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

asbointl.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@asbointl.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.

**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.

**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.
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!

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.

“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*
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.

• **Ask your peers** for tips on writing effective RFPs by starting a discussion in the All Members Community.

• **Share best practices** in budgeting, procurement, and other areas of school business by blogging.

• **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.

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**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.

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**Connect. Share. Collaborate. Learn.**

Make the most of your ASBO International membership.

[asbointl.org/Network](http://asbointl.org/Network)