

# Using Forums on ISBOA's New Website



## Forums

Uncategorized

Forum	Last message	Topics	Replies
<a href="#">Items for Sale, Trade or Donation</a>	<a href="#">23 Feb 2011 3:23 PM</a> Laura Duggan	1	—
<a href="#">Job Opportunities</a>	<a href="#">16 Jun 2011 2:25 PM</a> Anna Shubeau	8	1
<a href="#">Service Providers &amp; Resources</a>	<a href="#">03 May 2011 1:05 PM</a> Anna Shubeau	2	—

We currently have 3 forums. The procedure is the same to post to any of them. For this presentation, we'll post a job opportunity.

After logging into the site, go to Forums.



The screenshot shows the Cal ISBOA website. The navigation menu on the left includes: Home, About Us, Member Application, Events, Forums (highlighted with a red arrow), ISBOA News & Discussion (Blog), Contact, Members Only Pages, and Board Members Only. Below the menu is a user profile for 'Duggan' with links for 'profile' and 'forgot password', and a 'Logout' button. The main header features the 'Cal ISBOA' logo over a Golden Gate Bridge image and the text 'Independent Schools Business Officers Association' over a sunset image with birds. The main content area contains two bullet points: 'ISBOA of California has a membership of over 130 Business Officers from Independent Schools in the SF Bay Area, and we will soon be statewide as membership has been opened to schools in Southern California as of May 2011.' and 'ISBOA meets several times a year to discuss'. A forum post titled 'The ISBOA Conversation' is visible, with the text 'Flintridge Academy will join in the "merger". What's in a name...' and a timestamp of '21 Jun 2011 11:50 PM' by 'Robert Oxenburgh'.

Home  
About Us ▶  
Member Application  
Events  
Forums ▶  
ISBOA News & Discussion (Blog)  
Contact ▶  
Members Only Pages ▶  
Board Members Only ▶  
Duggan  
[profile](#)  
[forgot password](#)  
Logout

**Cal**  
**ISBOA**  
Independent Schools  
Business Officers  
Association

- **ISBOA** of California has a membership of over 130 Business Officers from Independent Schools in the SF Bay Area, and we will soon be statewide as membership has been opened to schools in Southern California as of May 2011.
- **ISBOA** meets several times a year to discuss

**The ISBOA Conversation**

[Flintridge Academy will join in the "merger". What's in a name...](#)  
21 Jun 2011 11:50 PM • [Robert Oxenburgh](#)

Select the appropriate forum for your post.



The screenshot shows the website for the Independent Schools Business Officers Association. The header features a banner with the organization's name and a background image of birds flying over a sunset. A navigation menu on the left includes links for Forums, Opportunities, Sale, Trade or Donation, Service Providers & Resources, OA News & Discussion (Blog), Contact, Only Pages, and Members Only. The main content area is titled 'Forums' and contains a table of forum categories. A red arrow points to the 'Job Opportunities' forum link in the table.

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Click on create topic.

Member Application

Events

Forums

**Job Opportunities**

Items for Sale, Trade or Donation

Service Providers & Resources

ISBOA News & Discussion (Blog)

Contact ▶

Members Only Pages ▶

Board Members Only ▶

Duggan  
[profile](#)  
[change password](#)

Logout



Independent Schools  
Business Officers  
Association



## Job Opportunities

Create topic

[Subscribe to forum](#)

Topic	Last message	Replies
 <a href="#">Facilities &amp; Transportation Director- Marin Horizon School</a>	<a href="#">16 Jun 2011 2:25 PM</a> Anna Shubeau	—
 <a href="#">Chief Administrative and Financial Officer</a>	<a href="#">10 Jun 2011 6:18 PM</a> Robert Correia	—
 <a href="#">Accounting &amp; HR Manager needed at The SF School</a>	<a href="#">09 Jun 2011 10:40 PM</a> Cindy Woo	—
 <a href="#">Controller's Position Available -- S.F. Friends School</a>	<a href="#">02 May 2011 11:06 PM</a> Laura Duggan	—
 <a href="#">Executive Director (PAISBOA)</a>	<a href="#">21 Apr 2011 1:11 PM</a> Anna Shubeau	1
 <a href="#">Marin Waldorf Seeks Business Manager</a>	<a href="#">04 Apr 2011 11:31 PM</a> Laura Duggan	—

You can either type right into the body of the post or cut and paste text into it.

## Job Opportunities

Creating new topic

\* Mandatory fields


Author Laura Duggan

\* Subject


\* Body 

Fill in subject  
and paste text  
into body.

Stick topic to top of forum

Stick until  

Then click on "create"  
and you're done!



# Overview of ISBOA's New Website Functionality



- Online Member Engagement with forums, blogs, photo galleries
- Member Directory that is searchable
- Calendar of Events with Automatic Feed
- Event Registration, Announcements & Reminders
- Subscriptions to Forums, E-mail, Blogs
- Self-manage Member Profile and Membership Renewal

These are the many other ways to interact with the ISBOA community and website.  
Questions: Contact Info for Laura Duggan: [laurag.duggan@gmail.com](mailto:laurag.duggan@gmail.com), 415.259.9248