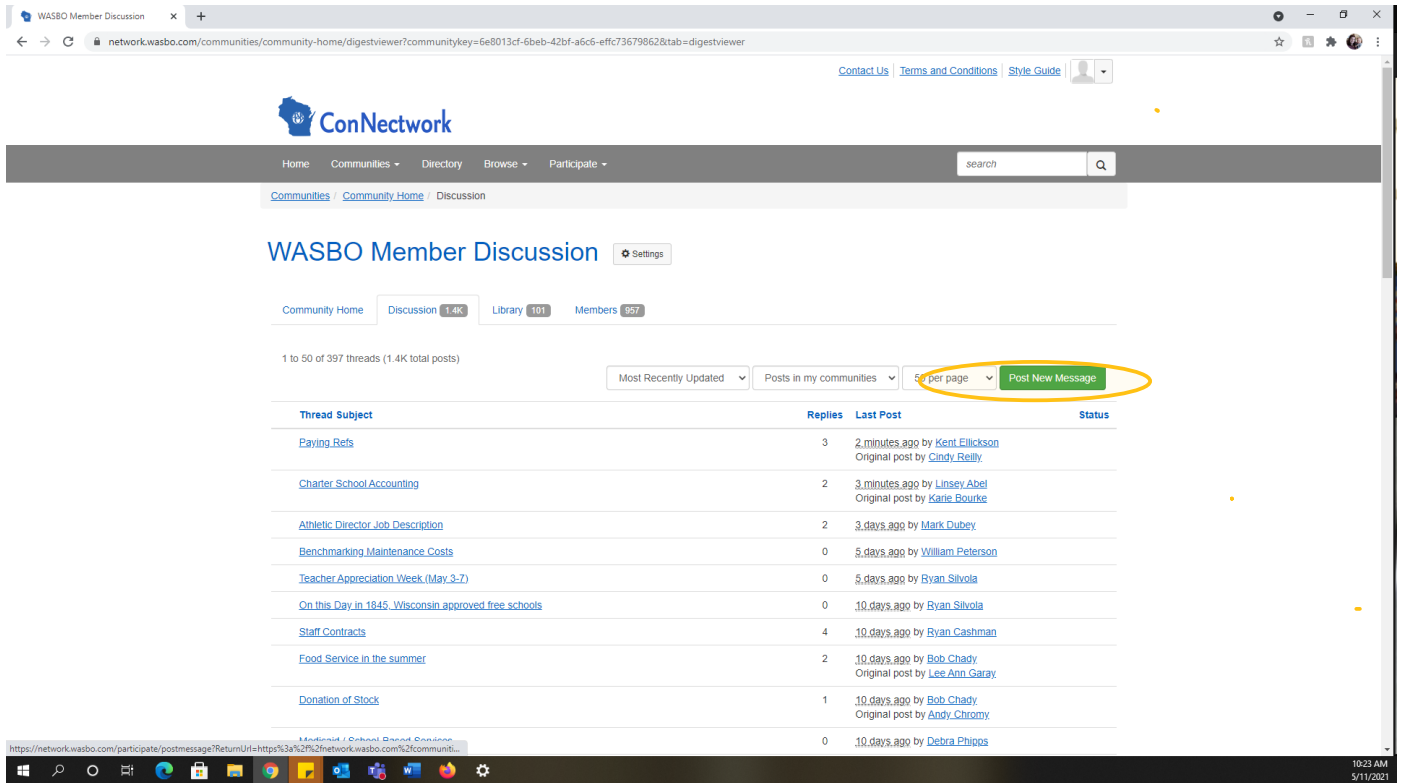

WASBO ConNectwork: Creating a New Post

1. While in the WASBO Member Discussion, click on the "Discussion" Tab.


2. Click the green button that reads "Post a New Message."

3. Type in a Subject, remember, this will be what shows as the title of the post. Then you can type in content in the large window below