



# MASBO Website Guide

**HOME PAGE** - to return to the MASBO Home Page at any time, click the MASBO logo in upper left corner

- Save the dates/registration links – scroll down below large picture to find dates & links
- Job Announcements – scroll down below registration links

## ABOUT TAB

- Contact MASBO: Staff emails and phone numbers
- MASBO Board
- MASBO Committees
- MASBO Premier Partner Sponsors

## MEMBERSHIP TAB

- Member Application: this is your first step to membership; complete this form and then Marie will email the new member (also find application by clicking large scrolling picture when it says “Become a Member”)
- Member Search: Find members by searching School Name, Last Name, County, MHSA class size, Region, Software, Zip Code

## PROFESSIONAL DEVELOPMENT TAB

- Training: Registration Links, Save the dates, workshop recordings for purchase
- Certification Program: application, manual, continuing education tracking form; testing study guides

## SERVICES TAB

- Interim/Onsite Training: PDF fillable Interest Form to complete and email Donnie
- Mentor Program: Mentee Interest Form to complete and email Marie
- P-Card Program: Participating Districts, YTD purchasing report; application, benefits, sample forms

## PUBLICATION TAB

- MASBO Publications: Spreadsheets, Clerk/Superintendent Duty List, Certification, Payroll and Student Activity Manuals
- Newsletters: Monthly newsletters (also find these by clicking large scrolling picture when it says “Stay up to Date”)

## RESOURCES TAB

- Presentations: Workshop slides & spreadsheet resources posted here
- Calendar: Important Dates & Deadlines
- Elections: School Elections Calendar
- Legislative: Coalition of Advocates for Montana’s Public Schools (CAMPS); Bill tracker, Great Works Publication
- Links: State & Federal Links
- MASBO Website Guide
- Region Map: Find your MASBO region and other counties/districts in your region here
- Software Users: Find software users in other districts

## OTHER:

**Discussion Forum** *Post questions to the forum; forum posts & forum replies look like they’re emails from Marie but they are not. To post or reply: Log in to MASBO.com, go to forum, click “New Thread” or find existing thread to reply to*

**Member Profile** *Please log in to update your profile any time information changes*

**Training** *Registration Links for workshops and workshop recordings can be found in many ways:*

1. Professional Development Tab
2. Click on large scrolling picture when it says “Register for Training”
3. Click on picture on the right that says “Registration Opens Soon”
4. Home Page; Scroll down