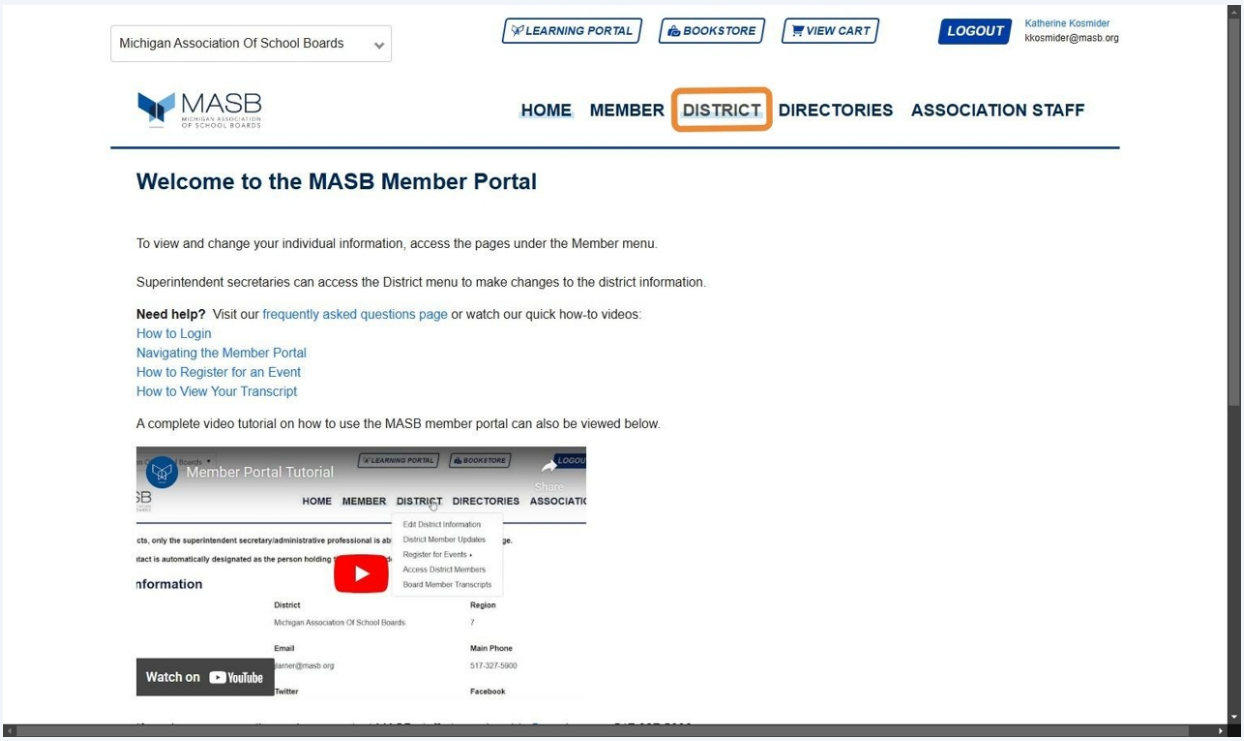
Updating Board Member Information Online

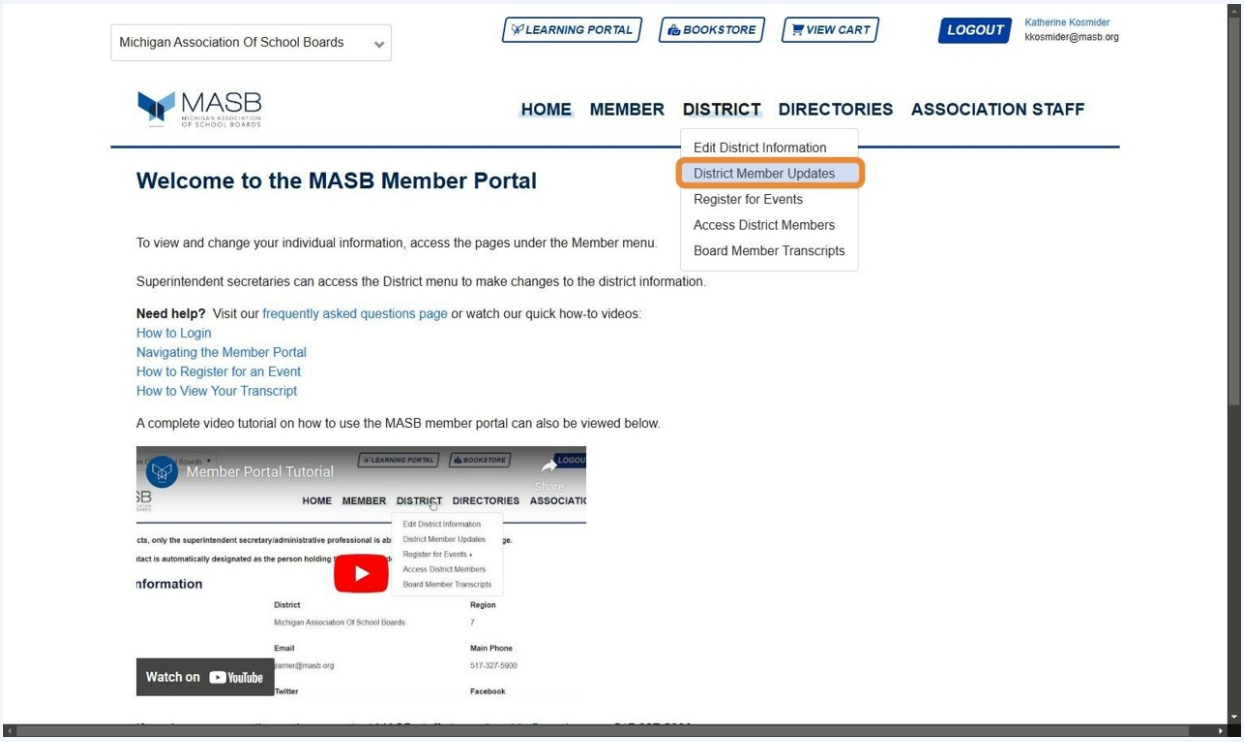
Updating an Existing Board Member, Including Those Who Were Re-Elected

1 Navigate to https://masb.com/login

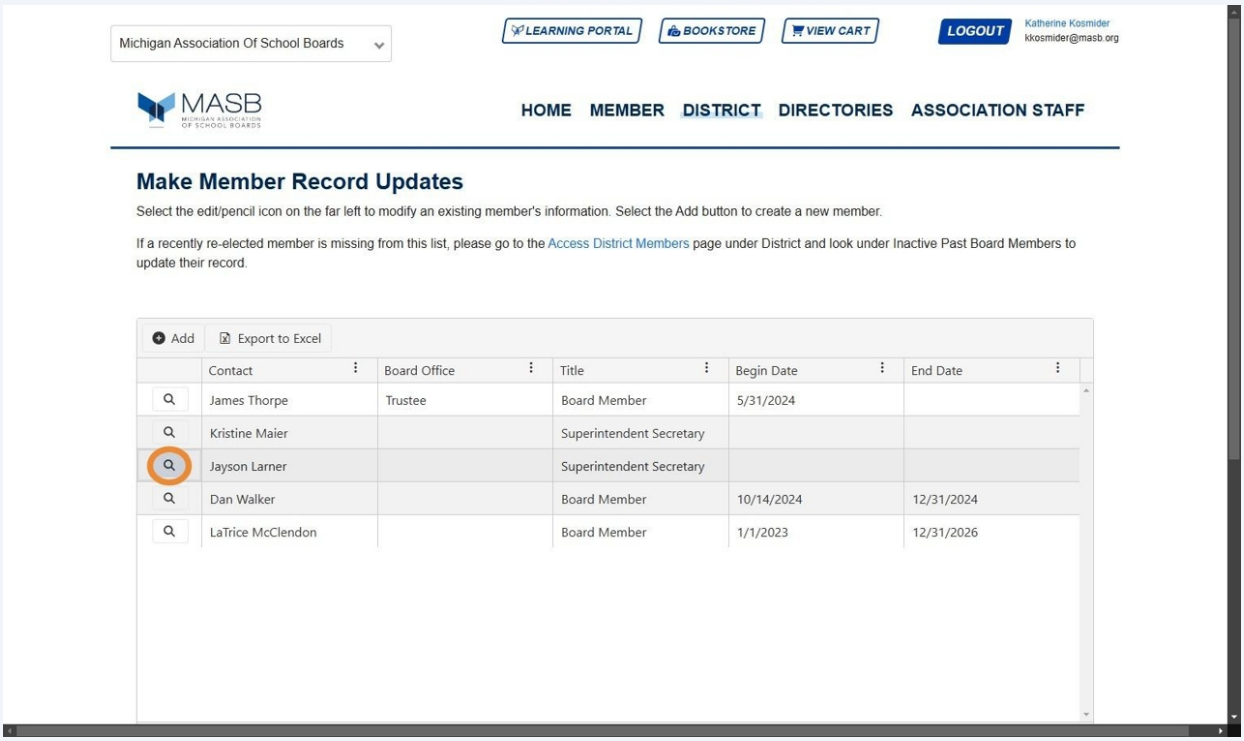
2 Click "District."



