

View Meeting Materials Using View Meeting Details

Whether reviewing meeting materials prior to a meeting or signing in during a meeting, viewing meeting materials in BoardBook® Premier is easy.

Selecting the Meeting

First, log in, this can be done using the meeting link in the notification email (which will take you directly to the 'View Meeting Details' screen), or you can use the Premier login link/address shown below:

<https://login.boardbook.org/>

The login link takes you to the 'Home' page which displays a limited list of the newest meetings, if you find the meeting you are looking for you can move to the next paragraph. A more extensive list of meetings is found on the Meetings screen. Navigate to that screen by using the Gray Menu Bar which runs across the screen. In the Gray Bar click on 'Meetings' and then 'Meetings, Minutes, and Agendas'.

Once you've found your meeting, click on the date/time/meeting title link. This will display a list of options. Choose the first option, 'View Meeting Details (Join Meeting)' as shown below.



Viewing the Meeting

This is the Meeting Detail screen. Below the gray menu bar is a blue bar with several options.



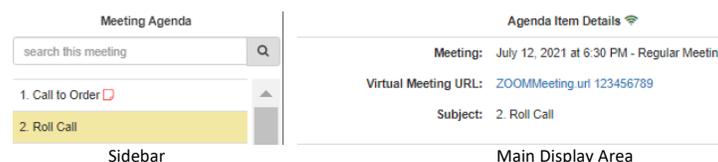
Back and Next arrows: Move up or down through the agenda items.

Follow Leader: If someone is using the meeting lead function, you can follow their screen. As they navigate through different agenda items and attachments, this will be displayed on your screen.

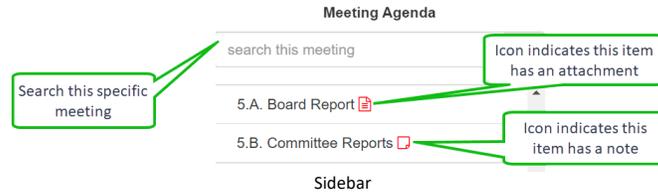
Raise Hand: Not available for all accounts, raising hand attracts the meeting leader's attention.

Tools: Provides options for downloading the meeting materials. These options are covered in detail in the handout BoardBook Premium – Download PDF Agendas or Packets.

Below the blue bar, the screen is divided into a sidebar on the left, and a main display area.



The Sidebar: Scroll through the agenda items and click to select what is shown in the display window.

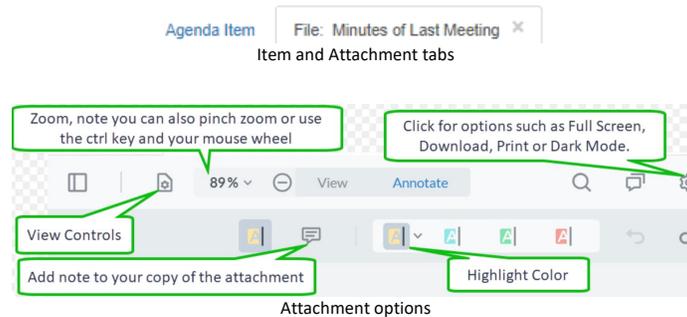


The Display Window: Shows the details of the item selected in the sidebar. The specific details displayed depend on which details were added for the item and your individual permissions.

Also, in the Display Window, you may see the Add Note tool. You can add notes to the agenda item currently displayed. These notes are not available to other users. Once added, Notes can be edited and deleted and will show up in your search results.

Attachments: Clicking on an attachment will open it in the display area.

At the top of the Display Window there will be a tab for the Agenda Item and one tab for each attachment you have open. Attachment tabs display the file name. As needed, you can switch between tabs or close an attachment by clicking the X in that tab. Clicking the Agenda Item tab returns the item view.



Some organizations' accounts may be configured for electronic voting. If yours is, someone with the Minutes Manager can trigger a vote. The motion and voting options will appear on your screen, where you can cast your vote.