



HOBY Online Instructions

HOBY Online is a password-protected online resource for HOBY's key volunteers. It provides access to all of the important documents (manuals, forms, templates, training materials and samples), and alumni and registration databases needed for conducting HOBY programs. You may access HOBY Online from HOBY's home page: www.hoby.org. Click on Volunteers Area on the left-hand side, then HOBY Online. Please begin by logging in with your username and password provided by HOBY.

If you have not received your HOBY Online login and password, please make sure you have submitted your annual Volunteer Application on the HOBY website. Your login and password will be sent when your application has been approved. If you have difficulties logging in, please contact your Director of National Programs (DNP).

Once you have entered the site, you will be at the "Main" page and you will find five tabs on top of the page: **Main, Registration, Schools, Alumni, Volunteer Resources**, and **Logout**. The following will describe the information/resources available in each section.

Main Tab

This is the first page you enter when you log in to HOBY Online and provides four important links. Clicking "Main" from another page will return you to this section.

On the left side of the main page is the **My Seminar** box, the sites whose registration data you have been authorized to view will be listed here. If you see the word "Updates" next to your site, that means that the registration data has changed since the last time you logged in (i.e. an additional school has registered, a school has paid, an alternate is now registered, etc.).

On the right side of the main page, you will find **Announcements from HOBY International** providing notice of upcoming deadlines for affiliates, recent mass communications, and other important reminders and notifications

Recruitment Goal Matrix

The first link under the Main Tab allows you to view the progress of all the sites across the country. It will allow you to track your site's numbers compared to the same time last year. It also provides the following information:

Current number of registrations

2008 goals

Percentage of goal of site

Number of Paid Registrations per site

Number of Unpaid Registrations per site

Number of Incomplete Registrations per site (Note: incomplete registrations are generated when a school official logs in to the registration page with the school ID/password but does not fill out the entire registration. Please contact these schools and encourage them to complete their registrations.)

Number of Sponsorship Registrations per site

The first link under the main tab provides a quick snapshot of your registration goal, one-year registration history, and current registrations in real time.

Update My Contact Information

The second link under the main tab allows you to update your contact information on file with HOBY International.

Registration Tab

From this page, you can view and download information about the schools who have registered for your upcoming leadership seminar.

Lists and Downloads

The home screen and first link under the registration tab allows you to view and download reports for current seminar registration. Report choices include Current Seminar Registration, Seminar Registration with Payment Information, and School list with Current Registration. These may be viewed in HTML, Excel, or CSV. You may select to include "Complete" and "Incomplete" registrations, "Paid" and "Unpaid" registrations, and "Primary," "Additional" and "Alternates." These reports may be sorted by "High School," "Student Last Name," "Date Submitted," or "High School Zip Code."

These various reports are vital tools in executing an effective, strategic recruitment plan.

Current Seminar Registration

Provides a list of all the current registered students. The HTML report provides snapshot information including school name and address, counselor name and contact information, ambassador name, address and contact information. The Excel report provides the following information:

Reg ID	Ambassador E-mail	Father's E-mail
Reg Type	Ambassador DOB	Father's Company
School ID	Ambassador Gender	Father's Job Title
Primary/Alternate	Ambassador Ethnicity	Registration type
School ID	Ambassador T-Shirt Size	Date submitted
Seminar ID	Mother's Name	Last updated
Site	Mother's Home Phone	Complete/incomplete
School Name	Mother's Work Phone	Registration number (1 st , 2 nd)
School Address	Mother's Cell Phone	Amount paid
School contact name	Mother's Email	Student fee
Contact information	Mother's Company	Newspaper title
Principal name	Mother's Job Title	Newspaper Phone
Principal contact info	Father's Name	Newspaper E-mail
Ambassador title	Father's Home Phone	Newspaper Website
Ambassador Address	Father's Work Phone	
Ambassador Phone	Father's Cell Phone	

The registration type will be highlighted as follows:

Green = New Registration (since the last time you logged in)

Yellow = Unpaid Registration

Pink = Alternate now attending

Purple = Record Updated (since the last time you logged in)

If there is no highlight, then there has been no change to this registration since the last time you logged in.

Seminar Registration with Payment Information

This download provides you with a list of the complete registrations, both paid and unpaid. The HTML report provides snapshot information which includes student name, sponsor name, sponsor address and contact information and payment amount. The Excel report contains the following detailed information:

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Registration ID	Ambassador Address	Sponsor Who Paid
Registration Type ID	Date Submitted	Sponsor Payment Method
Primary/Alternate	Sponsor Name	Sponsor Payment Type
School ID	Sponsor Address	Sponsor Amount Paid
School Name	Sponsor E-mail	
Ambassador name	Sponsor Phone	

To save this spreadsheet, hit "File" in the upper left-hand corner of the document, then hit "Save As." Rename the document and save in your personal files.

School List with Current Registration

Provides a complete list of all the schools at your site and lists the Ambassadors' names for schools from the list that have registered for the upcoming seminar. The HTML report provides a quick snapshot including the following information

School ID	School Address	Ambassador name
Password	School Contact	
School Name	School contact info	

The Excel report contains the following detailed information:

Seminar ID	School Address	Registration Type ID
Site	School Contact	Primary/Alternate
School ID	Contact's Phone	Date Submitted
Password	Contact's E-mail	Date Updated
School Name	Student name	Complete/incomplete

To save this spreadsheet, hit "File" in the upper left-hand corner of your document, then hit "Save As." Rename the document and save in your personal files.