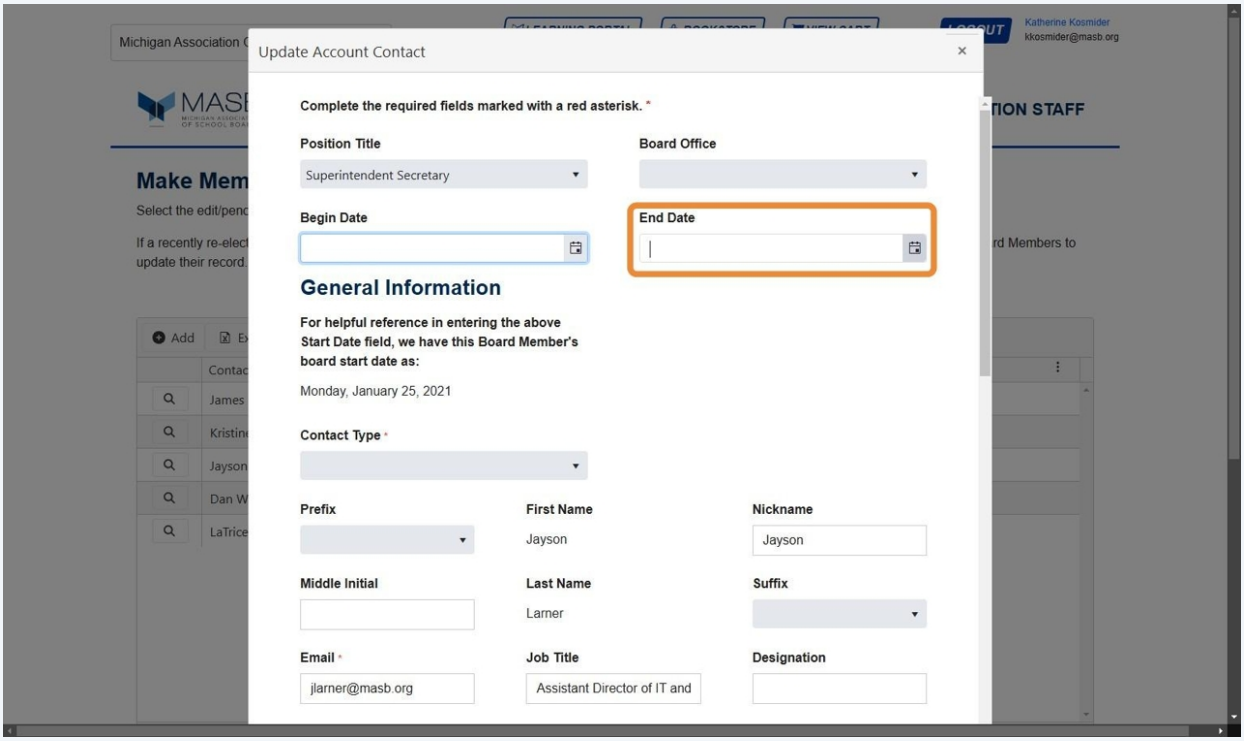
3 Click "District Member Updates."



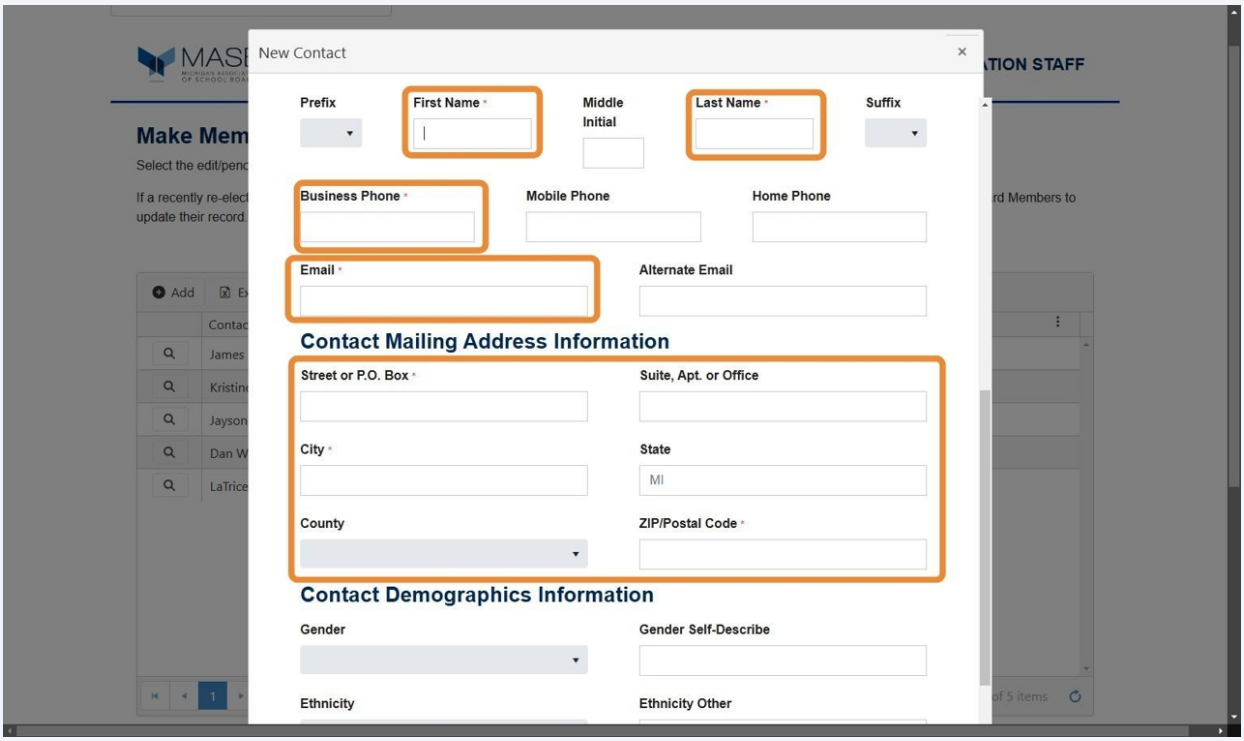
4 Click on the magnifying glass next to the board member's name.



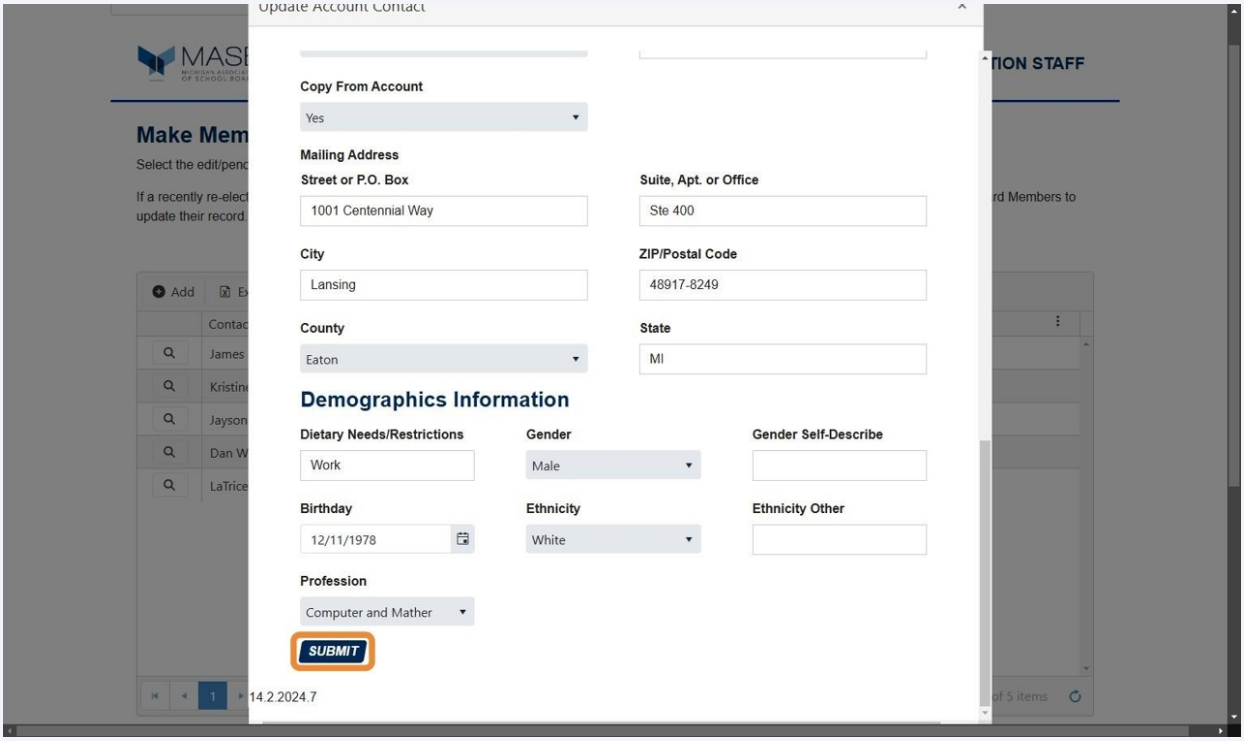
5 Click the "End Date" field and select their new end date.