with your question, explanation, etc. Formatting options are at the top, just like in Microsoft Word.
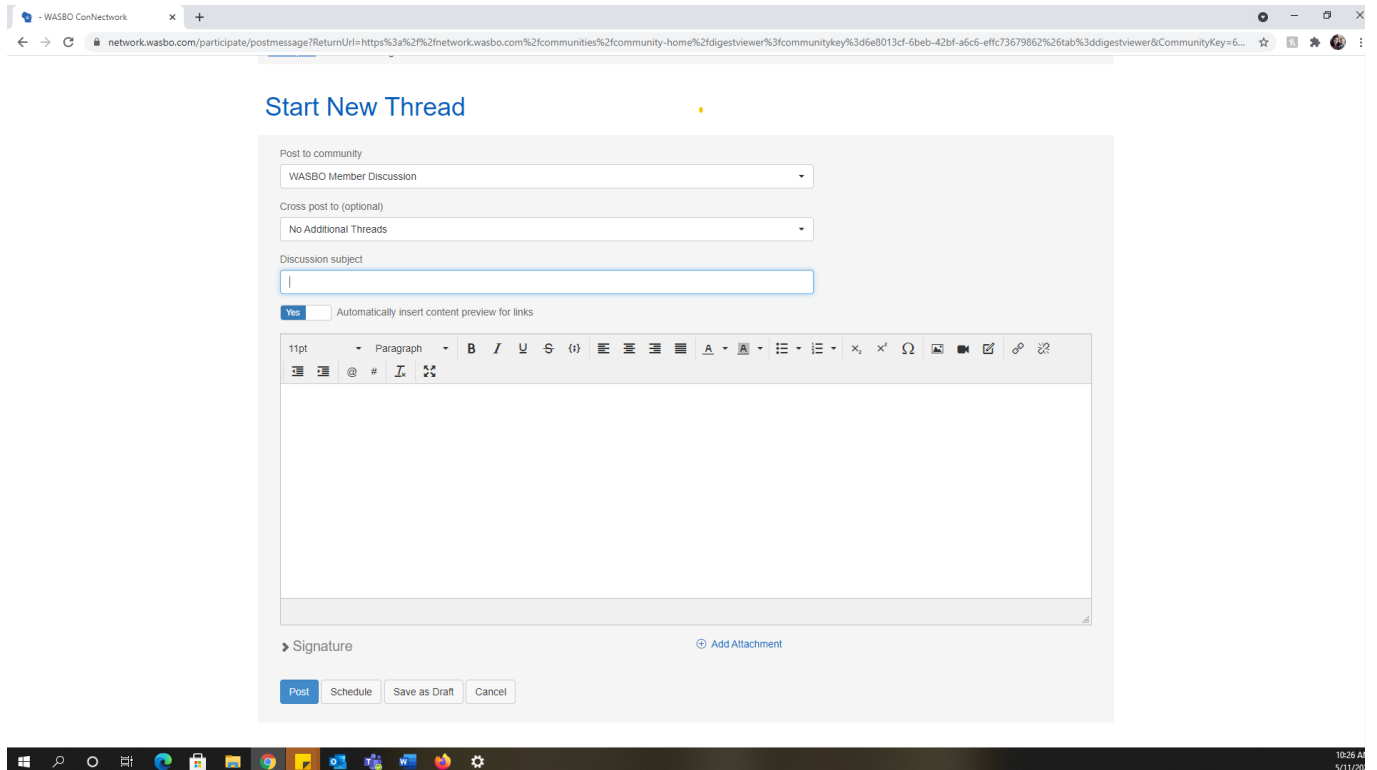
4. At the bottom, you will automatically have a signature that is created based on the information in your member profile. If you'd like, you can copy your email signature and paste into this box before saving.
