



Your guide to
**exchanging ideas, sharing
best practices, and networking**
with school business leaders around the world.



ASBO INTERNATIONAL

asbintl.org/Network

Your Professional Community

Instantly connecting you to **thousands of your colleagues**, the GLOBAL SCHOOL BUSINESS NETWORK is a robust online community providing access to trusted industry **news, blogs, discussions, and resources**.

Here's a step-by-step guide to getting started and making the most of your member community.

Introduce Yourself

Build your profile.

1. Log in at **asbointl.org/Network**.
Need your login information?
Contact Membership@asbintl.org.
2. From the dropdown box in the upper right corner, click Profile.
3. Update your profile photo, title, biography, school system information, and more.

Tip: Build your profile in one step by importing your LinkedIn® account information.

Join a Community

Engage with community members and find trusted resources.

1. Click the COMMUNITIES tab, then All Communities to view available groups. Find one you like? Click Join.

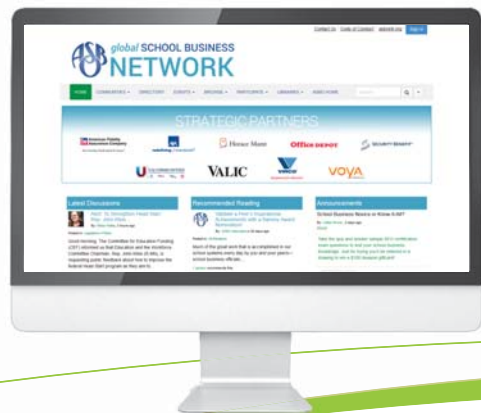
Tip: Click the dropdown boxes to filter your search.

Expand Your Network

Add colleagues to your contact list.

1. *To view your contacts:* From your profile, click the My Connections tab, then Contacts. Send private messages and edit your contacts from here.
2. *To add a contact:* Search by name or location in the Member Directory and click Add as Contact.

Tip: Quickly add contacts via a blog, discussion, or resource they've shared. Hover your mouse over the member's name and click Contact Request.



Start a Discussion

Ask questions and find answers.

1. Click the PARTICIPATE tab, then Post a Message.
2. Write your message, attach any files you'd like to add to your post, and click Send to start a new exchange with your peers.

Tip: Check the Latest Discussions column on the homepage for trending topics and member conversations.

Create a Blog

Share your expertise and experiences.

1. Click the PARTICIPATE tab, then Post a Blog.
2. Write your blog and select who can read and post comments. Click Publish to post.

Tip: Don't know what to write about? Your first-hand experiences as a school business manager are a great place to start!

"I use the Global School Business Network on a daily basis. It's a terrific **one-stop-shop** for the latest information. We, as school business officials, are all stretched thin. The network provides me with a quick way to see **best practices**, view relevant articles, and find **training material** to help me be the best business **leader I can be.**"

John Huchison
Olathe Public Schools USD No. 233
Olathe, Kansas

Share a Resource

Exchange useful tools using community libraries.

1. Click the LIBRARIES tab, then Browse All Libraries.
2. Browse shared resources or download them for future reference.
3. *To share a resource:* Select the library by topic and click Create New Library Entry. Provide entry details, then click Next and upload your resource. Click Finish to submit your entry.

Tip: Add a summary to your entry to help others easily scan for resources.

Take Networking to a New Level

WANT TO USE THE NETWORK TO ITS FULLEST POTENTIAL?

- **Find a mentor** to connect with on the network to help you grow and advance your career.
- **Share best practices** in budgeting, procurement, and other areas of school business by blogging.
- **Ask your peers** for tips on writing effective RFPs by starting a discussion in the All Members Community.
- **Discover new tools** to help you tackle your district's challenges. Browse the community libraries for resources on topics like school funding, GASB updates, healthcare reform, and more.

4 Tips for Successful Online Networking

1. Don't be shy.

Introduce yourself and engage your peers. Networking is a two-way process, so don't be afraid to initiate conversation. Send a private message, start a discussion, and get to know your colleagues.

2. Maintain your profile.

To successfully network, your peers need to know who you are! Complete your profile with a recent photo, updated biography, and contact information.

3. Share your interests.

What better way to break the ice than by sharing your passion for school business? Start a conversation with your peers about why you love your job and inspire them with your story!

4. Be active.

Join communities to start or respond to discussions. The more visible you are on the network, the more you and your peers will benefit.

Connect. Share. Collaborate. Learn.

Make the most of your ASBO International membership.

asbointl.org/Network