6 Update any outdated information.

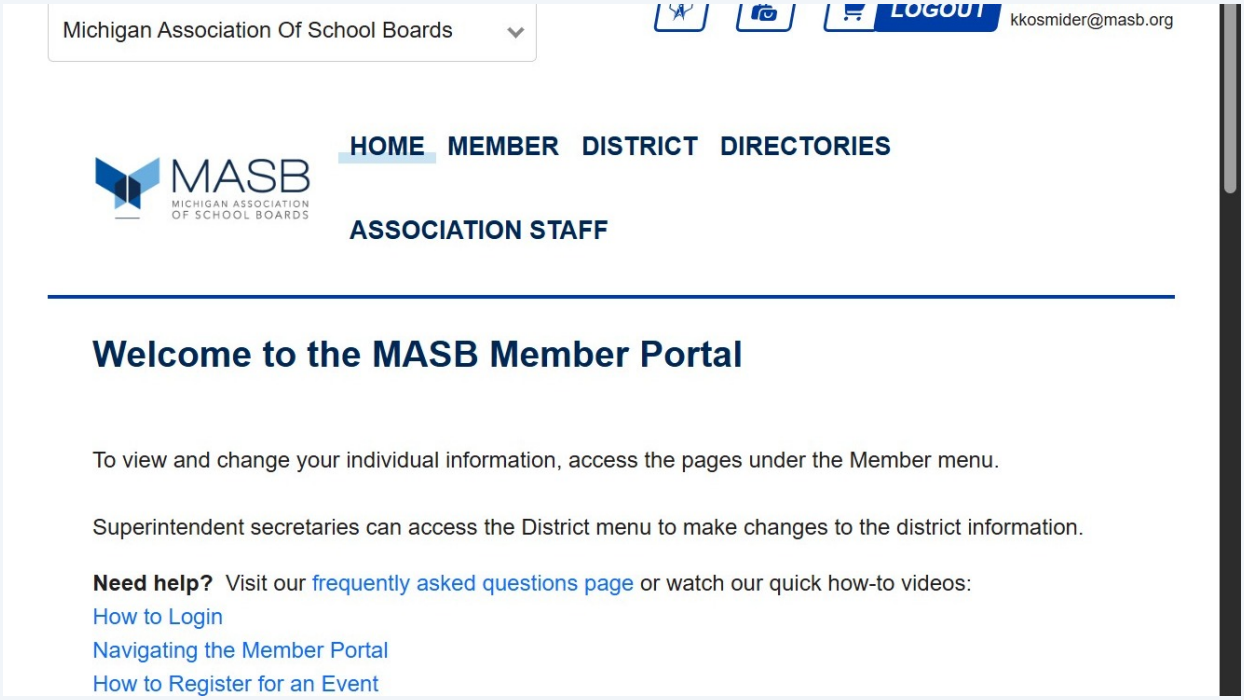


7 Click "Submit" at the bottom of the page.

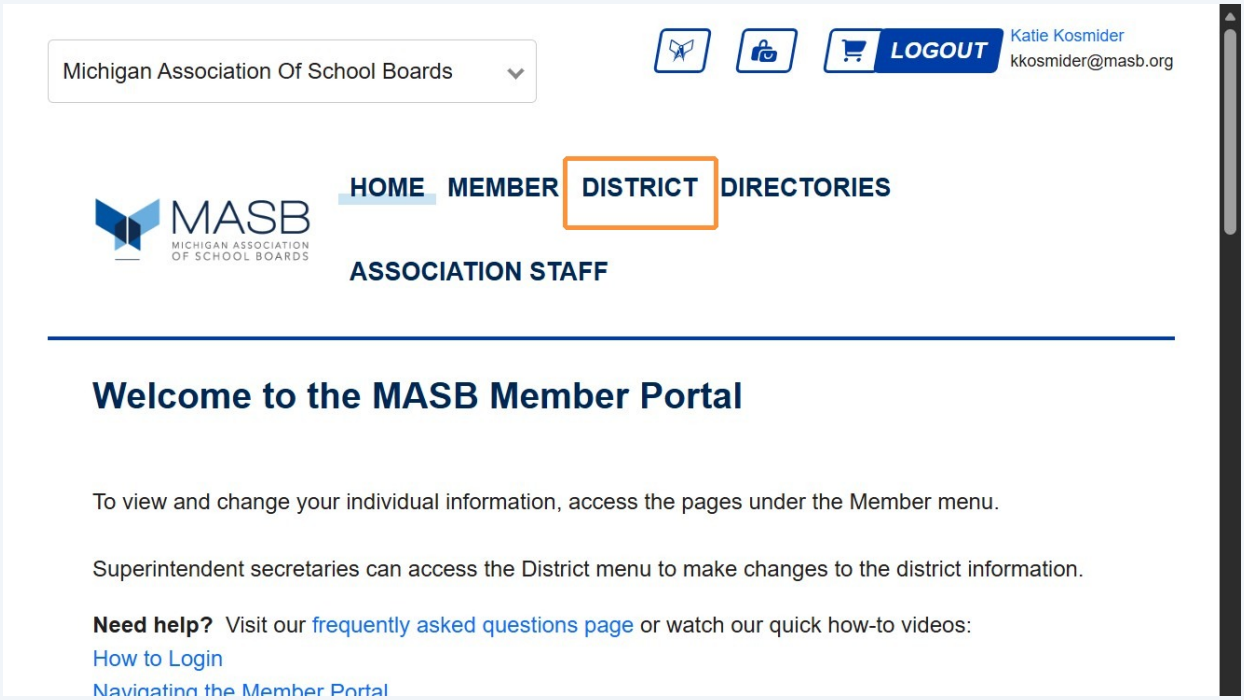


How to Reactivate a Board Member in the Member Portal

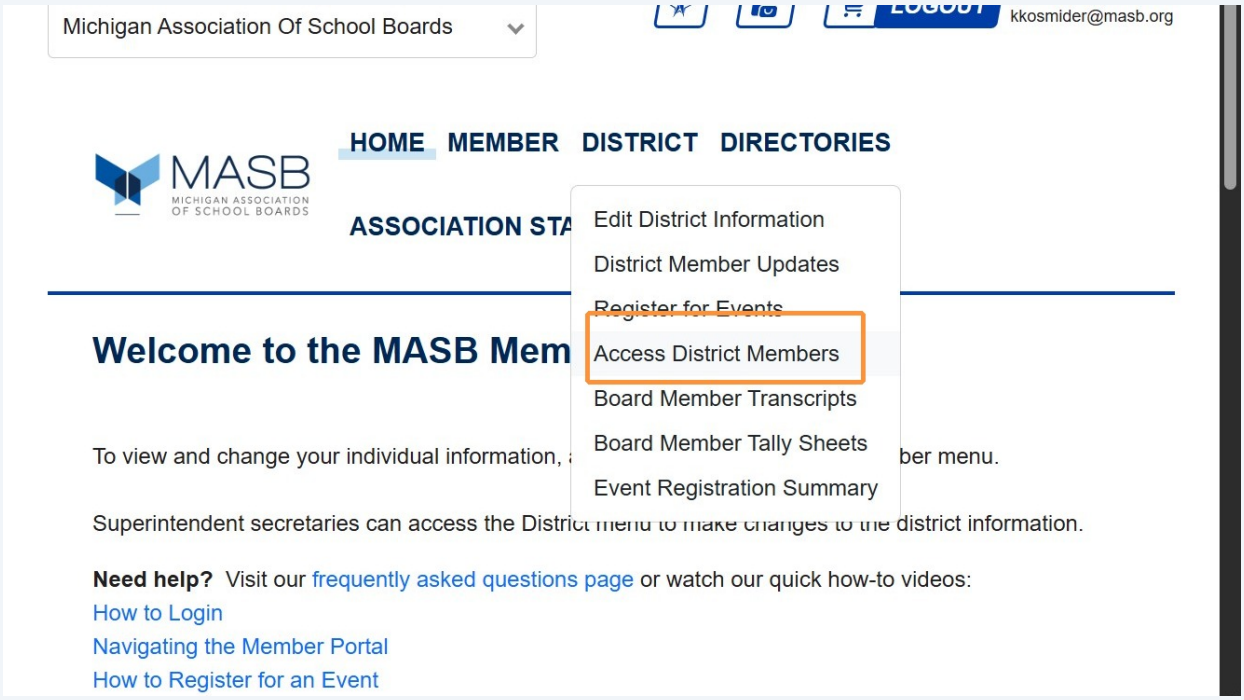
1 Navigate to https://masb.enviseams.com/



