

A quick guide for Administrators supporting the Governance Mark Process

Someone in your organisation needs to be the Administrator for your assessment

This is not a big job. It includes;

- Registering your organisation (if not already in the system)
- Entering the names and emails of survey participants
- Creating and initiating your assessment
- Adding your designated Facilitator into the system
- Chasing up tardy respondents (should that be necessary)

Getting started

If you go to www.snz.directorevaluation.com you will see the following.

1. Register

The screenshot shows the website interface for the Governance Mark process. At the top, there is a banner for 'GOOD GOVERNANCE 2017 IN THE SPORT & RECREATION SECTOR' with a background image of a person hiking. Below the banner are three navigation buttons: 'GOVERNANCE RESOURCES', 'USING A FACILITATOR', and 'USER GUIDES'. The main content area is split into two sections: 'Login as a user' and 'Register as an Administrator'. The 'Login as a user' section has a form with fields for 'system@directorevaluation.com' and a password field with a 'Forgot your password? click here' link and a 'LOGIN' button. The 'Register as an Administrator' section has a 'REGISTER' button and a note: 'If you want to set up evaluations for your organisation, click here to register an evaluation administrator account.' Below the registration section is a quote from Dave Clarke, chair of Sport Wellington: 'Other organisations, and of course the sector as a whole, will benefit greatly from this Governance Mark process as they complete it and as it expands its reach throughout the sector.' At the bottom, there is a footer with links for 'IS THIS SYSTEM FOR YOU?', 'SUPPORT', 'PRIVACY', and 'TERMS & CONDITIONS', and a small note: 'Developed by DirectorEvaluation.com in association with applicable.co.nz'.

Click on **Register**. Then read about the new login process.

This will require to set up an organisation level password and a recovery email
Please keep a good record of the password and keep it secure as you would a banking password.

Please use your full and correct organisation name

The recovery email should be something generic info@mainlandfootball.co.nz or similar.

Not the email of a person specific as people tend to move on and emails cancelled.

2. Enter directors' names and emails

In the Administrators screen you can

The screenshot shows the Sport New Zealand Admin Dashboard. At the top, there is a navigation bar with the Sport New Zealand logo and user information: 'C. Cherrington | Sign out' and 'Visit Sport New Zealand Website'. Below the navigation bar are several menu items: 'Admin Dashboard' (highlighted), 'Participant Dashboard', 'Governance Dashboard', 'Facilitator Dashboard', and 'User Guides'. The main content area is titled 'Admin Dashboard' and includes a dropdown menu for 'Applicable Testing'. A note about email invitations is present, along with information about creating multi-year reports. The 'Create & Manage' section lists four actions: 'Board Members' Information' (Manage), 'Facilitators' (Manage), 'New evaluation' (Begin), and 'New multi-year report' (Create). The 'Existing Evaluations' section shows a progress bar for '2018 Applicable Testing The Nine Essential Questions for a Board Evaluation' which is 100% complete. A 'Menu' icon is visible in the bottom right corner.

Manage Board member's information – add names and emails, making sure you assign them roles, director/chair

3. Manage Facilitators

Add the name of your assigned facilitator and his/her email

4. Initiate an Assessment

The Framework Whole of Board evaluation is the one you want

New Standard Evaluation

Choose from one of the evaluation templates below, fill in some details and then invite people to take part in the evaluation

Evaluation Details

Evaluation Type

Framework Whole of Board Evaluation

End Date

2018-08-31

Reminder Date

2018-08-29

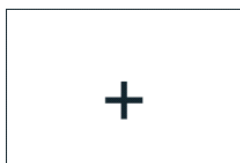
Send reminder emails on this date if the evaluation has not been completed

Participants (Manage Board Members)

Select who will be invited to participate in this evaluation from the list of board members below:

Note: You are not automatically invited to this evaluation. If you wish to participate, please add yourself below.

Clint Cherrington
clint@applicable...
Director
Invite



Preview

Create

Set a deadline, maybe two weeks for people to complete and a reminder date say four days out. The system will send a reminder automatically. Select Directors (Invite) Click Create and the system sends a link to each participant. You also send manual reminders and/or change the dates if necessary

It is good to get the chair to send a “heads up” email that the process is about to start and directors can expect a system generated invite

Basically, the Administrator’s work is now done, the facilitator will manage the process from this point on

A full on-line Administrator’s Guide is available [here](#)

Questions

You can contact your assigned Facilitator – Name, email, phone

Or for any technical issues please email; Clint Cherrington: clint@applicable.co.nz

Required documentation to be sent to your facilitator



The Governance Evaluation System was developed by applicable.co.nz