

Superintendents and board secretaries can view all their district's board members' information in MSBA's database. Individual board members can only view their own information.

Below are instructions for viewing district and board member information in MSBA's database.

If you need further assistance, please contact Eileen Woody:

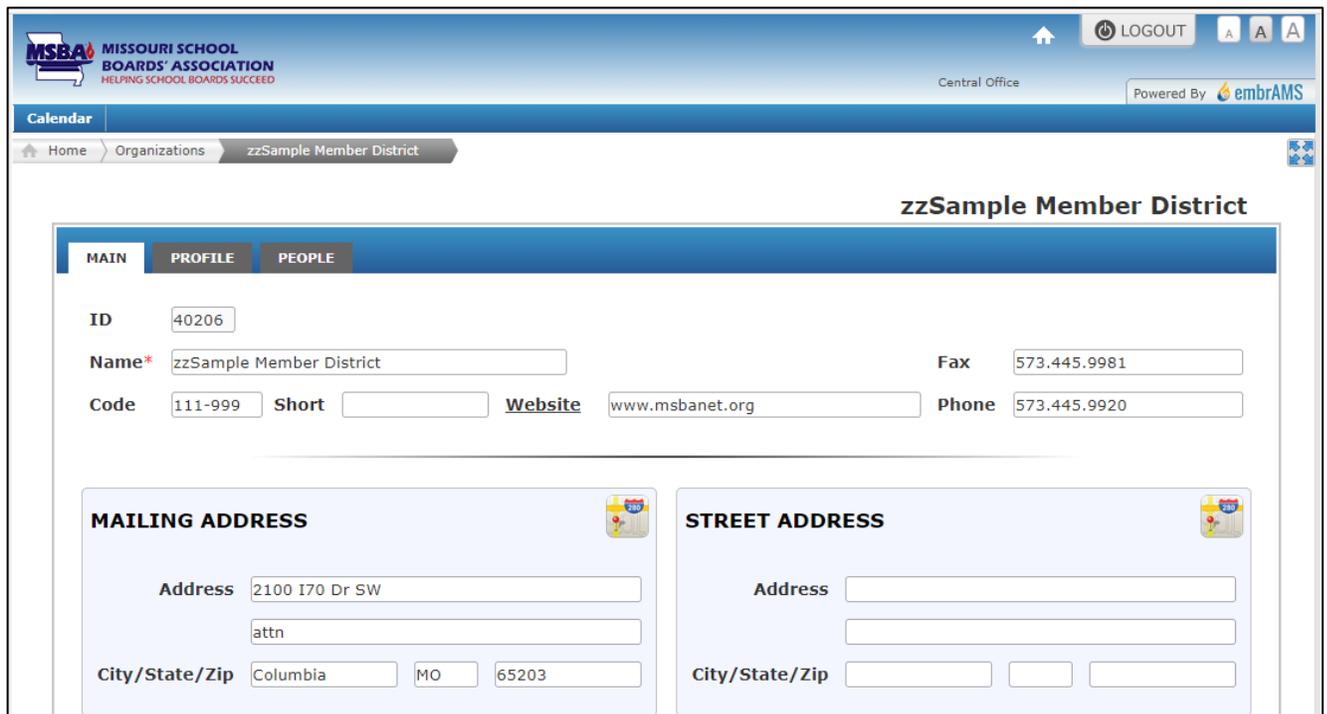
(573) 445-9920, ext. 318

[woody@mosba.org](mailto:woody@mosba.org)

1. Go to MSBA's website at: <https://www.mosba.org> and click on "Member Login." If you do not have a User ID and password, click on "Request An Account."



2. Your district's information will be displayed on the "Main" tab.



3. More information is displayed on your district's "Profile" tab:

**zzSample Member District**

**MAIN PROFILE PEOPLE**

<b>MSHSAA Conference</b>	Select... ▾	<b>Profile Last Revised</b>	1/5/2021
<b>Board Meeting Date</b>	2/4M	<b>District Type</b>	K - 12 ▾
<b>Vendor Type</b>	Select... ▾	<b>County</b>	Any
<b>Associate Member Level</b>	Select... ▾	<b>Annual Expenditures</b>	\$0.00
<b>Attorney Name</b>	<input type="text"/>	<b>Student Count</b>	553
<b>Chief Labor Negotiator</b>	<input type="text"/>	<b>MSBA Staff</b>	<input type="text"/>
<b>Dues Amount</b>	\$0.00	<b>Tax Rate Adjusted</b>	0
		<b>Tax Rate Unadjusted</b>	0
		<b>Tax Exempt</b>	<input type="checkbox"/>

4. The "People" tab includes a list of all your board members and district employees in MSBA's database. To see a transcript record of all your board members in one combined report, click on "CBM Transcript Report."