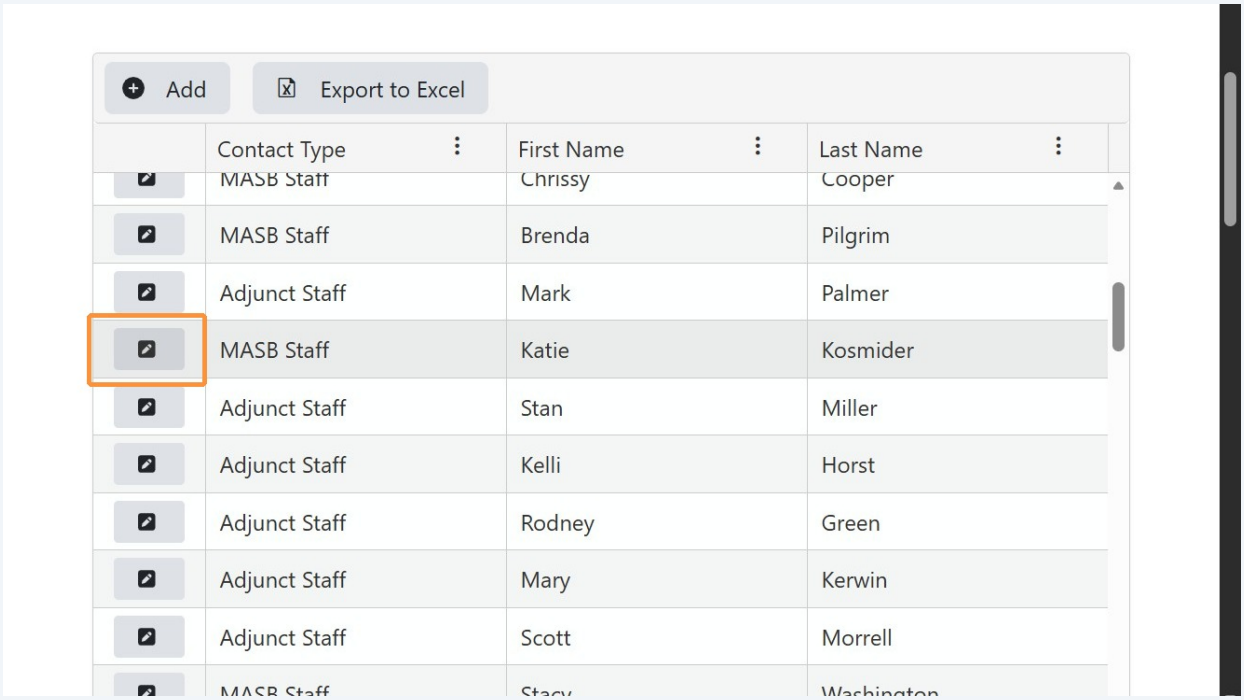
2 Click "District"



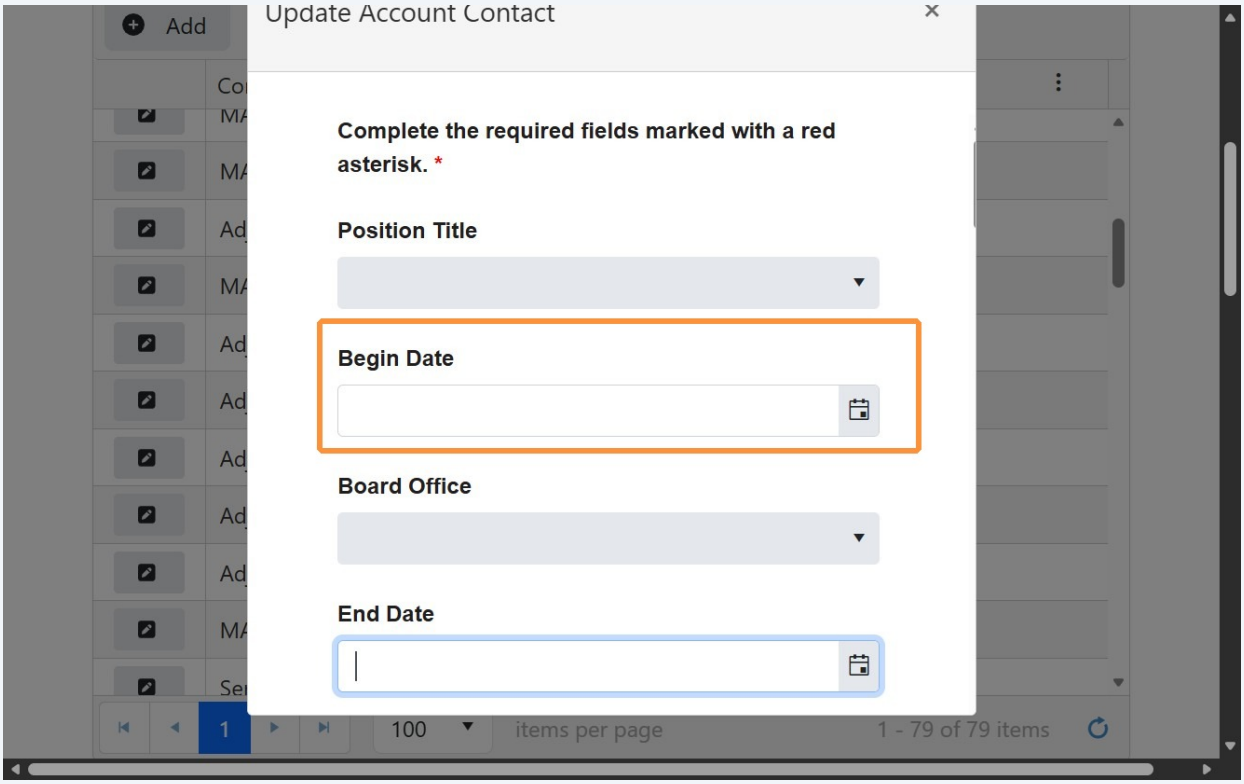
3 Click "Access District Members"



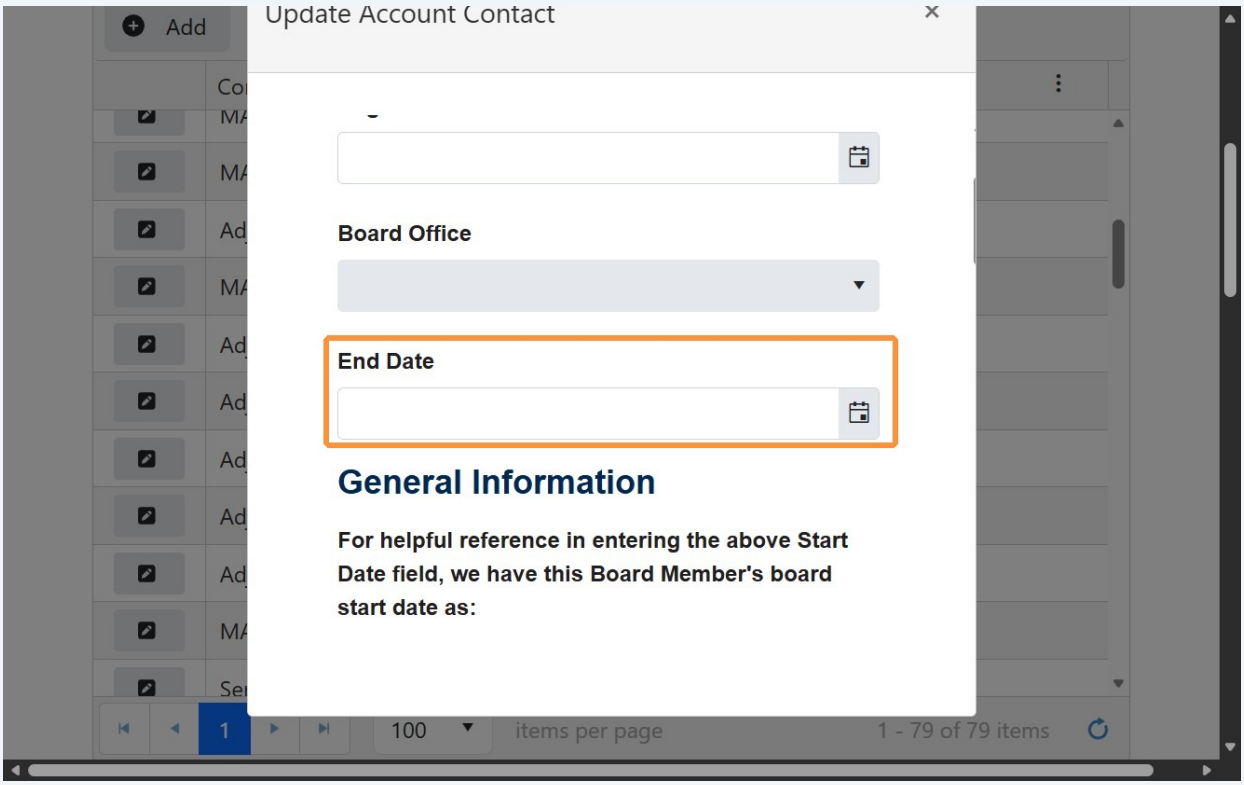
4 Click the edit icon for the contact.



