

Instructions for Submitting Proposed Resolutions Online

Step 1—Go to the Login Page

Go to the 2017 Resolutions Proposal Form [log-in page](#).

The screenshot shows the WASB website's login page for the 2017 Resolutions Proposal Form. The page has a red header with 'WASB Home' on the left and a language dropdown set to 'English' on the right. The main content area is titled '2017 RESOLUTIONS PROPOSAL FORM' in large red letters. Below the title, there is a 'Submitter Login' section. On the left side of the page, there is a navigation menu with links for 'Submitter Login', 'Submitter Signup', 'Reviewer Login', and 'WASB Home'. The 'Submitter Login' section contains a welcome message and two login options: 'Login with your email address' and 'FORGOT PASSWORD?'. The 'Login with your email address' form has fields for 'Email*' and 'Password*' and a 'Submit' button. A red arrow points to the 'Submit' button. The 'FORGOT PASSWORD?' form has an 'Email Address*' field and a 'Submit' button. At the bottom of the page, there is a note: 'Please send questions to drossmiller@wasb.org or ckulow@wasb.org'.

Step 2—Logging In

Enter your email address and password in the appropriate boxes and click “Submit.” A new page labeled “Submitter Home” will open. (See the **red** arrow in the illustration below on the next page.)

- If you do not know your password, please enter your email address in the “Forgot Password” field. You will receive a link to a webpage where you can reset/create your password and then log into the Resolution Proposal Form.
- If you do not have a password (e.g., if you have never logged into the *wasbmemberservices.org* website), you can get a password by clicking the “Submitter Signup” link at the left-hand side of the page. Enter the required profile information in the appropriate boxes. (You can select the email address you want to use for login purposes and you can create your own password to use when logging in). When you are satisfied with your selections, click “Submit.”

Submitter Home

Instructions: Please submit a separate form for each resolution proposed. All items on this form must be completed.

NEW RESOLUTION

[Click here to start a new resolution](#)

CURRENT RESOLUTION

What is the subject of your resolution? e.g.: Open Enrollment, Pupil Transportation, etc. Status

Step 3—Entering Information about Your Resolution

On the “Submitter Home” page, find the box labeled New Resolution and click the “[Click here to start a new resolution](#)” link. (See **red** arrow above.)

A new page labeled “Resolution” will open. You will be under the **green tab** labeled “Resolutions Details.” (See **green** arrow in illustration below.)

Resolution

Welcome!

Resolution Details Submitters Files Status

RESOLUTION DETAILS

* indicates required information.

What is the subject of your resolution? e.g.: Open Enrollment, Pupil Transportation, etc.*
Please capitalize all appropriate words. **NO CAPS LOCK.**

1. Enter the text of your proposed resolution.*

In the first box, enter the subject of the resolution. (See **red** arrow in illustration above.) You can “cut and paste” text from a Word document into the box if you do not wish to retype it. (This is true for all the boxes on this form.)

(Note: If you have more than one resolution, you will have to complete these steps for each resolution.)

In box number 1, enter the text of your proposed resolution.

In box number 2, enter the rationale for your proposed resolution... and so on. Complete the process through Box 6.

When you have entered the required information in boxes 1-6, click “Save & Next” if you wish to continue the resolution submission process.

Q: What happens if I click “Save”?

A: You should click “Save” if you wish to save the information you have entered so far and come back at a later time to finish submitting the resolution. (If you click “Save” and logout, when you log in again you will be taken to the page labeled “Submitter Home.” There, the name of the resolution you were working on will appear beneath the black line in the box labeled “Current Resolution.” Click the “Update” link to continue working on the resolution.)

Clicking “Save & Next” opens the **green** “Submitters” tab. (See **green** arrow in illustration below.)

Step 4—Designating a Submitter

You must designate a submitter. If your name does not appear under the dark line below submitters and primary submitters, you must add your name as a submitter.

The screenshot shows a web interface with a dark red header. On the left is a sidebar with links: My Home, My Profile, Logout, and WASB Home. The main content area has a blue navigation bar with tabs: Resolution Details, Submitters (highlighted in green), Files, and Status. Below the tabs is a box titled 'SUBMITTERS' containing the text: 'A Submitter **MUST** be selected before submission can be completed. [Click here to add a new Submitter](#)'. Below this text is a horizontal line with 'Submitters' on the left and 'Primary Submitter' on the right. At the bottom of the box are two buttons: 'Save' and 'Save & Next >>'. A green arrow points from the top to the 'Submitters' tab, and a red arrow points from the bottom to the 'Click here to add a new Submitter' link.

To enter your name, go to the box labeled “Submitters” and click the link labeled “[Click here to add a new Submitter](#)” (See **red** arrow.)

