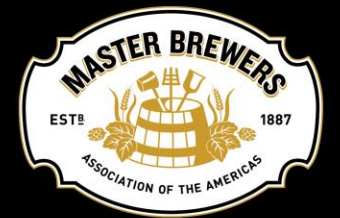


# District Officer Dashboards



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# ACCESSING DASHBOARDS

- Only District officers have access
  - It is important to keep your officer listing updated, so that the correct individuals have access
    - Check your specific District page here and navigate to “Officers” on the left side panel to be sure your officer listing is up to date:  
<https://www.mbaa.com/districts/Pages/default.aspx>
    - If changes are needed to your officer listing, please email [mbaa@mbaa.com](mailto:mbaa@mbaa.com)
  - Be sure you are logged in to the website to access the dashboards
- Officers can access only their district (other districts’ information will not be visible)



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# ACCESSING THE DASHBOARD

2: Access District Dashboard from the black bar

1: Be sure you're logged in to the website



# MASTER BREWERS

DEI  
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# EXAMPLE DASHBOARD HOME PAGE: ST LOUIS



## MASTER BREWERS

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[District](#)

District St. Louis

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[Events](#)

Export ▾

Contact info; new members, lapsed members, and members lapsing soon

Track event attendance and details-  
*data is only available when registration/events set up through MBAA/Community sites*



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# MEMBERSHIP DASHBOARD



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# MEMBERSHIP DASHBOARD

## District St. Louis Membership

**Total members**  
**170**

**New members**  
**0**

**District members** | **New members** | **Lapsed members** | **Members lapsing soon**

[District Events Dashboard](#)

[District Resources](#)

Export lists in multiple formats as *needed*-please adhere to privacy policies; only officers should be accessing contact lists for appropriate district use

Select a query:

Page:  of   Page size:   Item 1 to 10 of 170

<a href="#">First Name</a>	<a href="#">Last Name</a>	<a href="#">Company</a>	<a href="#">Work Phone</a>	<a href="#">Email</a>
----------------------------	---------------------------	-------------------------	----------------------------	-----------------------

Dashboard reflects all current year to date data. Date in the “New” and “Lapsed” member tabs are within the last 6 months



# NAVIGATING

## District St. Louis Membership

Total members  
**170**

New members  
**0**

- District members
- New members
- Lapsed members
- Members lapsing soon

Select a query

Members - roster

[District Events Dashboard](#)

[District Resources](#)

Toggle between the “Membership” Dashboard and “Events” Dashboard. You can also access the District Resource page for links to event registration and additional ‘how to’ tutorials



# EVENTS DASHBOARD



## MASTER BREWERS

[Sign Out](#)  [Hi, District](#)

[Home](#) [About](#) [Membership](#) [Districts](#) [Meetings](#) [Education](#) [Publications](#) [Brewing Resources](#) [Job Center](#) [Store](#) [District Dashboard](#)

<a href="#">District</a>	<a href="#">Membership</a>	<a href="#">Events</a>	<a href="#">Export</a> ▾
District St. Louis	<a href="#">Membership</a>	<a href="#">Events</a>	



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# EVENTS DASHBOARD

## District St. Louis Events

Click on each event to access further details including attendee lists and balances due.  
*Remember that data will only show here if you are using the Community to post your event and setting up your event registration through headquarters*

Questions on how to use the Community to post your event? Not sure how to set up registration? Access the District Resources page for additional information

[District Membership Dashboard](#)

[District Resources](#)

Recent and Upcoming Events						Export ▾
<a href="#">Event Name</a>	<a href="#">Start Date</a>	<a href="#">City</a>	<a href="#">Total Registrants</a>	<a href="#">Capacity</a>	<a href="#">Total Revenue</a>	
<a href="#">District St. Louis November Shop Talk</a>	11/13/2023	St. Louis	4	40	40.00	
<a href="#">District St. Louis Annual Fall Meeting</a>	10/12/2023	St. Louis	23	45	510.00	
<a href="#">District St. Louis September Shop Talk</a>	9/28/2023	St. Louis	19	0	670.00	

Recent and upcoming events includes past events within 6 months and any future events.

Questions? Contact us at [mbaameetings@scisoc.org](mailto:mbaameetings@scisoc.org)



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# ADDITIONAL EVENT CAPABILITIES

## Test course

Thursday, February 8, 2024 - Saturday, February 10, 2024

Registration options Program items **Registrants** Question responses

### Event registrants

Select a query

Active registrations

Last name starts with

First name starts with

Find

Sort by registrant type to see what sponsors or speakers etc. have registered

Check on any outstanding balances before your event begins

Last Name	First Name	Organization	Registration	Total Charges	Amount Paid	Balance Due	Order Date
Record	Test	Test Company	Faculty Registration	0.00	0.00	0.00	01/02/2024
Test	Shelley		Registration	0.00	0.00	0.00	01/02/2024
Test	Test	Test	Speaker	0.00	0.00	0.00	01/02/2024
Test	Test	test	Registration	0.00	0.00	0.00	01/02/2024
TEST	TEST		Sponsorship	1.00	0.00	1.00	01/02/2024

Export



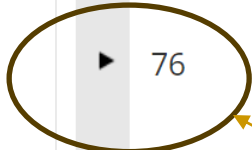
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# ADDITIONAL EVENT CAPABILITIES

Thursday, February 15, 2024 – Thursday, February 15, 2024

See how attendees have answered any registration questions you've put in place

Registration options	Program items	Registrants	Question responses
<u>Count</u>	<u>Question</u>	<u>Answer</u>	
▶ 76	I have read and agree to the terms of the Master Brewers Expected Behavior policy and Terms & Conditions as listed above in the event description.	I agree	
▶ 76	I am 21 years old or older.	I agree	



Utilize drop-down arrows for additional details



# SEND US YOUR QUESTIONS/FEEDBACK

- Email your questions/feedback to [mbaa@mbaa.com](mailto:mbaa@mbaa.com)
- Plans to expand on the functionality of dashboards in the future
  - What additional data would be helpful?
  - What are you using the data for?
  - The more officers are using the dashboards, the more we can learn from you on what is working/what is not working



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