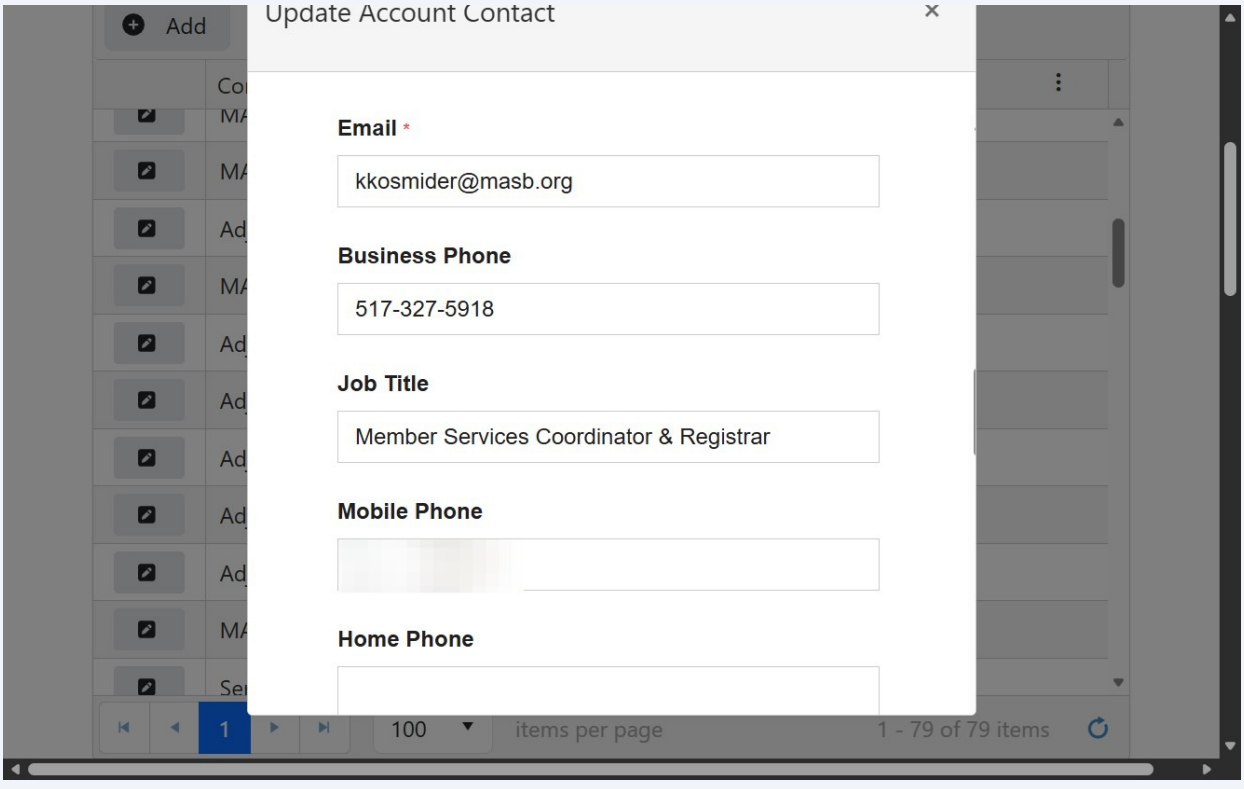
5 Update the "Begin Date"



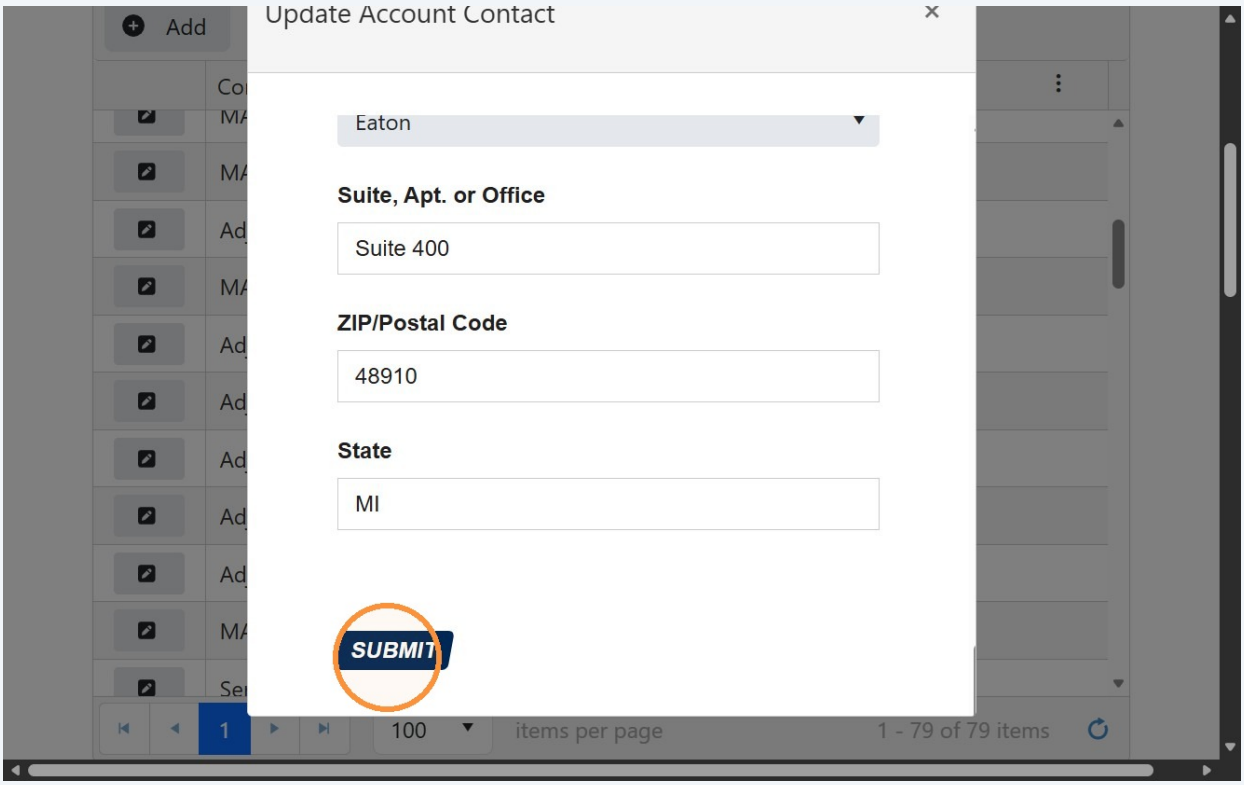
6 Update the "End Date"



