

# DIVISION LEADER DASHBOARDS

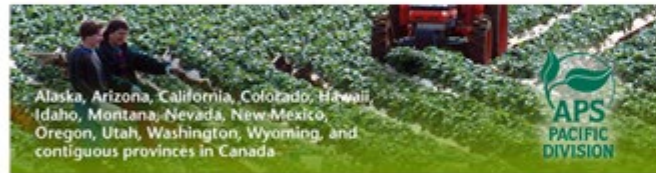


# DIVISION DASHBOARDS

- Only current Division Officers have access to the dashboards.
- It is essential to keep your officer listing updated so that the correct individuals have access:
  - Check your specific Division page under the Membership section of the website and navigate to “Current Officers” to be sure your officer listing is up to date:
    - <https://www.apsnet.org/members/community/divisions/Pages/default.aspx>
- If changes are needed to your officer listing, please email [apshq@scisoc.org](mailto:apshq@scisoc.org)
- Be sure you are logged in to the website to access the dashboards.
- Officers can access only their division dashboards.

# ACCESSING THE DASHBOARDS

## APS Divisions



Division Resources

Access the dashboards through the Division Resources page or your Division landing page.

# ACCESSING THE DASHBOARDS: DIVISION RESOURCES

APS > Membership > Community & Connections > Divisions

Share |    

## Division Officer Resources

Staff at Headquarters are here to support you. Please use the documents below in building, growing, and running your Division.

### The Basics

#### Division Dashboards

Log into the [Division Dashboard](#) to pull rosters that include membership information and division meeting registrations. How-to materials will be posted soon.

# ACCESSING THE DASHBOARDS: DIVISION PAGE



[ABOUT](#)

[AWARDS](#)

[CONSTITUTION](#)

[MEETINGS](#)

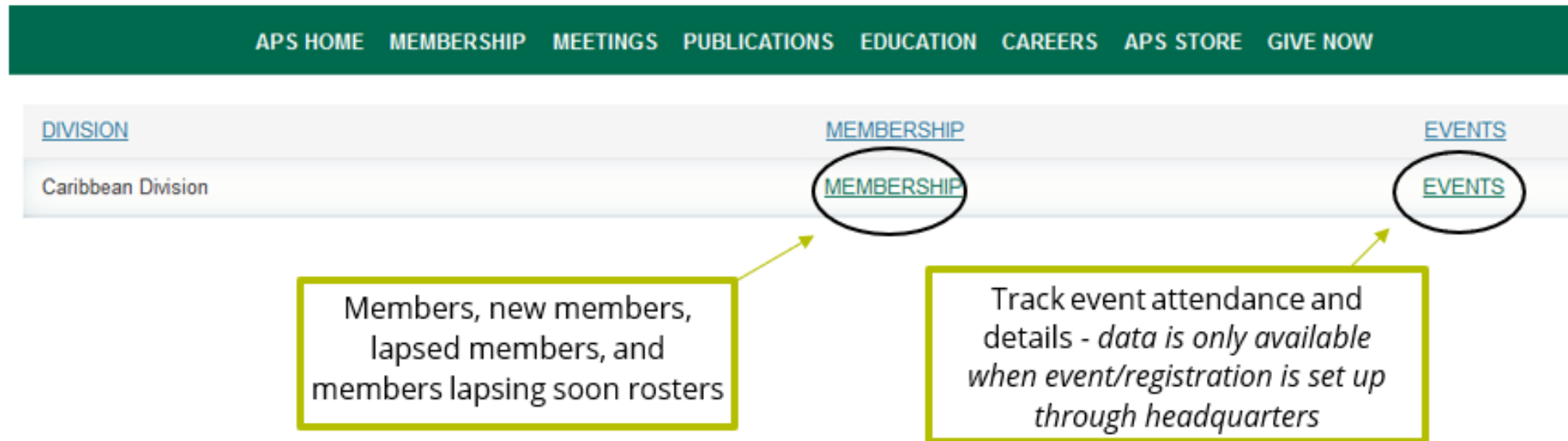
[CURRENT OFFICERS](#)

[PAST OFFICERS](#)

[DIVISION COMMUNITY](#)

[OFFICER DASHBOARD](#)

# EXAMPLE DASHBOARD HOMEPAGE: Caribbean Division



# MEMBERSHIP DASHBOARD

[APS HOME](#) [MEMBERSHIP](#) [MEETINGS](#) [PUBLICATIONS](#) [EDUCATION](#) [CAREERS](#) [APS STORE](#) [GIVE NOW](#)

[DIVISION](#)

[MEMBERSHIP](#)

[EVENTS](#)

Caribbean Division

[MEMBERSHIP](#)

[EVENTS](#)