Then, in the box labeled “Submitters Information” (see illustration below) enter your first name (required) and last name (required). You may also enter your title and the name of your district if you wish (not required).

When you have entered the information you wish to enter, click “Save.” This takes you back to the Submitters page. Your name should now appear under the dark line below submitters and primary submitters and above the radio buttons labeled “Save” and “Save & Next.”

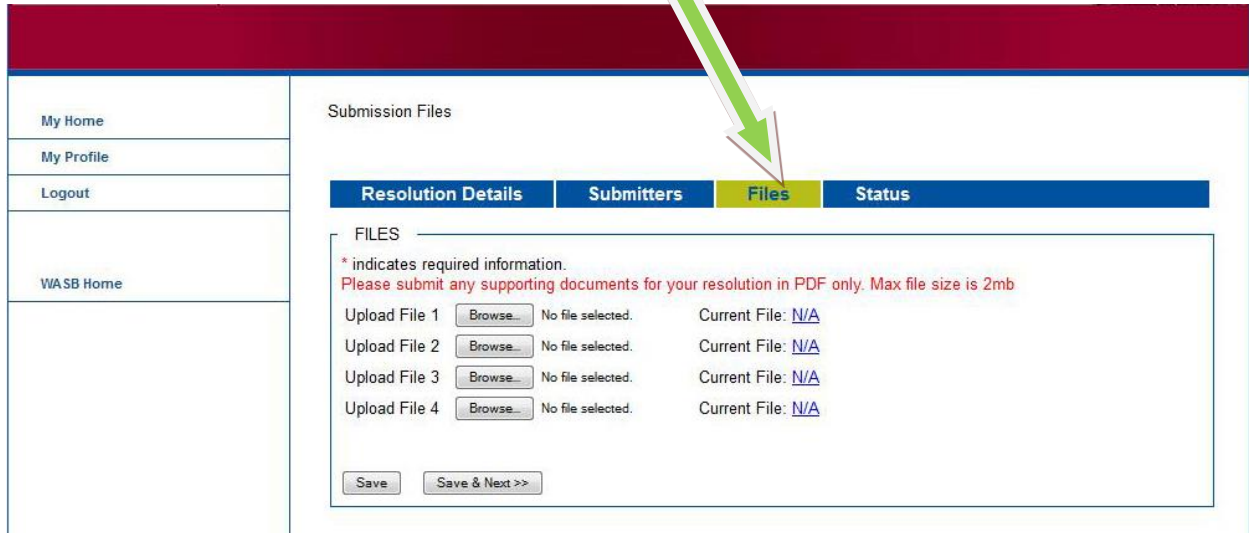
When you see that your name is listed, click the radio button labeled “Primary Submitter” that now appears at the far right-hand side. (See **red** arrow in illustration below.)

(Note: You must indicate a primary submitter in order to complete the submission of your resolution.)

Click “Save & Next” if you wish to continue the resolution submission process. (Or click “Save” if you wish to save the material you have entered so far and come back at a later time to finish submitting the resolution. If you click “Save” you can logout and come back later. See the explanation under Step 3 (above).)

Clicking “Save & Next” opens the “Files” tab. (See **green** arrow in illustration below.)

Step 5—Upload any supporting .pdf documents you wish to submit along with your resolution.