Exception Report

The second link under the recruitment tab allows you to process your Exception Report online. Exception Reports record all the students who attended your seminar and include both no-show students and additional students. **No-Show** students are students that were scheduled to attend your seminar, but did not show up. **Additional** students are those who showed up but did not register prior to the seminar. These include students that are (a) the alternate replacing a no-show, (b) a guest who shows up the day of the seminar that had not registered before registration had closed, or (c) a guest who transferred from another site. This is the report used to determine your revenue share at the end of the seminar season. Exception Reports are to be completed by the Friday after your seminar.

To submit **No-Shows**:

- ✓ Scroll down the drop down menu to the seminar you wish to submit.
- ✓ Click No-Shows, then Process.
- ✓ You will see all students listed that were registered before your cut-off date. Click in the boxes for those students who DID NOT attend.
- ✓ Click Submit.
- ✓ A list of the students that you selected will be displayed. Double-check your entries.
- ✓ Once you are confident with your selection, click Submit No-Shows. A notice will show up that your No-shows were submitted.

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IMPORTANT: Once you click the “Submit No-Shows” button, you cannot submit any additional No-Shows. Please contact your Director of National Programs (DNP) for additional No-Shows you did not enter.

To submit **Additions:**

- ✓ Scroll down the drop down menu to the seminar you wish to submit.
- ✓ Click Additions, Process.
- ✓ It will ask if the Ambassador transferred from another site. If the Ambassador is a transfer, select the site the Ambassador is from. Click Continue.
- ✓ You will see a drop down menu of all the schools in your seminar site (or seminar site of the transferred Ambassador). Click on the school the addition is from.
- ✓ Enter the necessary information for the student.
- ✓ Click Submit Addition.
- ✓ Either Click “Submit more additions for the same seminar,” which means you have more additions to enter, and you follow the previous directions; OR click “All additions for this seminar have been submitted,” which means you have finished adding students.
- ✓ Once all additions are entered, and you have clicked on the “All additions for this seminar have been submitted,” you will see all the additions you have entered. Double-check your entries.
- ✓ Once you are confident with your all your entries, click Submit Additions. A notice will show up that your Additions were submitted.

IMPORTANT: Once you click the “Submit Additions” button, you will not be able to add any additional students. Please contact your Director of National Programs (DNP) for additional students you did not enter.

For those seminar sites that had two sites at the beginning of the program year, but condensed into one, you will have to submit your No-Shows and Additions for each site.

Schools Tab

Lists and Downloads

The home screen and first link under the Schools tab enables you to download all the schools from your particular seminar site. Click on the blue “Download,” then select to sort the list by “School ID,” “High School Name,” “City,” or “Zip Code.” Clicking “Run Report” after selecting the criteria provides you with the following information for all the schools at your site:

On the right side of the screen, you may also search the HOBY School database for individual schools at your site based on the school id, school name, city, or zip code. Enter the school search criteria and click “Run Report” to obtain the information.

School History Report

The second link under the Schools tab enables you to download the history of school participation an essential tool in the student recruitment process. The user indicates the number of years of historical information desired. Data is available back to 1986. The report includes each school’s ID and password, and a list of students who have participated in the HOBY program within the indicated time period. This document allows the local recruitment team to target specific schools in their recruitment strategy and personalize their contacts with these schools.

To access the report, click on your site, indicate the number of years and the desired format of the report, and click “Run report.”

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Alumni Tab

This section enables you to search the HOBY database for alumni. The search criteria include:

Alumni Last Name
Alumni First Name
Alumni Maiden Name
Zip Code Range
Year Range
Ambassador Type (State, Guest, WLC, or CLEW Ambassador)

Select the format of the report (HTML, Excel, or CSV), sort feature (last name, first name, zip code, year or seminar), and indicate whether you would like parent information included in the report. Parent information is only available in the Excel or CSV report. The HTML Report provides a snapshot, which includes:

Alumni Name	Email	HOBY Site/Chapter
Address	High School	
Phone	Alumni Year	

The Excel report provides the above information and, optionally, complete information, as available for the alumni's parents.

Volunteer Resources Tab

This section contains the manuals, policies, forms and other important documents for conducting HOBY programs. You can search for a specific document or documents on a particular subject by typing in one or more words in the document title. Or you can browse for documents under the following subject area headings:

General Information for All Programs
Policies (Downloads of all HOBY Policies)
Corporate Board
Leadership Seminar
Alumni Program
Community Leadership Workshop (CLeW)
Fundraising
Public Relations Materials
Logos & Images
Other temporary categories as needed

IMPORTANT: Accessing/Downloading Information

Please note that accessing information from HOBY Online may take a few seconds, and downloading documents may take up to a minute to pull the information from our database. Please be patient when accessing data from HOBY Online.

If you are unable to download a document, please do the following:

- (1) Make sure that your "pop up blocker" has been turned off
- (2) Make sure that your browser/internet security is set at medium, medium-low or low

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- (3) When downloading, press and hold the "Control" key while you click the submit button and continue to hold control until the file downloads
- (4) If you have done all of the above and are still unable to download, please contact your DNP.

When leaving HOBY Online, please click on the Log Out icon on the upper right-hand corner. Remaining inactive on the site will also automatically log out the user and will require logging back in.

If at any time something on the website is not working, please send an e-mail message to webmaster@hoby.org.