

The QSN Chapter Dashboard Guide

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.