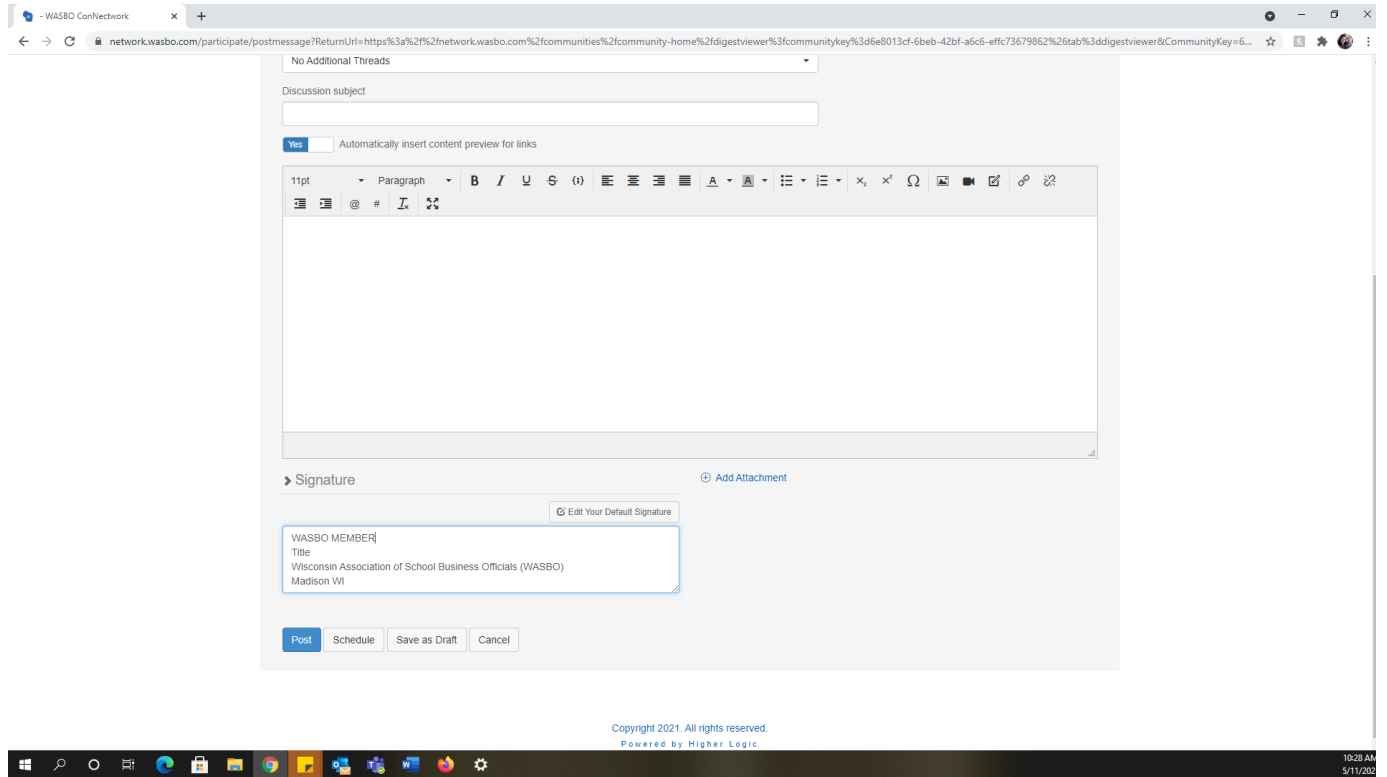
5. If you wish to attach a document, click "Add Attachment" and find the file you wish to include.
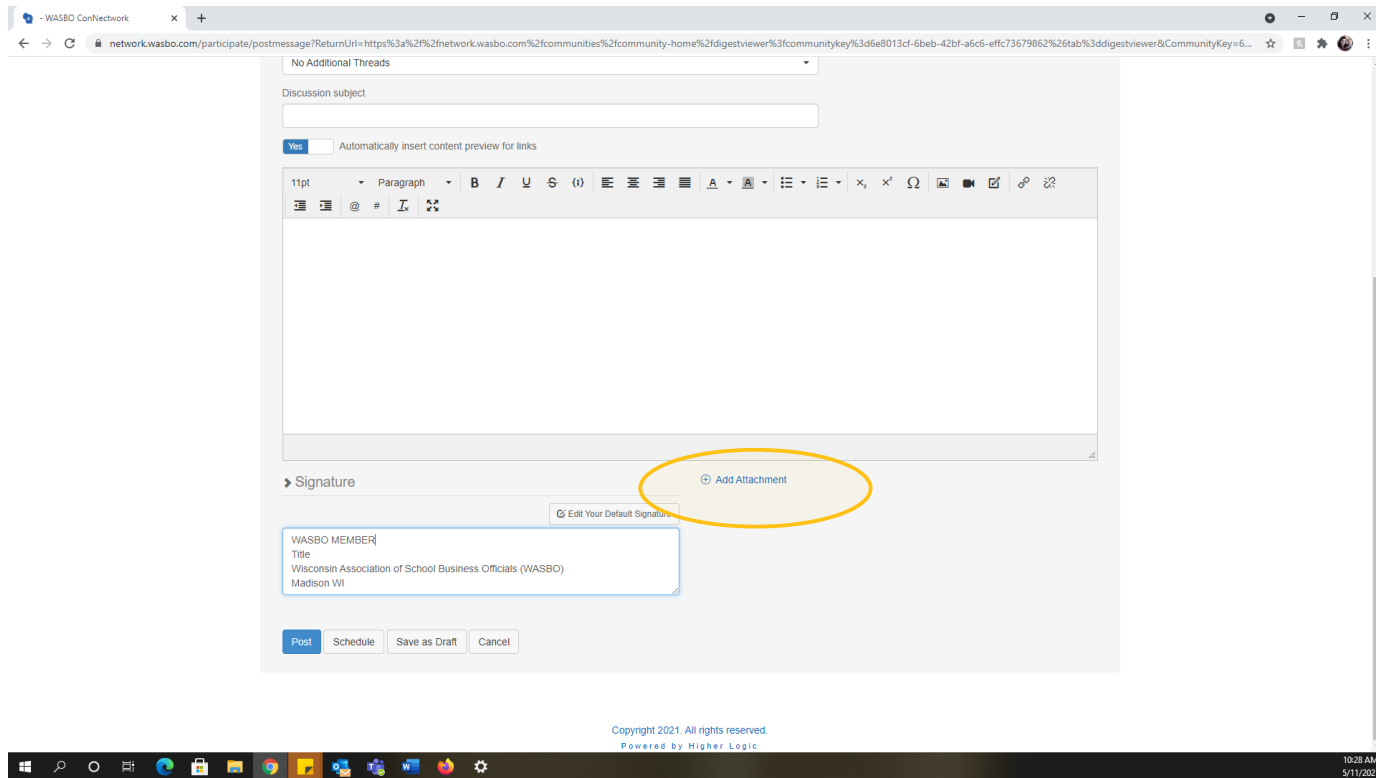
6. At the very bottom, you have a number of options. "Send" will post your discussion to the ConNectwork right away, or you can click "Schedule" to post it at a later