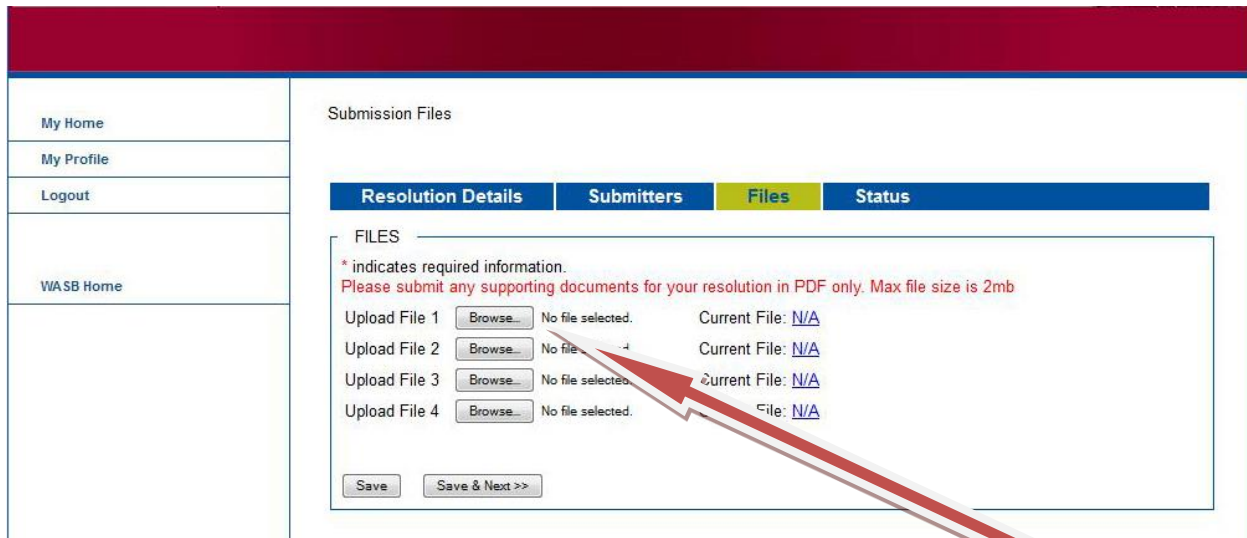
The screenshot shows a web application interface with a dark red header. On the left is a navigation menu with links: My Home, My Profile, Logout, and WASB Home. The main content area is titled 'Submission Files' and contains a tabbed interface with four tabs: Resolution Details, Submitters, Files (highlighted in yellow), and Status. A green arrow points to the 'Files' tab. Below the tabs, the 'FILES' section contains a red asterisk indicating required information and a red instruction: 'Please submit any supporting documents for your resolution in PDF only. Max file size is 2mb'. There are four upload slots, each with a 'Browse...' button, the text 'No file selected.', and a 'Current File: N/A' link. At the bottom of the section are 'Save' and 'Save & Next >>' buttons.

The “Files” tab (see **green** arrow above) allows you to upload any supporting documents you wish to include with your rationale (such as charts, tables, reports, etc.). You may upload up to four (4) supporting .pdf documents for each resolution. The maximum file size for each document is 2MB.

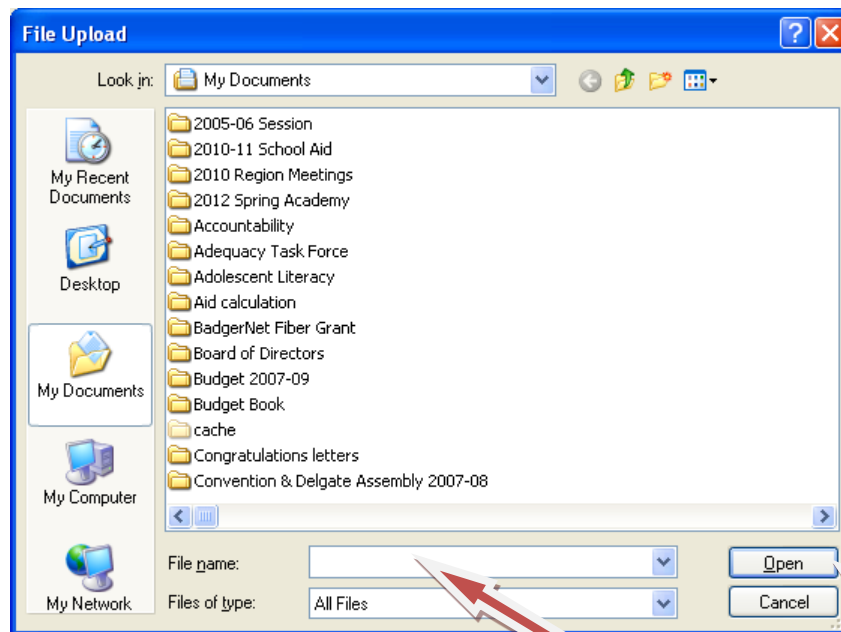
(Note: Files must be in **.pdf** form to be uploaded.)

Instructions for uploading files are beneath the illustration below.

(If you do not wish to upload any supporting documents, simply click the “Save & Next” button.)



If you wish to upload a supporting .pdf document, click the radio button labeled “Browse” to the right of the gray box marked Upload File 1. (Clicking “Browse” will automatically open a small “File Upload” window showing a directory of the files on your computer. See illustration below.)



Select the file you wish to upload by clicking once on the file name and then clicking the radio button labeled “open” once the name of the file you want to upload appears in the file name box at the bottom of the small window.

Note: You can also select the file name you wish to upload by double-clicking on the file name in the directory that appears in the small window.

When you have finished uploading all the files you wish to upload—or if you do not wish to upload any files—click “Save & Next” to continue the resolution submission process.

(Click “Save” if you wish to save the material you have entered so far and come back at a later time to finish submitting the resolution. If you click “Save” you can logout and come back later. See explanation at Step 3 above.)

