



My Dashboard Instructions

Welcome to Keep America Beautiful's "My Dashboard". The "My Dashboard" is a one-stop spot for:

- Keeping your affiliate information up to date for Keep America Beautiful.
- Completing your required reports to keep your affiliate in "Good Standing".
- Registering and reporting for Keep America Beautiful programs.
- Accessing resources from Keep America Beautiful.

There will be more features available in the coming months including awards applications, grant applications and reporting; stay tuned for future updates!

Please note that Keep America Beautiful recommends you use the web browser "Mozilla Firefox" for best results while using the "My Dashboard". [Click here to download Mozilla Firefox for free](#). Please note that other browsers will work, but you may experience some bugs.

How to sign-up for an account

- Visit www.kab.org and click on "LOG IN" on top right of page
- "User Account" page click on "Create new account" tab
- Tell us about your organization
 - Select "Registration Type"
 - Select "I am a Keep America Beautiful affiliate".
 - Add "Your affiliate name"
 - Your full affiliate name will self-populate, once you start typing.
 - Please select your affiliate name from the populated list. (don't worry about the number next to your affiliate name)
 - Select "Your role within the affiliate organization" using the drop down menu
- Click on "+" to right to "Tell us about yourself"
 - Complete your contact information. *Please note you are able to add a separate mailing address if you would like.*
- Click on "+" to right to "Enter your account information"



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- Select a Username
 - Enter E-mail address
 - Select & confirm Password
 - Use “CAPTCHA” to confirm you are not a robot.
 - Click on “Create Account” to complete your registration. Please make sure you complete all required fields; the system will notify you which fields you missed in red.
 - Once Account is accepted you will receive a message on the screen. Please note your account will need to be approved by the Keep America Beautiful National Office. (Please allow 2-3 business days for approval)
 - You will receive a welcome message with further instructions to your e-mail address.
 - Once approved you will receive an email with instructions on how to access your account.
 - **How to access your account**
 - Visit www.kab.org and click on “LOG IN” on top right of page
 - Enter the Username and Password you selected
 - You will be directed to your Dashboard
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- **How to update Affiliate Profile**
 - Click on “Manage Affiliate Profile” under Affiliate Name.
 - A new tab on your web browser will be opened displaying 4 tabs (“Basic Info”, “Service Area”, “Structure”, and “Partners”)
 - Update “Basic Info” tab
 - Affiliate name will be auto-populated
 - Add Executive Director by adding the correct “Username” associated with the Executive Director or affiliate leader’s user account (If you are the President & affiliate leader and do not have an Executive Director please enter your user name in this area as well as in the President field.)

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- Add President by adding the correct “Username” associated with President’s user account
 - Complete contact information for affiliate, including mailing address, city, state, ZIP, email, website, and phone number
 - Click green “Save” button to save your updates
 - Update “Service Area” tab
 - Click “Edit” tab, then “Service Area”
 - Define your Service Area using a selection from the drop-down menu
 - Add the “Number of defined jurisdictions within your service area”
 - Click green “Save” button to save your updates
 - Update “Structure” tab
 - Click “Edit” tab, then “Structure”
 - Complete fields to update your Organizational structure
 - Complete field to update your current staffing
 - Click green “Save” button to save your updates
 - Update “Partners” tab
 - Click “Edit” tab, then “Partners”
 - Complete “Partners” questions
 - Complete “Recycling and Solid Waste” questions
 - Click green “Save” button to save your updates
 - Once changes have been saved close the tab in your web browser to return to My Dashboard.
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- **How to complete Required Reports**

- Click on “Required Reports” under “Profile & Reports” column.
 - A new tab on your web browser will be opened displaying “My Reports”. A table will be displayed with all reports that are required for your affiliate to be in “Good Standing”.
 - Click on the report name to access the following reports:
 - Governance Report – An annual survey due each year on March 15, that helps Keep America Beautiful serve you better. (Please note Keep America Beautiful as waived the Governance Report for 2015 - 2016 reporting year)
 - Other Cost Benefit Activities – This captures any non-programmatic cost benefit information i.e. board meetings, exhibits, fairs/festivals, etc....
 - Community Appearance Index – Your annual litter and quality of life indicator survey.
 - Reports can be saved at any time by using the “Save” button
 - Once report is completed click “Preview” button to review your work, then click “Submit” button on Preview page to submit your report.
 - Close the tab in your web browser to return to My Dashboard.
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- **Register & Report Events**