7 Update information as necessary



8 Click "Submit"

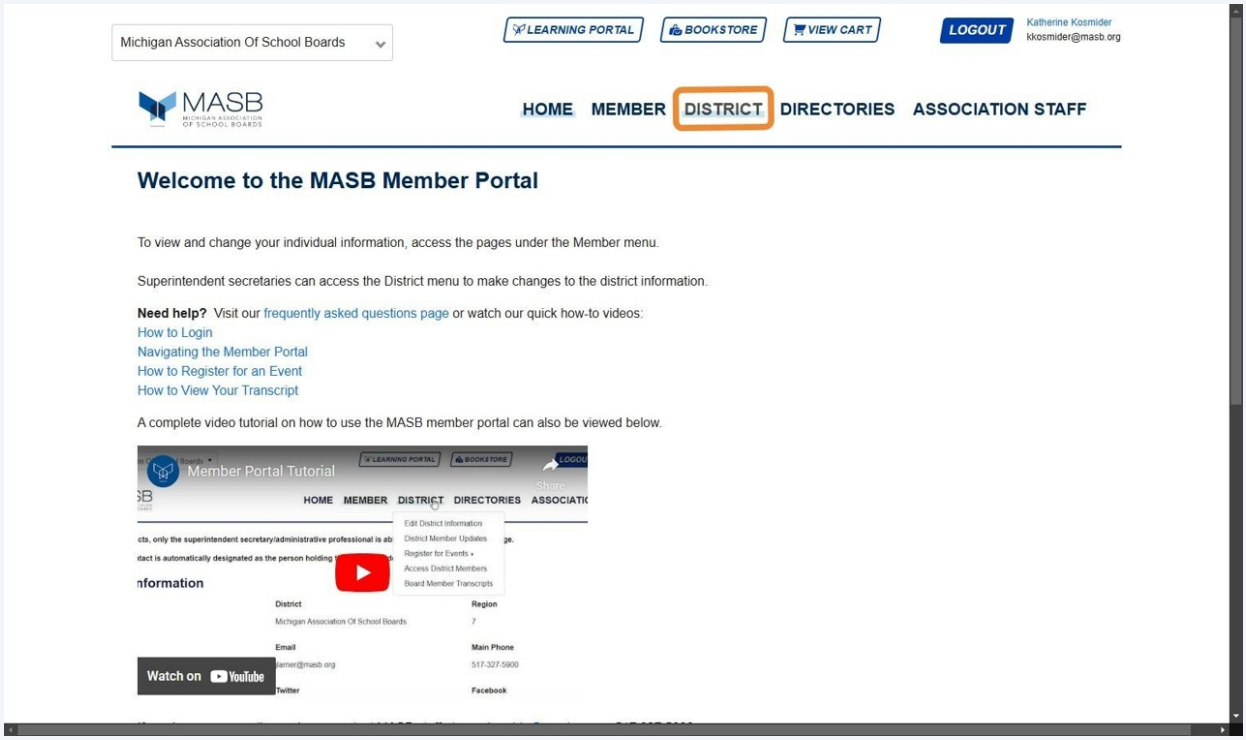


How to Add a Newly Elected Board Member

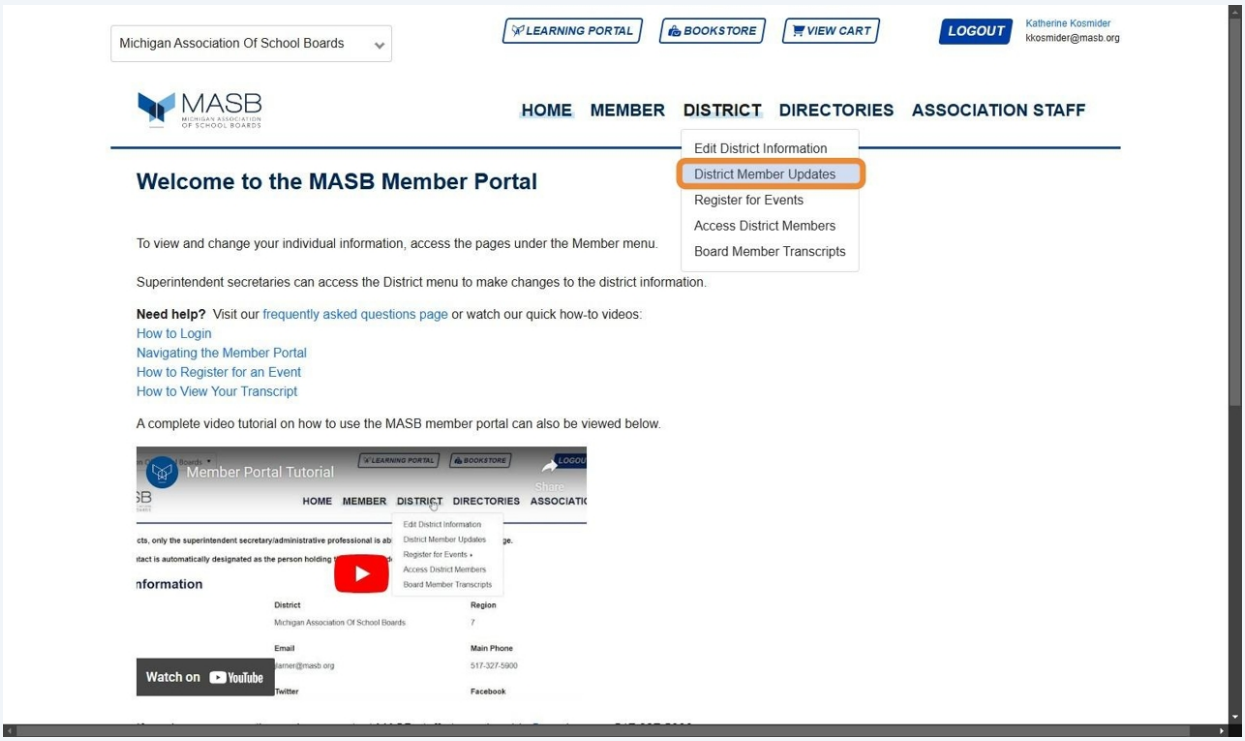
If this board member has a pre-existing account, please update or reactivate their account.

1 Navigate to https://masb.com/login

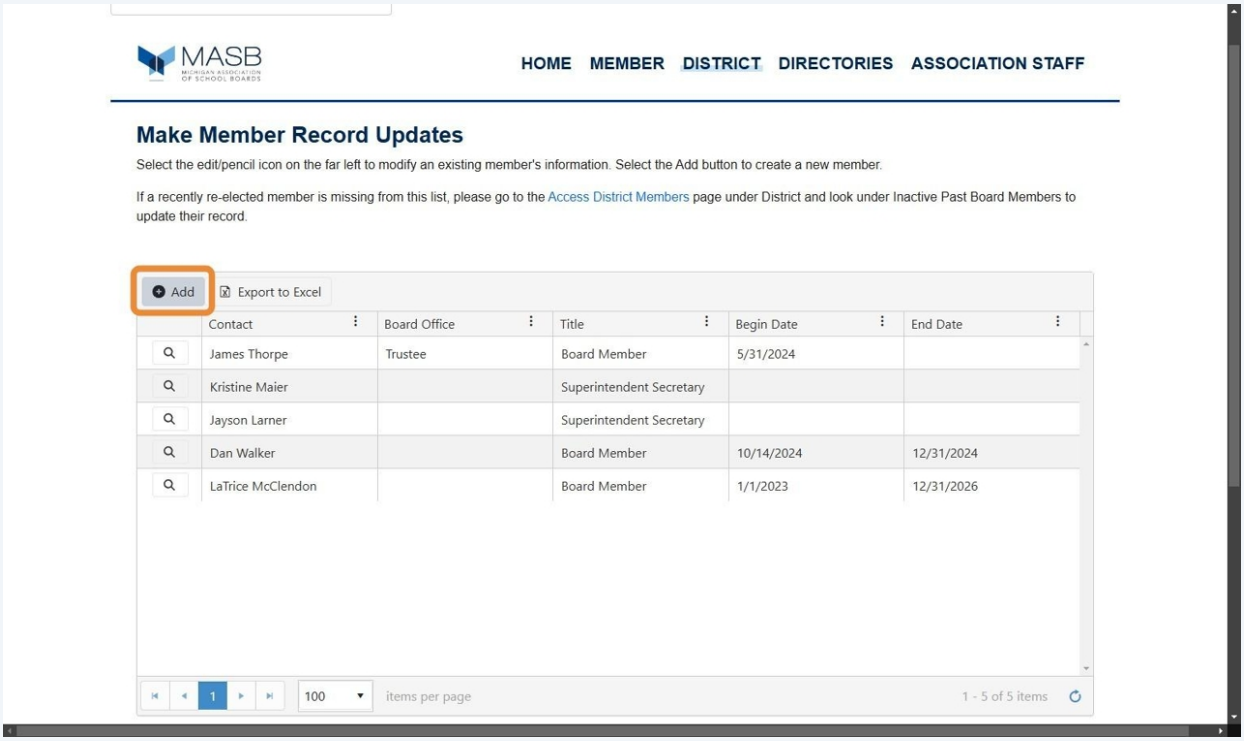
2 Click "District."



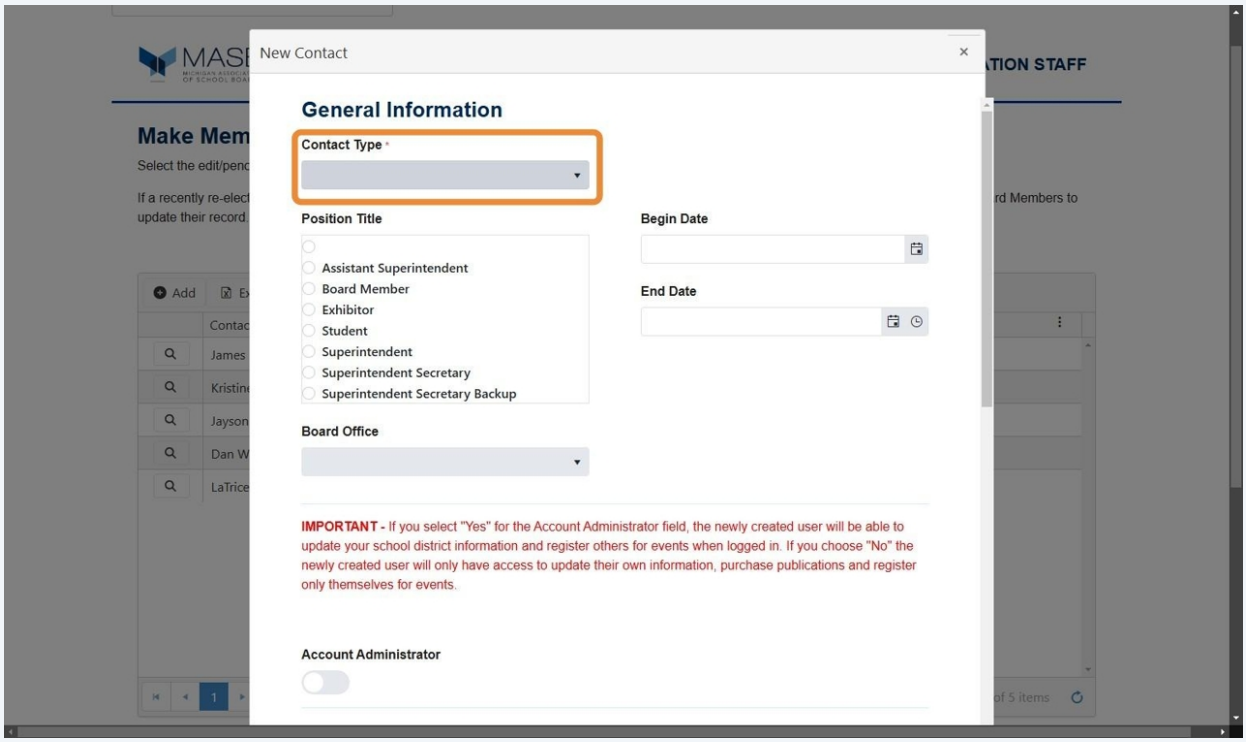
3 Click "District Member Updates."