Clicking “Save & Next” will open a new page under the “Status” tab. (See **green** arrow in illustration below.)

The screenshot shows a web interface for submitting a resolution. On the left is a navigation menu with links for "My Home", "My Profile", "Logout", and "WASB Home". The main content area is titled "Submission Status & Overview" and includes a warning: "Please review carefully before submitting. Changes or withdrawals can be made prior to the September 15, 2013 submission deadline." Below this is a navigation bar with tabs for "Resolution Details", "Submitters", "Files", and "Status". The "Status" tab is highlighted in yellow and pointed to by a green arrow. Underneath, a section titled "STATUS & OVERVIEW" is expanded, indicated by a red arrow. This section shows the "Current Status: Not submitted" and a "Resolution" form. The form includes a question: "What is the subject of your resolution? e.g.: Open Enrollment, Pupil Transportation, etc.*" with the example text "Revenue Limit Exemption for School Technology". Below this are two numbered instructions: "1. Enter the text of your proposed resolution.*" and "2. Enter the rationale for your proposed resolution.*". A text box contains the example text: "The WASB supports exempting from revenue limits the costs of purchasing educational technology and related services, including educational technology support services and staff development in educational technology, that may be necessary in order to implement online, adaptive state assessments."

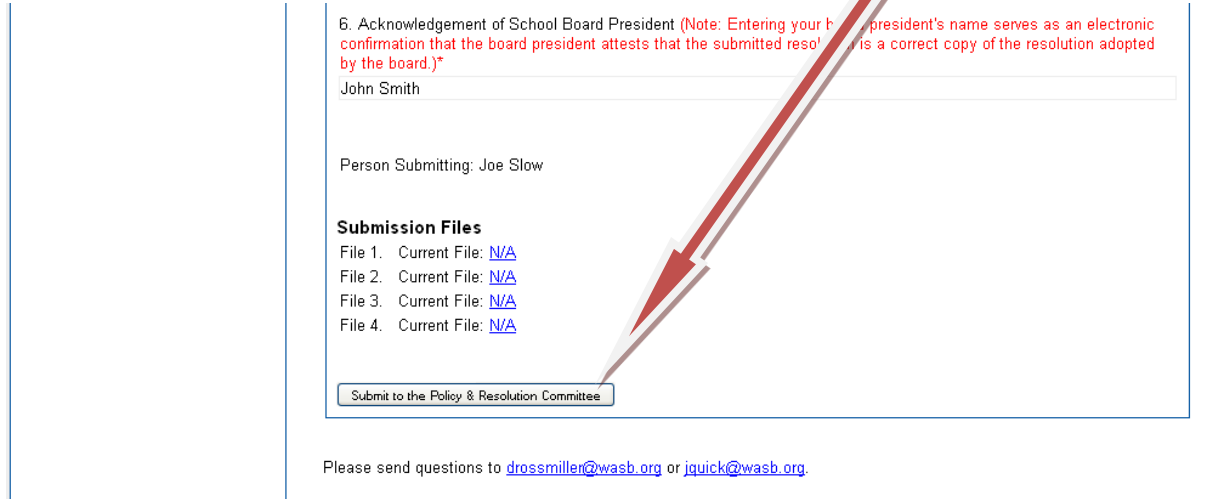
Step 6—Checking That Your Information is Correct and Complete

In the box labeled “Status and Overview” (see **red** arrow above) you will be able to review the information you have entered and verify its accuracy and completeness. You will also be able to check to see that all supporting **.pdf** documents (files) you wish to submit have uploaded properly.

If all the information displayed is correct and complete, you are ready to submit your resolution. (See Step 7 below.)

Step 7—Submitting the Resolution

You may submit your resolution by clicking the radio button labeled “Submit to the Policy & Resolutions Committee” at the bottom of the page.



6. Acknowledgement of School Board President (Note: Entering your board president's name serves as an electronic confirmation that the board president attests that the submitted resolution is a correct copy of the resolution adopted by the board.)*

John Smith

Person Submitting: Joe Slow

Submission Files

File 1. Current File: [N/A](#)

File 2. Current File: [N/A](#)

File 3. Current File: [N/A](#)

File 4. Current File: [N/A](#)

Submit to the Policy & Resolution Committee

Please send questions to drossmiller@wasb.org or jquick@wasb.org.

Step 8—Confirming Your Submission

Once you have submitted your proposed resolution by clicking the radio button labeled “Submit to Policy & Resolutions Committee” you will be sent an email confirmation that your proposed resolution has been received.

Thank you for using the WASB’s Online Resolution Submission Form!

If you have any questions, please contact Dan Rossmiller (drossmiller@wasb.org) or Chris Kulow (ckulow@wasb.org).