DIVISION LEADER 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](https://www.apsnet.org/members/community/divisions/Pages/default.aspx)
- If changes are needed to your officer listing, please email 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

Access the dashboards through the Division Resources page or your Division landing page.
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
EXAMPLE DASHBOARD HOMEPAGE: Caribbean Division

Members, new members, lapsed members, and members lapsing soon rosters

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

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>MEMBERSHIP</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caribbean Division</td>
<td>MEMBERSHIP</td>
<td>EVENTS</td>
</tr>
</tbody>
</table>
MEMBERSHIP DASHBOARD

Caribbean Division Membership

- Total members: 174
- New members this year: 295

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

- Division Members
- New members
- Members lapping soon
- Lapsed members

Select a tab for more membership rosters

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
-track event attendance and details - *data is only available when event/registration is set up through headquarters*
<table>
<thead>
<tr>
<th>Event Name</th>
<th>Start Date</th>
<th>City</th>
<th>Total Registrants</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024 APS Caribbean Division Meeting</td>
<td>4/14/2024</td>
<td>Merida</td>
<td>35</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

Sort columns by name, organization, registration type or order date
### ADDITIONAL EVENT CAPABILITIES

See how attendees have answered any registration questions.

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

<table>
<thead>
<tr>
<th>Count</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>By registering for this meeting I agree to the APS Expected Behavior Policy and Terms &amp; Conditions (link in event description).</td>
<td>I agree</td>
</tr>
<tr>
<td>35</td>
<td>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.</td>
<td>I agree</td>
</tr>
</tbody>
</table>
SEND US YOUR QUESTIONS/FEEDBACK

Email your questions and feedback to apshq@scisoc.org

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