



Create an eBoard

Follow these easy directions to create an eBoard!

Go to www.mydistrict.site.eboard.com and click on "Create an eBoard" and complete the following steps.



Note: Contact your eBoard Administrator if you are prompted for a password to create your eBoard.

Step 1

1. Enter your "first and last name" (use correct capitalization as this will be posted on your eBoard directory).
2. Enter your email address and confirm (if your email address changes go to your Control Panel and update the change).
3. Accept the User Agreement (you can print this out).
4. Click on "Continue".

Step 2

1. "Name your eBoard" your short district email name (to the left of the @ sign).
2. The "Read Password" is optional - leave this field empty.
3. Enter the "Admin" password. This will give you access to edit the eBoard.
Security Alert! Use a password with at least 6 characters and include both letters and numbers.
4. Select the "Add a Calendar" option if you want a calendar tab initially added to your eBoard (you can add this later in the Control Panel).
5. Click on "Go to My eBoard" and you can begin adding content to your eBoard!

Note: eBoard will email you a link to your eBoard and your passwords - SAVE THIS EMAIL!



Post a Note and Attachments

1. Enter admin mode.
2. Click on the link "add a note" in the upper right hand corner of your eBoard.
3. Enter a title for your new note in "note title" box.
4. Enter the text in the "text" box. Visitors will see this text when they click on your note.
5. Click on the "Spell Check" button to spell-check your text.
6. To attach an image or document, scroll down to "options" and click "Browse". Select the file you want to upload and click "Open". Enter a caption for your image or document.
7. To attach multiple images or documents, click the check box that says "add additional attachments" and submit your note. You can then add 10 attachments.
8. To post your note, click "submit".



Create Tabs

1. Enter admin mode.
2. Select "control panel" in the upper right hand corner of your eBoard.
3. Click the tab that says "tabs".
4. Select "Add a new tab" and enter a name for your tab.
5. Choose a color for your new tab from the list provided.
6. Choose the position for the tab.
7. Click "Save and Exit" to create your new tab and exit the control panel.

Archive Tab: The archive tab is a special tab which you can use to save notes which you have created to use them again later. Visitors to your eBoard will not see the archive tab - it is a private storage place just for you and is only visible when you are in admin mode.



Calendar

1. Enter admin mode.
2. Click on the "Calendar" tab.
3. Click "add a note" in the upper right hand corner of your eBoard.
4. Enter a title for your new calendar entry.
5. Choose a date for your new calendar entry.
6. Enter text in the note, attach pictures or documents, turn on iNote.
7. Scroll to the bottom of the page and click "Submit".



Title Banner

1. Enter admin mode.
2. Click "edit" in the title banner field on the top of your eBoard.
3. Enter the text for the title.
4. Click on the option in the tool bar (the tree) to "insert/edit image".
5. Open another browser window and select an image (A great site to use for Royalty Free images is <http://istockphoto.com>).
6. Right click on the image and select "properties".
7. Highlight the address (URL) of the image (example: http://eboard.com/img/logo_pad_summer08.jpg).
8. Return to your eBoard and paste the URL in the "image URL" field.
9. Enter an "image description" (this is for browsers that do not display images and for users with vision issues).
10. Select "insert" and the image will be inserted into the title banner
11. To align the image, right click on the image and select "alignment" and select either left, right, or center
12. Click 'save' at the bottom of the title banner field to save the changes to the title banner.



iNote

An iNote is a note that includes an online discussion which allows visitors to leave comments that can be seen by the board owner and by other visitors. If you want to control which comments can be seen by visitors to your eBoard, you can make your iNote into a moderated iNote .

1. Enter admin mode.
2. If you are posting a new iNote, click the "add a note" link and enter the title and text of your note. If you are changing an existing note into an iNote, click the "edit" link on the note you want to edit, or click on the note and then click the "edit note" button.
3. Scroll down to the bottom of the note and look for a control labeled "iNote status".
4. Select "Moderated" if you would like to create a moderated iNote (all postings must be approved by you before visitors can see them) or "Unmoderated" if you would like to create an unmoderated iNote (postings appear immediately).
5. Scroll down to the bottom of your note and click "submit".



Support

If our frequently asked questions (www.eboard.com/support) does not have the answer to your question, our customer support team is available to help. You can reach us:

- **By phone.** Our number is 1-866-326-2731; support is generally available from 8AM to 8PM Eastern time. If possible, please have your [eBoard name](#) and [site name](#) available when you call.
- **By email.** You can reach us by email at info@eboard.com and we'll get back to you as soon as possible. Please make sure to include your [eBoard name](#) and [site name](#) in your message.