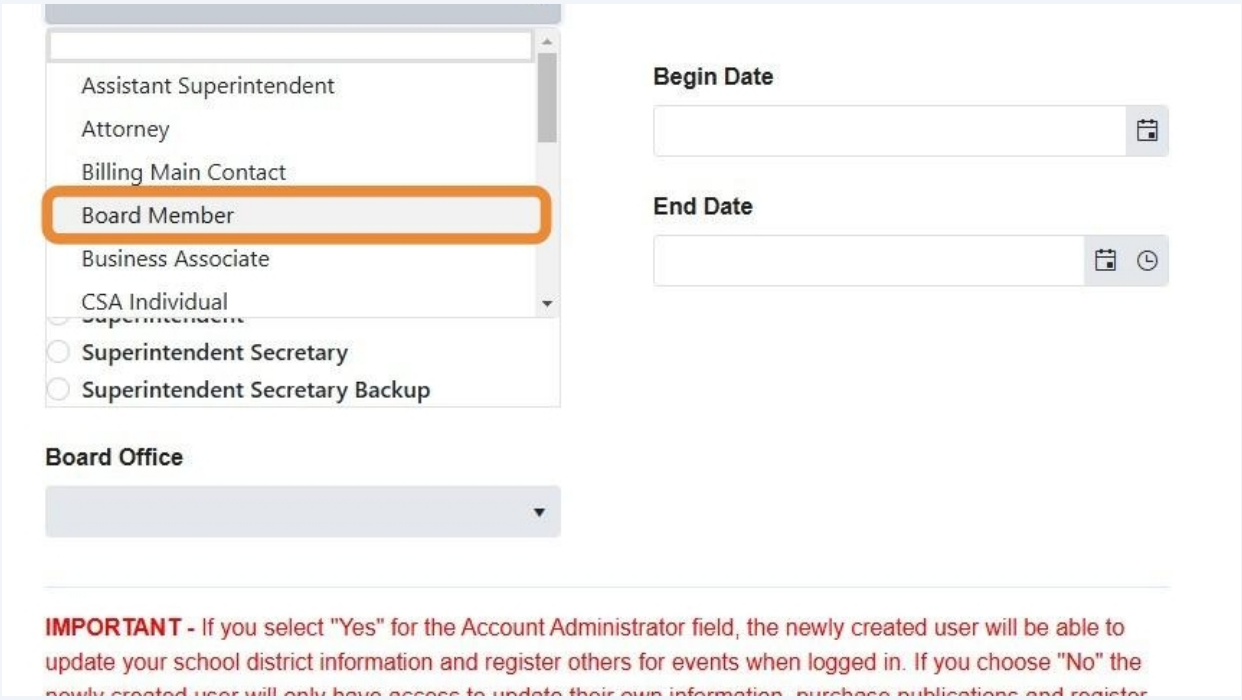
4 Click "Add" at the top of the box.



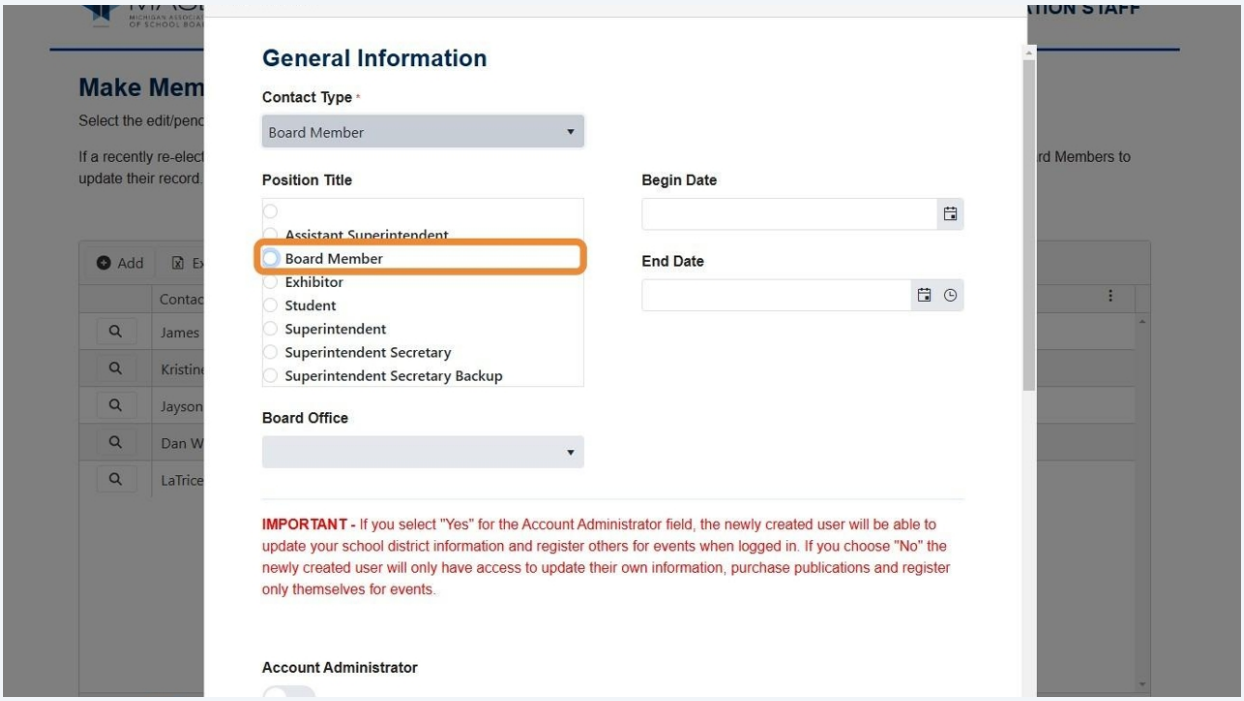
5 Click on "Contact Type."



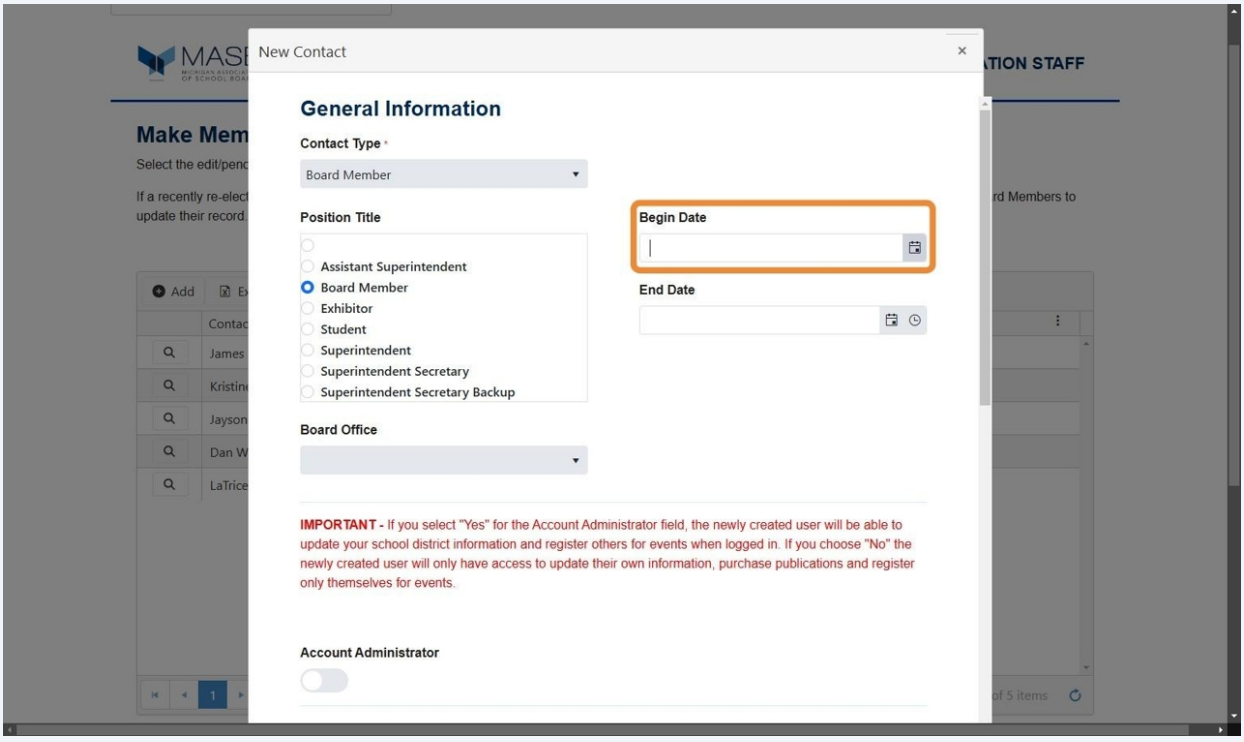
6 Select "Board Member."



