

# Logging into OpenWater to complete Chapter Dashboards

<https://nigp.secure-platform.com/chapters>

Login in using your NIGP login. (if you have issues or need to create an account, email Kaitlyn at [kmankin@nigp.org](mailto:kmankin@nigp.org))

**NIGP**

HOME SAMPLE DASHBOARD MY ACCOUNT

Login to Complete an Application or to Access Judging Panel

Login with NIGP

**Your Chapter Dashboard**

What makes a healthy chapter? Association industry research on chapters identified 4 make-or-break elements for success. Chapters that score high in these four areas are healthy, successful and growing. The four areas are:

- Vibrant **leadership** with a clearly defined and operational succession plan
- Supportive **operations** to manage risk and support leadership decisions
- High **member involvement**
- Actively used **Member services**

It is important to note that while these four elements were consistent across chapters, the values varied. For example, under member services one chapter might find a focus on virtual events allows a geographically spread-out membership to engage while a reverse trade show is a must-have event for another. Successful chapters effectively differentiated between what they could do and what they should do.

**Finding Your Chapter's Setting**  
On these next couple of screens, you will work to determine your chapter's current setting by responding to guiding questions. To help you, you will be asked to consider what's working or not working in each of the four areas.

We will use the Chapter Academy sessions to help guide you in completing the Dashboard as well as determining actions you can take to improve or maintain settings.

**What do you need to complete the Dashboard**

This form is designed to allow you to save your work in progress so you can at any time exit to find info or confirm info. To begin you will be asked for your current membership count and retention rate.

This tool is designed to help your entire board. As such you can add collaborators to assist in the information gathering and print reports to easily share with your Board. Also note, your Chapter Ambassador and NIGP staff will be able to view your Dashboard – so you can reach out to them for any help in completing this form.

Let's get started!  
View a sample dashboard.

**NIGP** The Institute for Public Procurement

Login

Email:

Password:

☐ Remember Me  
Uncheck If On A Public Computer

LOGIN

[Forgot Your Password?](#)  
[Create An Account](#)

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Once logged-in, click view “sample Dashboard” then “Begin Your Dashboard”

Welcome Kaitlyn Mankin

Home

My Applications

All (1)

Incomplete (1)

My Profile

Admin Panel

Log Out

Jennifer Steffan

Home / My Applications / 9312 - Kaitlyn Mankin

**NIGP Chapter Dashboard**

Manage Collaborators

Chapter's Setting → Leadership → Operations → Member Involvement → Member Services

Chapter \*

(select)

Applicant \*

Kaitlyn Mankin

Chapter Title \*

Test

**What's Your Chapter Setting**

Fill in the numbers for your chapter as best able and then complete the guiding questions. Based on the responses, fill in the initial dashboard.

No. of Total Members \*

Dual and Chapter-only members.

50

No. of Members Trend \*

☐ Growing

☒ Maintaining

☐ Dropping

☐ Don't know

Annual Average Retention Rate \*

%

50

Annual Average Retention Rate Trend \*

☒ Growing

☐ Maintaining

☐ Dropping

☐ Don't know

Primary service members seek from chapters \*

This is based on what members say are the most important one or two (max) services Chapters offer that in turn drive the value received as a Chapter member. If you haven't recently surveyed members, then say "not sure but believe (insert)"

You have the option to add other individuals to have access to the Dashboards. If you would like to include others select the “Manage Collaborators”

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Complete (1)

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Log Out

## Manage Collaborators

### NIGP Chapter Dashboard - Kaitlyn Mankin

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

[Back to Submission](#)[Add Collaborator](#)

Search:

Name	Email	Primary	Last Logged In	Action
Mankin, Kaitlyn	kmankin@nigp.org	Yes	1/30/2024 04:40 PM	



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[Back to Submission](#)[Add Collaborator](#)

Search:

Name	Email	Primary	Last Logged In	Action
Mankin, Kaitlyn	kmankin@nigp.org	Yes	1/30/2024 04:40 PM	
Smith, John	JohnSmith@nigp.org	No	Never	<a href="#">Make Primary</a>   <a href="#">Remove Access</a>

Complete your “Chapter Settings” page and then select “Save and Next”

Complete the remaining 4 sections: Leadership, Operations, Member Involvement and Member Services. Make sure to “Save” every time you add data. Make sure to answer all the questions and put text in the: What's working, What's not working, Goals and Questions and Notes

You do have the ability to log back in and edit or finish the Dashboard.

Click on “Print” to print or PDF a copy of your Dashboard, complete or not complete.

## NIGP

Chapter Dashboard

HOME SAMPLE DASHBOARD MY ACCOUNT

Welcome Kaitlyn Mankin

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Complete (1)

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### Complete

Program	Round	Application #	Category	Title	Last Updated	Action
NIGP Chapter Dashboard	Main	9312	Alaska-Hawaii Governmental Procurement Association, Inc.	Kaitlyn Mankin	1/30/2024 09:52 PM	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Print</a>

Showing 1 to 1 of 1 entries

This page shows activity from the last 120 days. [Show full history](#)

Once you have submitted a complete and final version, I will go in the system and score your Dashboards:

Purple = High Performing
Green = Sustaining
Yellow = Caution
Blue = At Risk