time. You could also "Save as Draft" if you need to come back to finish the post later. "Cancel" will delete the post entirely.
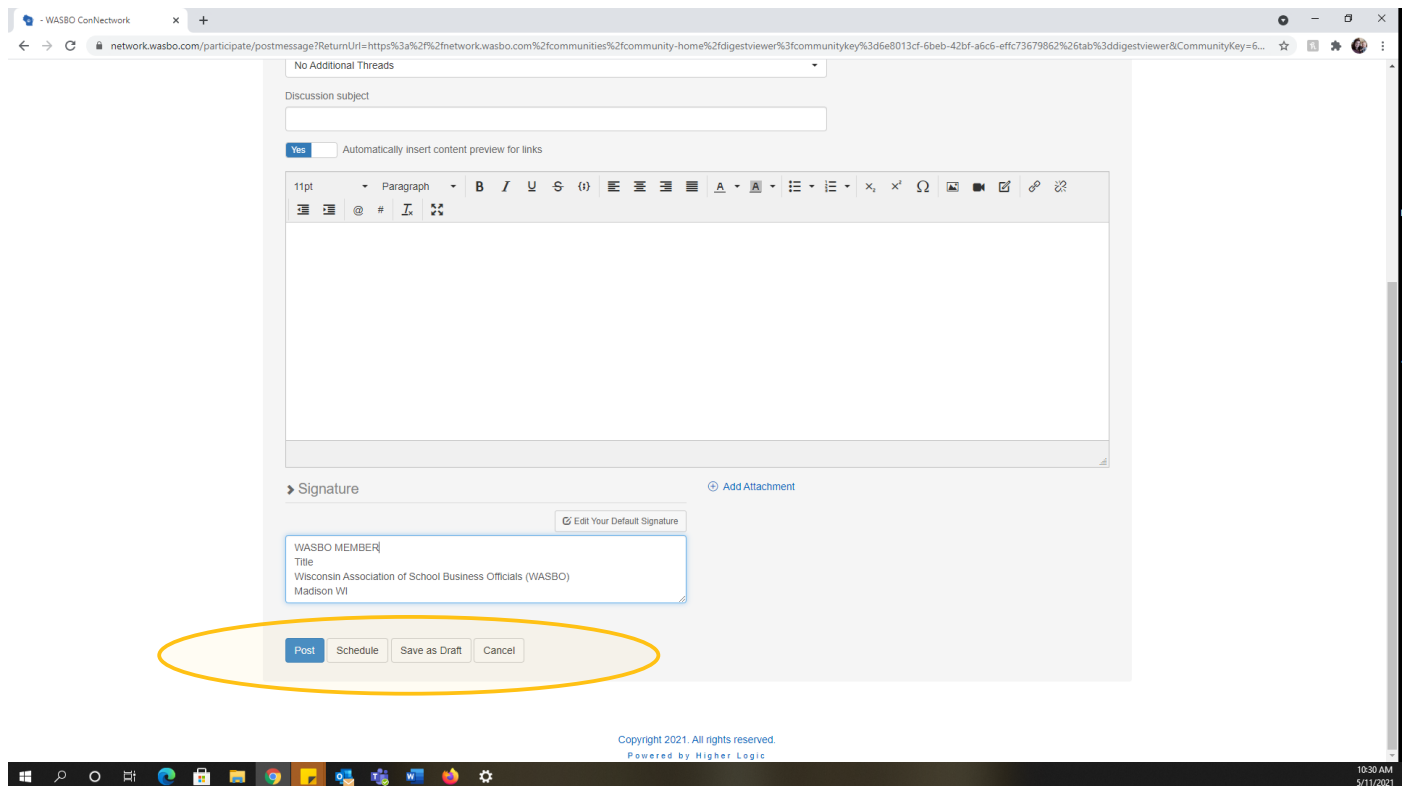
7. Once posted, your discussion post will be the first in the list of posts initially. As others post, it will move down since they are posted in the order in which they are received.

