# MyBBYO:
Advisors

INTRO AND LOGIN

MyBBYO is the backend system for bbyo.org used to manage people and events. It is only available to Teen Leaders, Advisors and Staff. WE will continue to make updates and enhancement to the system as technology evolves and our needs change..

Login:

www.bbyo.org/dashboard

Once your staff has added your advisor role on MyBBYO, you will gain access to the backend of the system to manage your events and view your members and prospects.
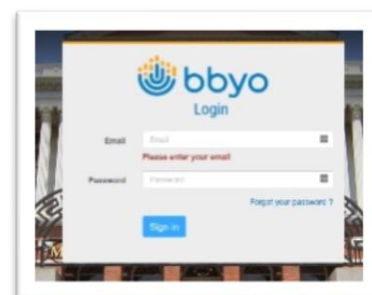
HOMEPAGE and NAVIGATION

Navigation:

Top Right: This is where you will see a person icon and your username. Click here to change your password or logout. You can also click on the question mark to contact support. Use this to submit any issues you are having with the system or ideas you have for improvements. We are working to provide more help documents and FAQs soon.

Left Side Menu: This is the main menu you will use to navigate MyBBYO. Click on Quick Links to gain easy access back to the front end of the website.

Reports: COMING SOON, until then, please contact your regional staff for reports as needed.

Top 4 Cards:

Shows overall organizational numbers in real time.

Lower 3 Cards:

Here you will see numbers directly related to your assigned chapter as well as actions items (such as events to be approved).

TIP: Click any of the BOLD UNDERLINED numbers to see a list.

PEOPLE MAINTENANCE

MAIN TABLE:

This is where you will view individuals (teens, parents, alumni, staff, etc.) based on your access level. You can sort, filter, show/hide columns. Once you have found the person, click on the person's name or the view button to view their record.

TIP: Change the number of records shown on the page to show 1000 and click export to download a list to excel.

PERSON RECORD:

GENERAL TAB: View demographics, contact info, creation date, updates, and overview panel on left-hand side.
RELATIONSHIPS TAB: View Parent/guardian(s) and sibling(s.)
EVENTS TAB: View upcoming, past, and cancelled events. Click event name to view details.
ROLES TAB: Here you can assign teens to leadership roles which gives them access to the system.
NOTES TAB: View general notes.
MEMBERSHIP TAB: Registration date and document/forms.
TIP: Click edit on the membership tab to add in referral information.

CHAPTER MAINTENANCE

Chapter Information: This section will allow you/your teen leaders to edit specific areas of your chapter pages. When teens make changes, you will get an email with a link to approve/ reject before they are made live. Please contact BBYO staff for any questions.
Teen Leaders: View past or current teen leaders for your chapter.
Goals: Please discuss with your BBYO staff before editing or entering goals for your chapter.
Advisors: View past or current advisors for your chapter.
Events: Quick view of events coming up for your chapter.

EVENT SEARCH:

Here, you can search for and view events based on your access level. You can sort, filter, show/hide columns and once you have found the event, click on the name to view the details.

Tip: You may want to filter by pending to see any events they need to click on to approve or reject.

EVENT CREATION:

**EVERY EVENT <u>MUST</u> BE ENTERED IN MYBBYO <u>PRIOR</u> TO THE EVENT HAPPENING. **

Clicking new will allow you and your teens to create events. **Teen created events must be approved before they go live on the website or show in the sign-in link.** Advisor/s and staff will be notified via email with instructions on how to approve or reject teen leader created events (you can also access the list from the homepage). If rejected, teens can edit their event and resubmit or delete.

- Anything with an asterisk must be completed before saving. Other fields are optional, but it will help to give more information to potential attendees online.
- **Event Category:** Choose the category(s) that most closely represent your event.
- **Event Start/Time and End Date/Time:** You should enter these based on your current time zone. Remember to set the start and end time for your event (it defaults to midnight).
- **Live On Site Date:** This is the date your event will show on the website (not necessarily when people can start registering). This should be based on EST.
- **Registration Start/End Date:** These are the dates you want people to start/stop registering for your event.
- **Event Location:** Be sure to enter the general location for your event, we do not show the actual address online (for security purposes) so you will need to email or communicate that information separately.
- **Audience Restrictions:** If you leave your event open to public then prospects won't have to create an online profile to sign up for your event. If you need to restrict your event to only members, or invite other chapters, you can do so in this section.
- **Payment:** Most events you enter will not require payment. If they do, please discuss with your regional staff to determine which is the best option.
- If your event is an overnight or involves sports or activities that could have potential for injury, please discuss with your BBYO staff: In these cases, additional forms and information will be required that only staff can enter.

TIP: Once you save your event you can find a link to easily share your event. Look for it on the righthand list of Event System Information at the bottom under Live URL.

EVENT ATTENDANCE:

Once you save your event, you have 3 options for event registration.

Website Registration: This is where teens or parents can sign up for the events they see online in advance of the event. If the event is restricted, they will need to login to register, otherwise logging in is not required but will save time.

MyBBYO Registration: Open your saved event and click on the REGISTRANTS tab. Register each person by clicking on the NEW button and searching for the person. (Searching by email is suggested to reduce the confusion of selecting people with the same name.)

Sign-in Link: At events, you will have people sign-in at www.bbyo.org/signin. Attendees can log into their bbyo.org account and just select the event they are at. Those without an account will need to enter some basic information in addition to selecting their event.