The QSN Chapter Dashboard is a password protected platform that details chapter specific information. Any Executive Board Member that has signed the ‘21-‘22 Non-Disclosure Agreement can access it. This document details what can be found in your Chapter Dashboard and how to manage and utilize the platform.

### Chapter Specific Information

Throughout the year, your Chapter Dashboard will be updated with specific information, such as:

- Chapter Budget information
- Executive Board information

### Your Chapter Roster

Inside the platform, you will find your Chapter Roster which includes the names and preferred emails of Scholars who opted into their chapter’s mailing list.

- The roster does not include non-Scholars who may be chapter members.

The roster will automatically update throughout the year. The information in the roster pulls from self-reported preferences in Scholar accounts. Being on this mailing list is optional, and Scholars can change their participation throughout their college years.

- The incoming class of Questies may update their contact preferences throughout the summer and fall.
- Any current Scholar may determine they want to opt in or out of the chapter mailing list.
- Any current Scholar may determine they want to change their preferred email address.

QSN Presidents play a role in keeping the roster updated and accurate. The QSN Team routinely emails Scholars with reminders to update account preferences.

- QSN Presidents can help by directing Scholars to the [QuestBridge Profile](#) to update their account.
- Only Scholars can update their own preferences.

### Chapter Roster Management

All chapter leaders who sign the ‘21-‘22 Non-Disclosure Agreement agree to manage the safekeeping of Scholar data listed in the QSN Chapter Dashboard. Please follow these guidelines:

- Always BCC your email recipient list.
- Only copy roster emails when emailing your chapter.
  - Do NOT copy the roster content to any external listservs.
- Do not update Scholar contact information on any external roster or listserv.
- Log into your Chapter Dashboard at least once a month to ensure you are up to date on its content.