**zzSample Member District**

**MAIN PROFILE PEOPLE**

**Add Person**  **CBM Transcript Report**

Edit	Del	Name	Company	Title	Work
		<u>Attempt, Second</u>	zzSample Member District	Board Member	573.445.9920
		<u>Boardmember, Chief</u>	zzSample Member District	whatever	573.445.9920
		<u>BoardMember, First</u>	zzSample Member District	Sample	573.445.9920
		<u>Director, District</u>	zzSample Member District		573.445.9920
		<u>Doe, Jane</u>	zzSample Member District	Board President	573.445.9920
		<u>Doe, Johnathan</u>	zzSample Member District	Board Member	573.445.9920
		<u>Doorknob, Patty</u>	zzSample Member District	Board Member	573.445.9920
		<u>Guy, Pretend</u>	zzSample Member District		573.445.9920
		<u>Nobody, George</u>	zzSample Member District	Board Member	573.445.9920
		<u>Office, Central</u>	zzSample Member District	Sample BS	573.445.9920

5. To view an individual board member's information, select/click on their name in the list.

a. The Main tab shows their title and contact information.

The screenshot shows the 'MAIN' tab of a member profile. At the top, there are navigation tabs: MAIN, PROFILE, COMMITTEES, EVENTS, and CEU. The main content area contains the following information:

- ID:** 42220
- MSBA Region:** (empty field)
- Name:** Ms. Jane Doe (with initial and suffix fields)
- Title:** Board President
- Company:** zzSample Member District
- Email:** jjj999doe@msbanet.org
- Member Type:** Non-Mbr - NM Board Member
- Work Phone:** 573.445.9920
- Home Phone:** 123.456.7890
- Alt Email:** (empty field)
- Informal Name:** Janie
- (W)Fax:** (empty field)
- (H)Fax:** (empty field)
- Mobile:** 573.445.9981

Below this information, there are two sections for 'Preferred Mail':

- OFFICE:** Address: 2100 170 Dr SW, City/State/Zip: Columbia, MO, 65203
- HOME:** Address: 621 Fresh Street, City/State/Zip: Great City, MO, 65201

b. The Profile tab shows the date of their first board service and current term dates.

The screenshot shows the 'PROFILE' tab of a member profile. At the top, there are navigation tabs: MAIN, PROFILE, COMMITTEES, EVENTS, and CEU. The main content area contains the following information:

- Communication Pref:** Email
- Spouse:** (empty field)
- Secretary:** (empty field)
- Gender:** Male (selected), Female
- Ethnicity:** Select...
- Birth Date:** (empty field)
- State Bar No:** (empty field)
- Picture:** No Photo Available
- Education:**
  - University/College: (empty field)
  - Major: (empty field)
  - Degree: Select...
  - Graduation Year: (empty field)
  - Total CE: 0.00
- Board Service:**
  - First Board Service: 4/1/2019
  - Term Begin/End: 04 / 2019 - 04 / 2022
  - Previous Term 1: mm / yyyy - mm / yyyy
  - Previous Term 2: mm / yyyy - mm / yyyy
  - Years on Board: 1.80

c. The Events tab shows their registrations for training and events.

The screenshot shows the 'EVENTS' tab of a member profile. At the top, there are navigation tabs: MAIN, PROFILE, COMMITTEES, EVENTS, and CEU. The main content area displays the following information:

**Jane Doe**  
zzSample Member District

#	Date	Event	Function	Invoice No	Registered
1	4/1/2020	One-Hour Online Refresher Training	Protecting Students from Sexual Misconduct (individual view)	M70974	1/5/2021

- d. The CEU tab shows all events that were attended and all training that was completed.

To view an individual board member’s transcript, click on “Printable Report.”

Del	Date	Type	Description	Units	Strand
	01/05/2021	Verification	Refresher 1hr Certification	0.01	
	04/01/2020	Event	One-Hour Online Refresher Training - Protecting Students from Sexual Misconduct (individual view)	1.00	REF
	10/07/2015	DIS Other	Distinguished Activity	0.01	
	10/07/2015	Verification	Master Certified Board Member	0.00	
	10/07/2015	Verification	Advanced Certified Board Member	0.00	
	10/07/2015	DIS Other	Other Distinguished Activity	0.01	
	10/07/2015	DIS Presentation	Distinguished Presentation	0.01	
	10/07/2015	DIS Advocacy	Distinguished Advocacy Activity	0.01	
	10/07/2015	DIS Leadership	Distinguished Leadership Activity	0.01	
	10/07/2015	DIS Reading	Distinguished Reading	0.01	

(If a registration is on the Events tab but there is no entry for that event or training on the CEU tab, then the board member did not attend the event or the training has not been completed.)

- e. The last page of the printable transcript will show the dates the board member achieved Essential Certification (state required training), higher levels of certification, and the date they completed Refresher Training.  
 Refresher 1 = 1 hour  
 Refresher 2 = 2 hours  
 Refresher 3 = 3 hours

**MSBA** CBM Transcript Report Tuesday, January 05, 2021  
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Jane Doe  
 zzSample Member District  
 621 Fresh Street  
 Great City, MO 65201

DATE	DESCRIPTION	UNITS
01/05/2021	Refresher 1hr Certification	

**Total Units:** 1.00

**Total units since April 1:** 1.00

Essential CBM: 10/07/2015  
 Advanced CBM: 10/07/2015  
 Master CBM: 10/07/2015  
 Distinguished CBM: 01/05/2021  
 Refresher 1: 01/05/2021

**You have participated in 17 activities.**