# MEMBERSHIP DASHBOARD

## Caribbean Division Membership

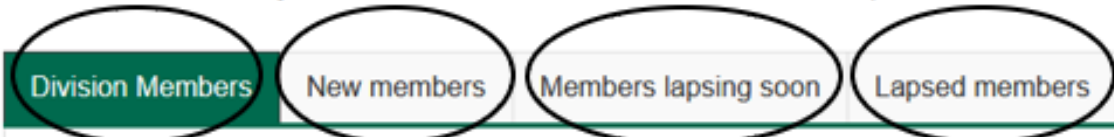
Total members  
**174**

New members this year  
**295**

Toggle between the "Membership" Dashboard and "Events" Dashboard



*Dashboard reflects all year-to-date data unless otherwise indicated. Lapsed members within 6 months.*



Select a tab for more membership rosters

Select a roster from the dropdown menu

Utilize the drop-down menu for more roster options

Export lists in multiple formats as needed - please adhere to privacy policies; only officers should access contact lists for appropriate use





# EVENTS DASHBOARD

[APS HOME](#) [MEMBERSHIP](#) [MEETINGS](#) [PUBLICATIONS](#) [EDUCATION](#) [CAREERS](#) [APS STORE](#) [GIVE NOW](#)

[DIVISION](#)

[MEMBERSHIP](#)

[EVENTS](#)

Caribbean Division

[MEMBERSHIP](#)

[EVENTS](#)

Track event attendance and details - *data is only available when event/registration is set up through headquarters*

# EVENTS DASHBOARD

[Division Membership](#)

[Online Community](#)

## Recent and upcoming events

<a href="#">Event Name</a>	<a href="#">Start Date</a>	<a href="#">City</a>	<a href="#">Total Registrants</a>	<a href="#">Capacity</a>
<a href="#">2024 APS Caribbean Division Meeting</a>	4/14/2024	Merida	35	0

Click on each event to access further details, including attendee lists.  
*Remember that data will only show here if you set up your event registration through headquarters*

# ADDITIONAL EVENT CAPABILITIES

2024 APS Caribbean Division Meeting

Sunday, April 14, 2024 – Thursday, April 18, 2024

Select rosters from drop-down menu or search registrants by name

The screenshot shows the 'Event Registrants' section of a web application. At the top, there are tabs for 'Registration options', 'Program items', 'Registrants', and 'Question responses'. The 'Registrants' tab is active. Below the tabs, there is a search area with a 'Select a roster' dropdown menu (currently showing 'Active registrations'), two text input fields for 'Last name starts with' and 'First name starts with', and a 'Find' button. A yellow box with an arrow points to the dropdown menu, containing the text 'Select rosters from drop-down menu or search registrants by name'. Below the search area, there is a table with columns: 'Last Name', 'First Name', 'Organization', 'Registration', and 'Order Date'. A yellow box with arrows pointing to these columns contains the text 'Sort columns by name, organization, registration type or order date'. At the bottom of the page, there is a pagination control showing 'Page: 1 of 4 Go', 'Page size: 15 Change', and 'Item 1 to 15 of 46'. There is also an 'Export' button in the top right corner.

Sort columns by name, organization, registration type or order date

1 2 3 4

Page: 1 of 4 Go Page size: 15 Change

Item 1 to 15 of 46

Show all 46

Last Name

First Name

Organization

Registration

Order Date

# ADDITIONAL EVENT CAPABILITIES

The screenshot displays a navigation bar with four tabs: 'Registration options', 'Program items', 'Registrants', and 'Question responses'. The 'Question responses' tab is active and highlighted in green. Below the navigation bar, there is a 'Select a report' section with a dropdown menu. The dropdown menu is open, showing three options: 'Total Counts', 'Event Questions', and 'Response Roster'. A yellow box highlights the 'Event Questions' option with the text 'Utilize the drop-down menu for a detailed roster of responses'. To the right of the dropdown menu is an 'Export' button. Below the dropdown menu, there is a table with two columns: 'Count' and 'Question'. The table contains two rows of data. The first row has a count of 35 and a question about agreeing to the APS Expected Behavior Policy. The second row has a count of 35 and a question about agreeing to not record, broadcast, video, post to social media or otherwise distribute sessions at any APS events without the consent of the presenter. The 'Answer' column for both rows shows 'I agree'.

See how attendees have answered any registration questions

Utilize the drop-down menu for a detailed roster of responses

Count	Question	Answer
35	By registering for this meeting I agree to the APS Expected Behavior Policy and Terms & Conditions (link in event description).	I agree
35	To encourage open communication and the sharing of unpublished data and ideas participants agree to not record, broadcast, video, post to social media or otherwise distribute sessions at any APS events without the consent of the presenter.	I agree

# SEND US YOUR QUESTIONS/FEEDBACK

Email your questions and feedback to [apshq@scisoc.org](mailto:apshq@scisoc.org)

- What additional data would be helpful?
- What are you using the data for?

