



WIOA Board Activity Tool Instructions

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Access

To access the Board Activity Tool Management area:

1. Go to www.illinoisworknet.com
2. Log-In
3. Click Partner Tools from My Dashboard menu
4. Select Calendar and Member Management
 - a. If you do not see this tile email info@illinoisworknet.com to request access

Group Information

You can update the group name, whether it's active or not, the event color on the calendar, and whether to show member photos on the public calendar.

1. Go to Management area
2. Click the Edit icon for the group that you need
 - a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
 Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Edit any information
4. Click Update

Using the Board Activity Page Calendar

Users who have been given access to the calendar and member management tool can use the Board Activity (Public page) calendar to view both private and public events for the IWIB, committees, task forces, work groups, etc. This function allows users across committees, task forces, and work groups to easily see events that are taking place in order to avoid scheduling conflicts.

1. Go to the Board Activity Page - <https://www.illinoisworknet.com/WIOA/Pages/BoardActivity.aspx>
2. Select the Calendar Tab
3. Select the "See Private Events (Authorized Users Only)" link to populate the calendar with private events, as well as public.

4. Events that the public is able to see will show in dark blue, private events that only management users can see will show in light blue.

The image displays two screenshots of the Board Activity tool interface. The left screenshot shows the 'Board Activity' page with filters and a calendar for October 2018. The right screenshot shows a zoomed-in view of the calendar with a blue box highlighting a private event on October 16th and a dark blue box highlighting a public event on October 24th. A blue arrow points from the private event box to the public event box.

Meetings

You can use this tool to add/edit/remove meetings for the IWIB, committees, task forces, work groups, etc.

Adding Meeting

1. Go to Management area
2. Click the Edit icon for the group that you need

- a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
 Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Select Add Event under the Events tab

4. Enter information (* indicates required field)

- a. Event Title*
- b. Event Start*
- c. Event End*
- d. Online Event (Yes/No)
- e. Web URL for Event
- f. Teleconference Event (Yes/No)
- g. Phone Number for Event
- h. Show on Public Calendar
 - i. Items that are marked as 'Yes' will show dark blue on the Board Activity calendar for anyone to see.
 - ii. Items that are marked as 'No' will show light blue on the Board Activity calendar for only authorized users to see (any user with access to the Calendar and Member Management Tool).

- i. Name of Location
- j. Address Line 1/Line 2
- k. City
- l. State
- m. ZIP Code
- n. Event Description

5. Add Related Files

- a. Add New Files
 - i. Enter Title
 - ii. Browse computer and select
 - iii. Identify if should be displayed within Related Files tab
 - iv. Click Upload File
- b. Add Existing Files

- i. Select all files and click Attach Files

6. Save

Edit Meeting

1. Go to Management area
2. Click the Edit icon for the group that you need
 - a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
+ Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

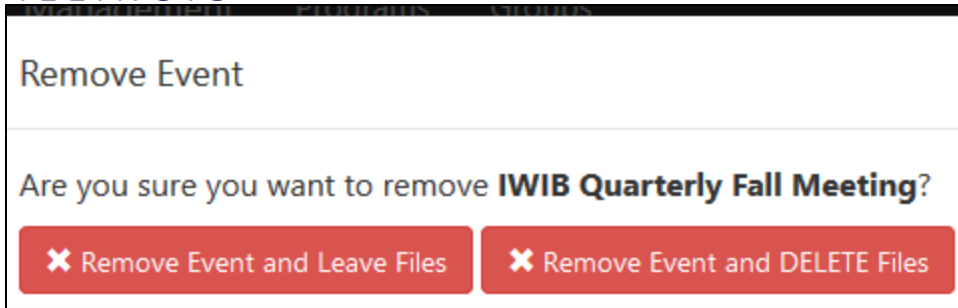
3. Locate Event under the Events tab
4. Click Edit
5. Update information
6. Save

Removing Meeting

1. Go to Management area
2. Click the Edit icon for the group that you need
 - a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
+ Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Locate event in listing under Events tab
4. Click Remove icon
5. Select to remove event and keep related files OR remove event and delete related files



Members

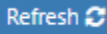


You can use this tool to add/edit/remove members for the IWIB, committees, task forces, work groups, etc.