WASBO ConNectwork: Responding to a Post

1. Click on the discussion post you wish to respond to.
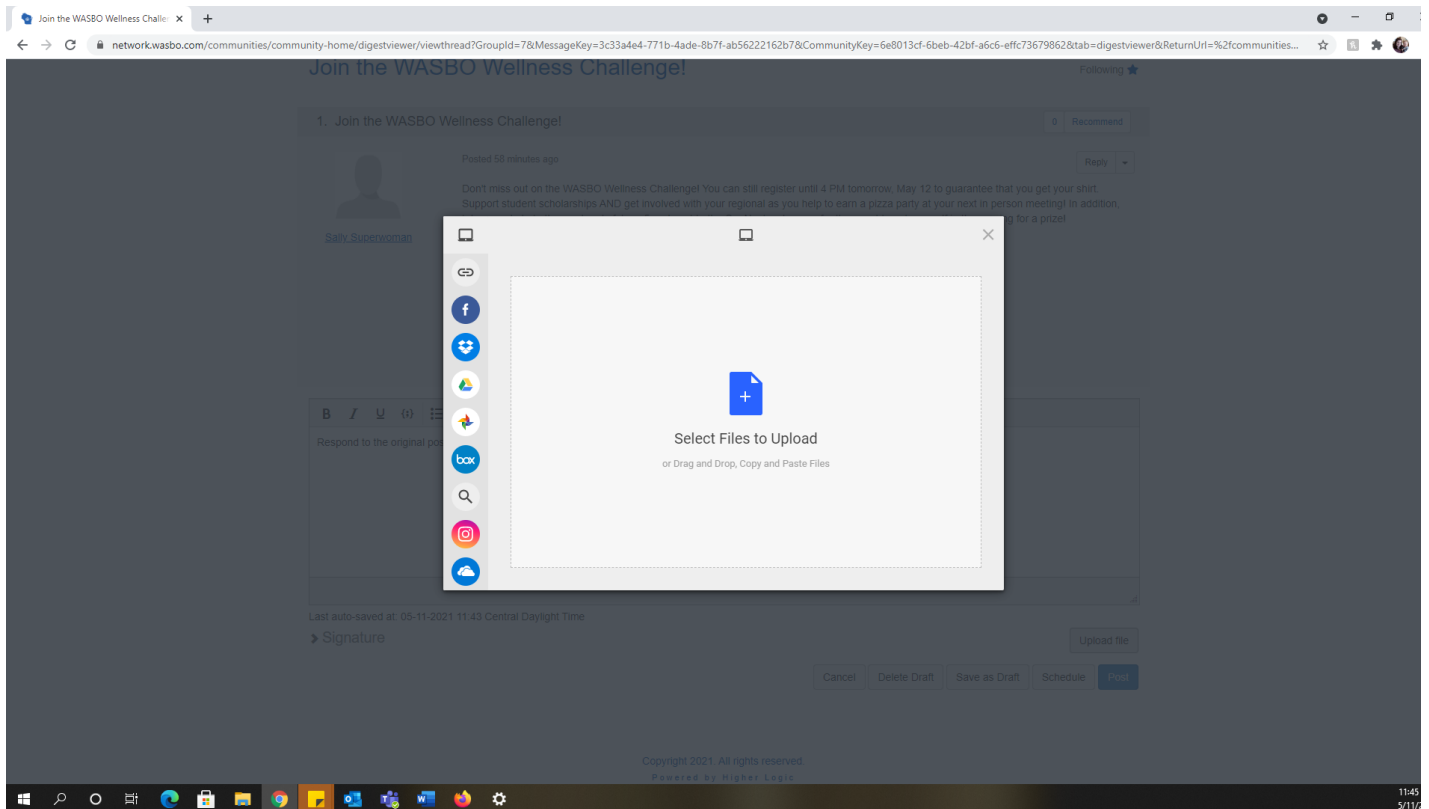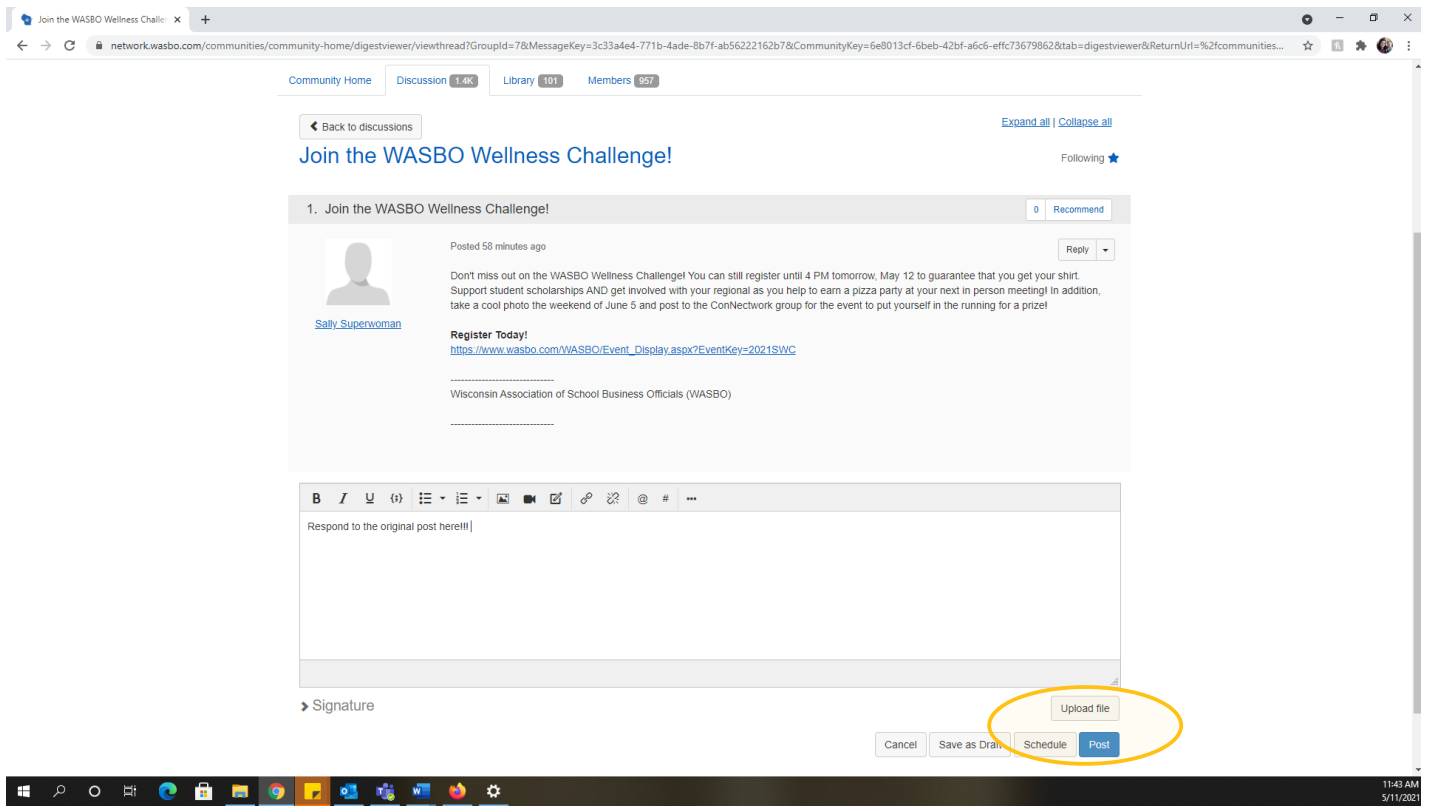