- Register and report data from your events by selecting “Register and Report” on the left side of the “My Dashboard” page.
- Once an event is registered a corresponding follow-up report will appear in a table below.
- Events can be added cumulatively by selecting a date range in registration. You will be asked how many events took place in your follow-up report.
- Cost benefit activities including cleanups, beautification, recycling, and education should be registered and reported under the following programs:
 - America Recycles Day – All recycling activities that take place from October 1 through the end of the calendar year.
 - Education – All educational workshops and events.

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- Great American Cleanup – All community improvement activities that take place throughout the year.
 - National Planting Day – All fall planting activities.
 - Recycle-Bowl – Keep America Beautiful’s school based recycling program.
 - If you are unsure where to report something please contact Grace Keegan at gkeegan@kab.org.
 - Reports can be saved at any time by using the “Save” button.
 - Once report is completed click “Preview” button to review your work, then click “Submit” button on Preview page to submit your report.
 - Keep America Beautiful encourages you to report as you complete events throughout the year to capture the most accurate data and event information. All reports for each reporting year (July 1 – June 30) are due on August 1 for the 2016 – 2017 reporting year.
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- **How to Update User Profile** *(as needed)*

- Click on your name on the left side of the Dashboard
- A new tab on your web browser will be opened displaying 4 tabs (“View”, “Edit”, “Manage display”, and “File browser”)
 - Click on “Edit”
 - Beneath “Tell us about your organization” update your affiliate name, and your role within the affiliate organization
 - Click on “Tell us about yourself” to update your contact information.
 - Click on “Enter your account information” to update Username, E-mail address, and confirm Password
- Click the green “Save” button on the bottom of the page to save your changes.
- Close the tab in your web browser to return to My Dashboard.



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Frequently Asked Questions

Question: When I try to enter my affiliate name it doesn't auto-populate, why?

Answer: Please make sure you use your full affiliate name, abbreviations will not auto-populate the field.

Question: What if I don't have an Executive Director or President?

Answer: Please use the affiliate lead's user account for this field.

Question: What if my title is President and not Executive Director?

Answer: Please enter your username in the Executive Director field as well as the President field. This will insure that Keep America Beautiful has the correct leader for your affiliate in our Affiliate Database.

Question: What if my affiliate's Executive Director/lead doesn't have an account in the "My Dashboard" system?

Answer: Keep America Beautiful requests that all Executive Directors/affiliate leads please create an account, so that our Affiliate Database contains the most up to date information on your affiliate.

Question: How do I get back to "My Dashboard"?

Answer: Check to see if your web browser has multiple tabs open. Close the open tab to go back to "My Dashboard".

Question: The "Number of Volunteer Hours" field auto-populates using (Number of Volunteers * Length of Event), how do I enter a custom value?

Answer: Click on the "Enter Custom Value" link below the field, you may then click on the field and change the value to the number of volunteer hours you determined.



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Question: How do I change the “Value of Volunteer Time” field?

Answer: The “Value of Volunteer Time” is an editable field. Visit https://www.independentsector.org/volunteer_time to find the value used in your state.

Question: The Cost/Benefit Ratio won’t auto-calculate, and is shown as “nan”, how do I fix it?

Answer: At least \$1 needs to be entered into the “Costs” section for the number to calculate.

Question: In the “Basic Info” tab of the under the Profile Section, I tried to input names for the Executive Director and President. For some reason, when I tried to put the actual person’s name, the web page is responding “there are no entities matching [whoever’s name was entered]”. How do I enter those names?

Answer: Please make sure you are using the “Username” associated with the Executive Director or President’s account. The “Username” is what is used to log into the account.

Question: Why am I seeing a “View” tab with News and Info that has nothing to do with reporting?

Answer: This system was built with the future expansion of affiliates being able to create websites hosted by Keep America Beautiful. Please stay tuned for future updates on this upcoming feature.