Adding Members

1. Go to Management area
2. Click the Edit icon for the group that you need
 - a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
 Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Select the Members tab
4. Click Add New Member OR Add Existing Member
 - a. You can add a member that is part of other groups – when clicked select member(s) and click Attach Members
5. Enter information (* indicates required field for IWIB and ** indicates required field for IWIB and all other groups)
 - a. First Name**
 - b. Last Name**
 - c. Job Title**
 - d. Organization**
 - e. Sector*
 - f. Role*

- g. EDR*
- h. Address Line 1*
- i. Address Line 2*
- j. City*
- k. State*
- l. County*
- m. ZIP Code*
- n. Photo*
 - i. Select Choose to File & select the image you want to upload
 - ii. Use the cropping tools to edit your photo
 - 1.  Refresh – This will set the picture back to its original state
 - 2.  Move - This will allow you photo around
 - 3.  Crop – This will allow you to customize the size of the crop box
 - iii. Once you have the image cropped the way you want it to display click the “Get Cropped Image” button.
 - 1. Select Use Photo and Save Member to add the photo.
 - a. You can download a copy of the cropped photo
 - b. You can close the box and continue editing if you are not satisfied with the cropped photo.

6. Click Save

Editing Members

- 1. Go to Management area
- 2. Click the Edit icon for the group that you need (IWIB Quarterly Meetings)
 - a. If it’s a sub-group, select the “+” sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
 Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

- 3. Select the Members tab
- 4. Locate Member
- 5. Click Edit icon

6. Make changes and save

Remove Members



1. Go to Management area
2. Click the Edit icon for the group that you need
 - a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
 Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Select the Members tab
4. Locate member
5. Click icon to Remove
 - a. Select Remove Member only from this Group OR Remove member from database

Remove Member

Are you sure you want to remove ?

 Remove Member only from this Group
 Remove Member from database

Files

You can use this tool to add/edit/remove files for the IWIB, committees, task forces, work groups, etc. You can attach files to meetings and/or have them show in the Related Files tab.

Adding Files to an Existing Meeting

1. Go to Management area
2. Click the Edit icon for the group that you need

- a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
 Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Locate Meeting under the Events tab and click the Edit icon
4. Scroll down to the files area and select Add New Files or Add Existing Files (instructions for both above under adding new event)
5. Click Save

Adding New Files

1. Go to Management area
2. Click the Edit icon for the group that you need
 - a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
 Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Select the Files tab
4. Click Add New File
 - a. Enter Title
 - b. Browse to select file
 - c. Select Yes or No for the file to show within the Related Files tab for the public for that group
5. Click Upload File

Editing Existing Files

1. Go to Management area
2. Click the Edit icon for the group that you need

- a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
 Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Click the Files tab
4. Locate the file and click the Edit icon
5. Update name, file, or display
6. Click Replace File

Regenerating Thumbnail of a File

1. Go to Management area
2. Click the Edit icon for the group that you need
 - a. If it's a sub-group, select the "+" sign to open that group

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
 Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Click the Files tab
4. Locate the file and click the Edit icon
5. Click "Regenerate Thumbnail" icon
6. You will get a pop-up letting you know it was successful – click OK
7. Click Close on the "replace file" pop-up if you do not need to make any other changes

Sub-Groups

You can add/edit/remove sub-groups to the IWIB, committees, task forces, work groups, etc. Sub-Groups is how you can add new task forces, work groups, etc. under the umbrella of "task force" or "work group" for example.

Adding a Sub-Group

1. Go to Management area

2. Click the Edit icon for the group that you need to add a sub-group to
 - a. NOTE – you can only add sub-groups to a group, sub-groups cannot have sub-groups

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
+ Committees	WIOA Works	Yes	3	 

3. Select the Sub-Group tab
4. Click Add Sub Group
5. Enter the name, event color, and whether to show members on the public calendar and click Create

Edit Sub-Group Information


1. Go to Management area
2. Click the Edit icon for the sub group that you need
 - a. For the sub group, select the “+” sign to open the sub group options

Group Name	Program	Active	Number of Sub Groups	Edit/Remove
+ Committees	WIOA Works	Yes	3	 
IWIB Quarterly Meetings	WIOA Works	Yes	0	 

3. Edit any information
4. Click Update

Name *

Is Active *

Events Color on Calendar 

Show member photos on public calendar: Yes No