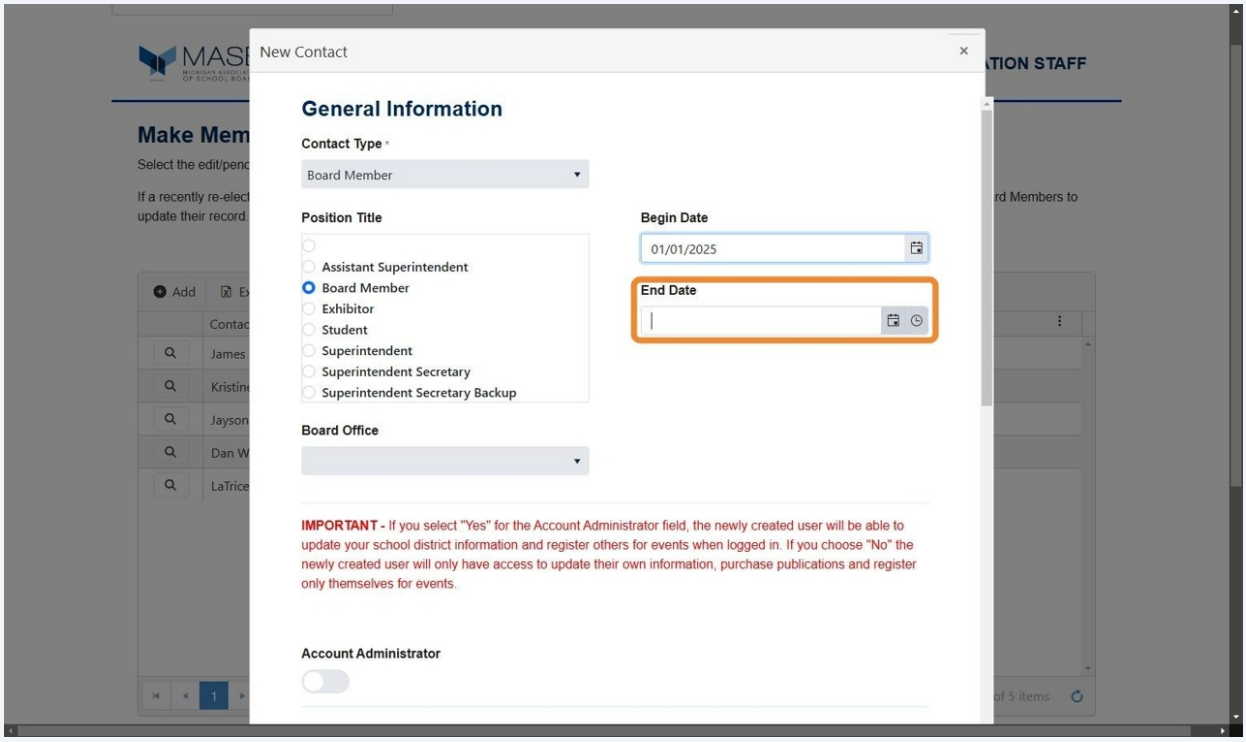
7 Under "Position Title," select "Board Member."



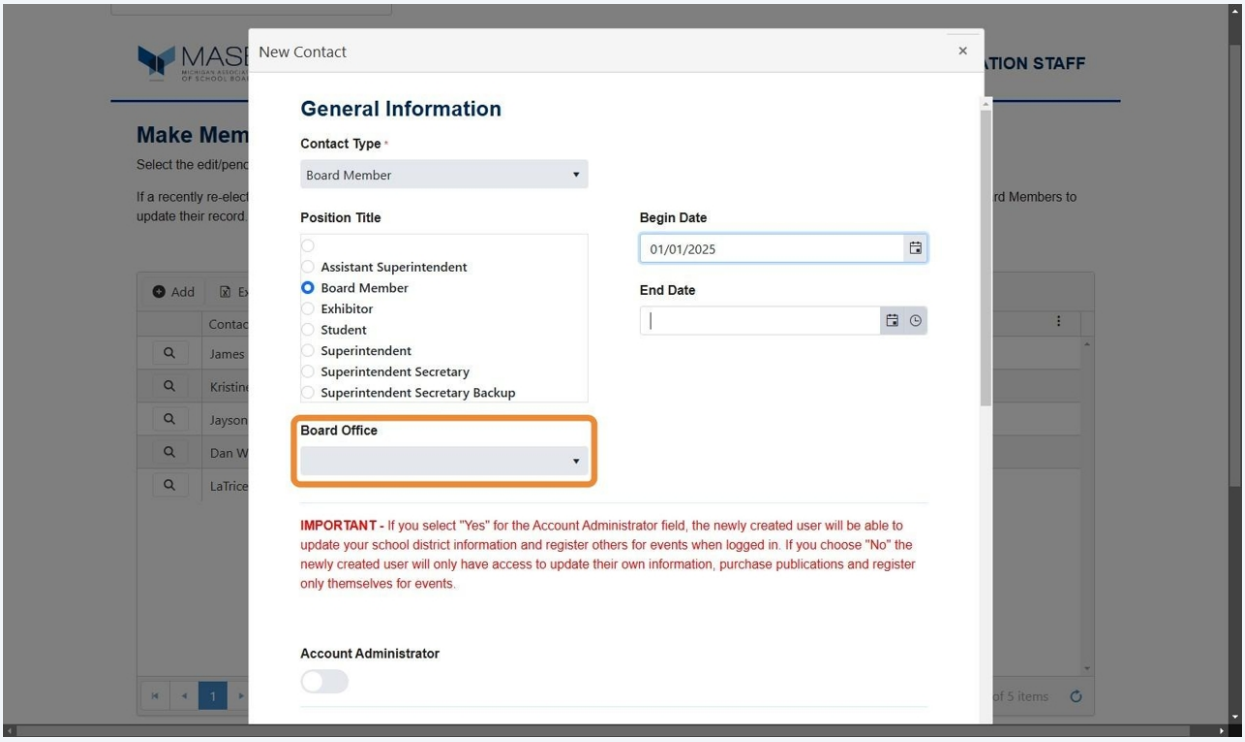
8 Enter their "Begin Date."



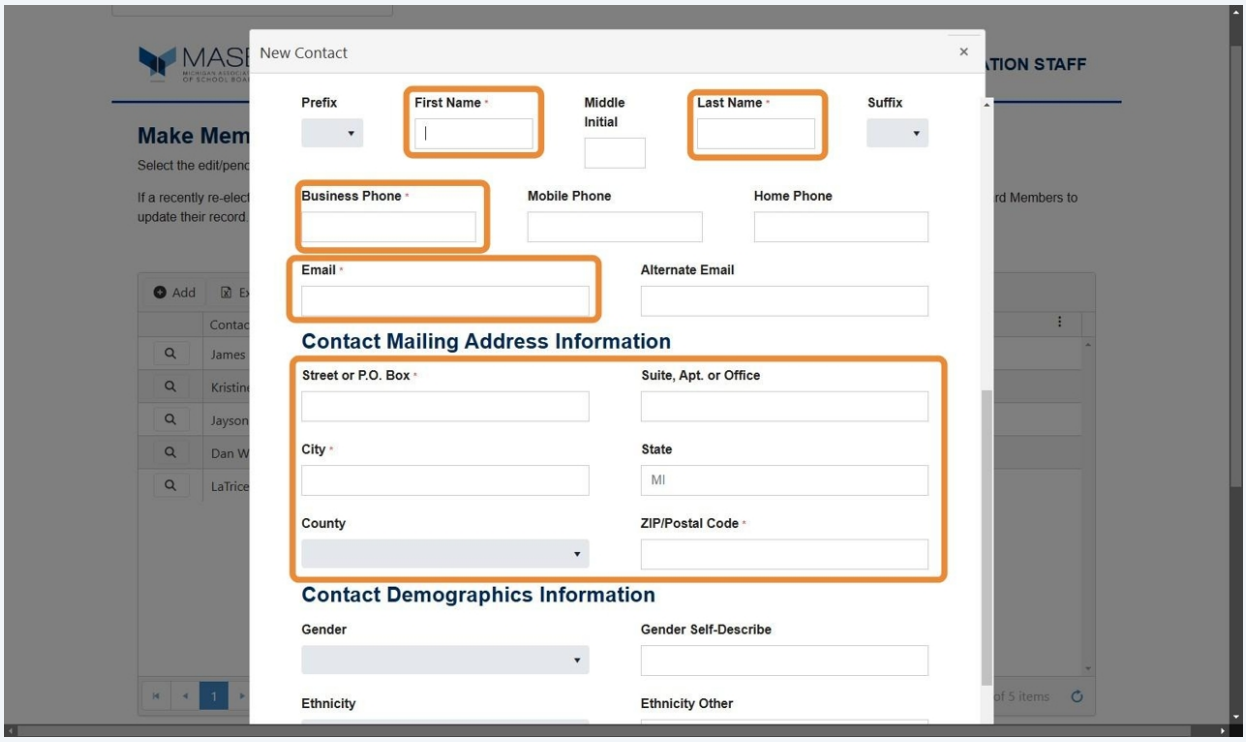
9 Enter their "End Date."



10 Set "Board Office" to "Trustee" unless they have an officer role.



11 Enter their name, phone number, email, and address.



12 Click "Submit"