2. Within the post, click the button on the right that says "Reply."
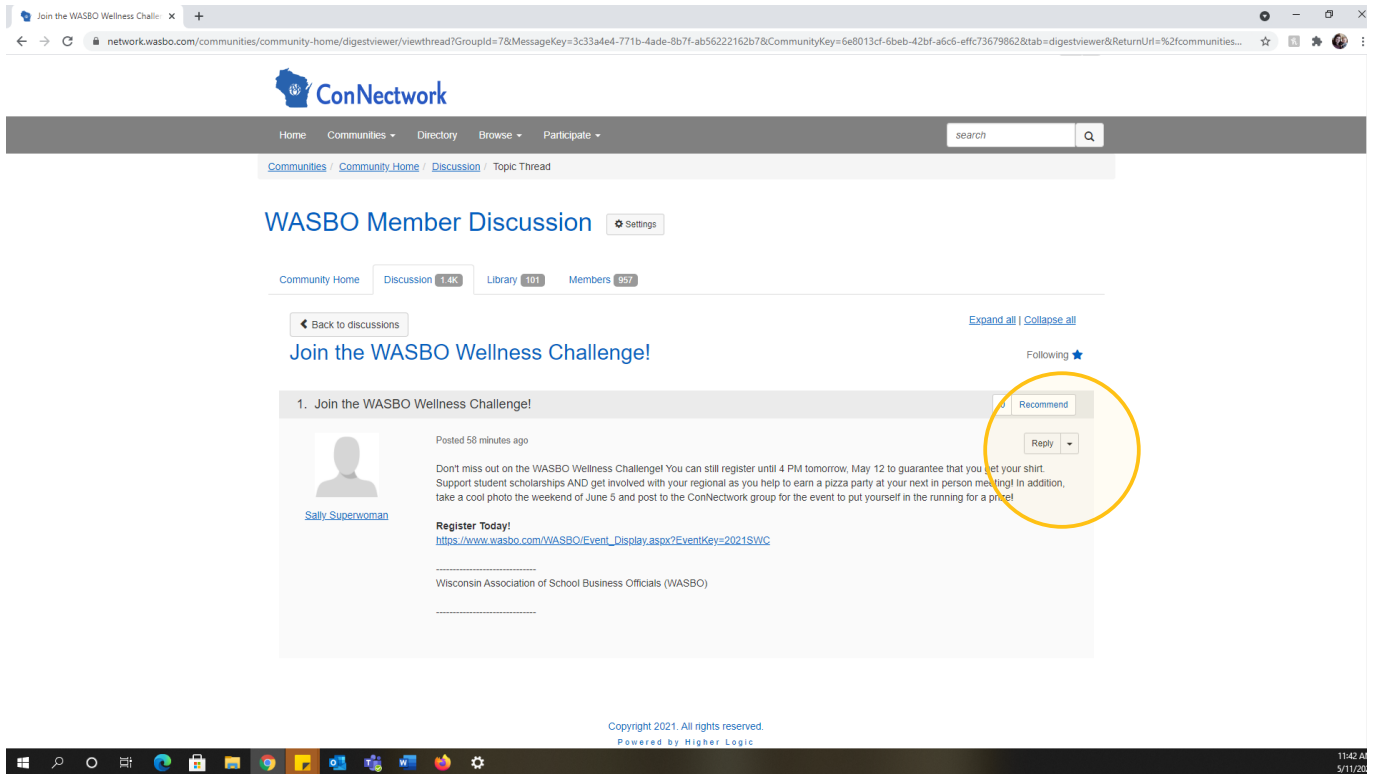
3. Type in a response into the area that pops up. You can insert images or videos using the buttons at the top, just as you would in a Word Document.
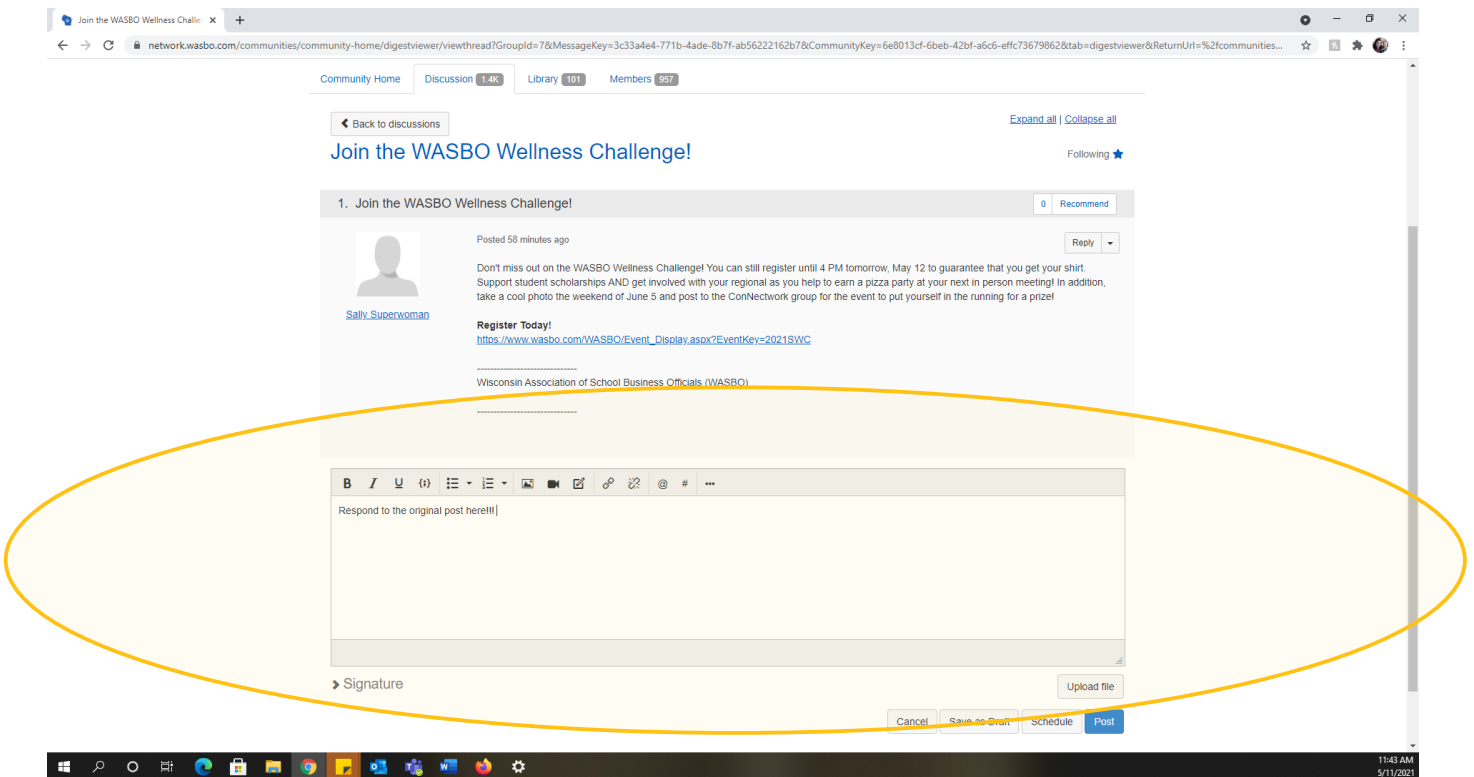
4. If you wish to add a file, click "Upload File" before selecting the file you wish to include.

5. To edit your signature, click "Signature" on the left. Make edits as you wish.

6. Click "Post" to make your post part of the discussion thread. Your post will now be added to the original post.

Don't miss out on the WASBO Wellness Challenge! You can still register until 4 PM tomorrow, May 12 to guarantee that you get your shirt. Support student scholarships AND get involved with your regional as you help to earn a pizza party at your next in person meeting! In addition, take a cool photo the weekend of June 5 and post to the ConNectwork group for the event to put yourself in the running for a prize!

Register Today!
https://www.wasbo.com/WASBO/Event_Display.aspx?EventKey=2021SWC

Wisconsin Association of School Business Officials (WASBO)

Sally Superwoman

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Respond to the original post here!!!

Last auto-saved at: 05-11-2021 11:43 Central Daylight Time

> Signature

Upload file

☑ Edit Your Default Signature

Sally Superwoman
Title
Wisconsin Association of School Business Officials (WASBO)
Madison WI

Cancel   Delete Draft   Save as Draft   Schedule   Post