

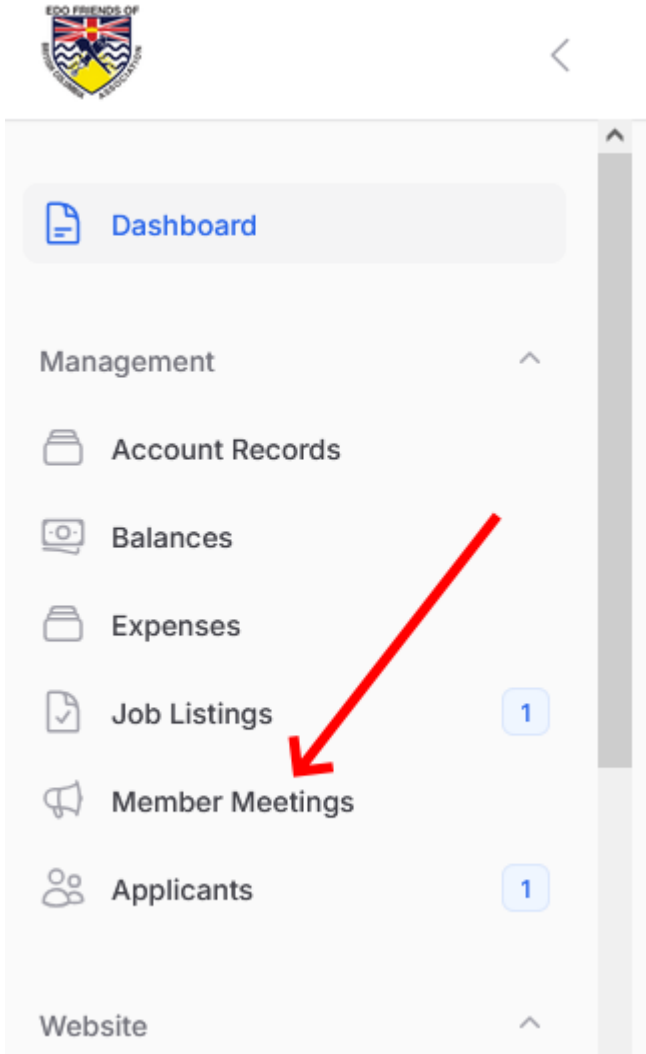
Managing Meetings

How to setup a meeting and manage the assistance

- [Creating a Meeting](#)
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- [Registering Attendance](#)

Creating a Meeting

In order to create a meeting, click on the "Member Meetings" option in the Back Office Menu.



Click on the "New Member Meeting" button up and right in order to get the following form:

Create Member Meeting

Title*

October 2025 meeting

Title of the meeting as it will be shown in listings

Date

Oct 04, 2025

Date this meeting occurred/will occur

Document(s)

Choose or drop your file(s) here

Contents

Comments - optional

B *I*  H1 H2 H3      

Minute meeting is a s follows:

1. One topic
2. Two topic
3. ...

Publish

Enable to publish the meeting on the website



Create

Create & create another

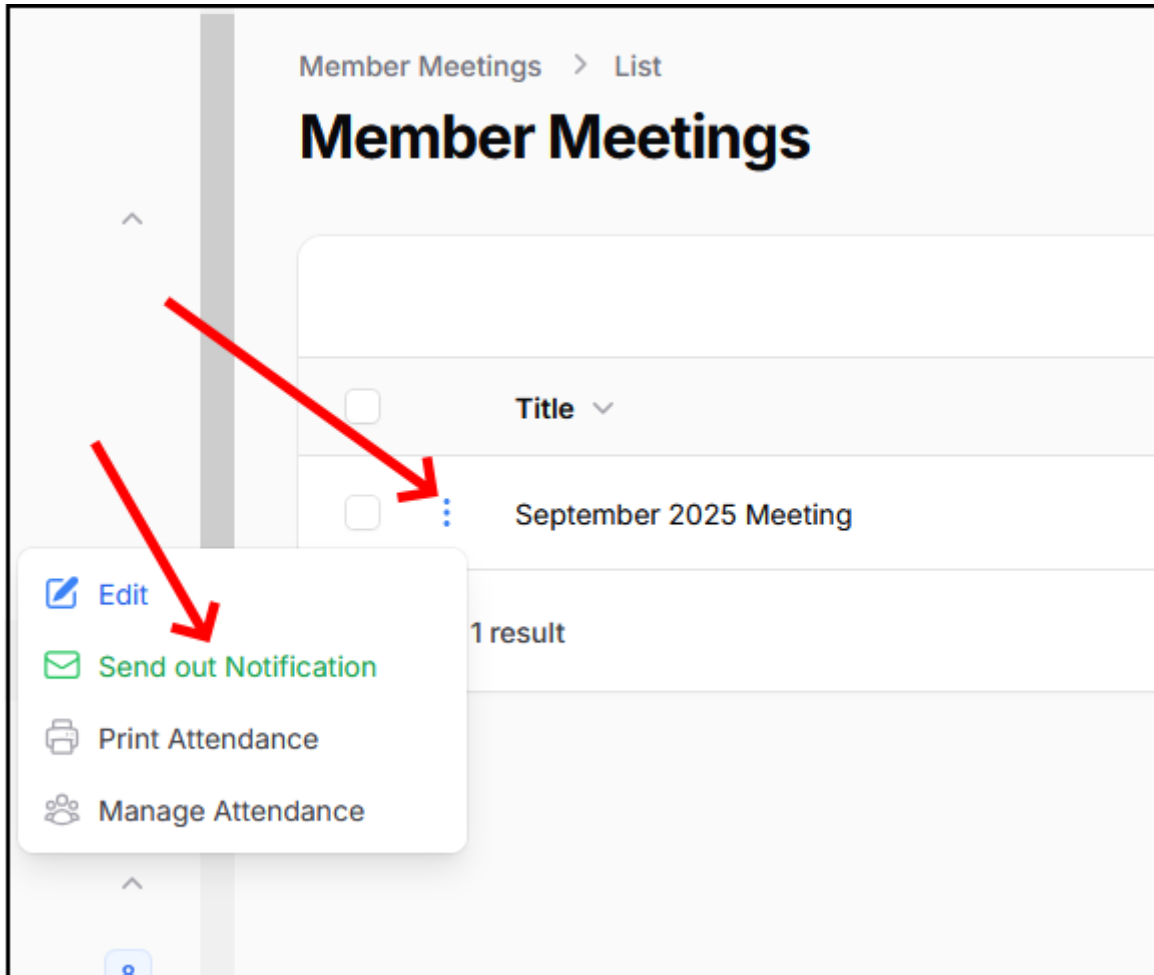
Cancel

You have to complete at least the title and the date when creating a new meeting. You can optionally upload a document with the minute, or type it right in the Contents field.

When you are ready with it, you can switch ON the "publish" toggle, so the meeting is visible in the Member's area.

Inviting to a Meeting

The next step after publishing is to send out a notification. To do that just click in the "three dots" for the attendance record and select "Send out Notification"

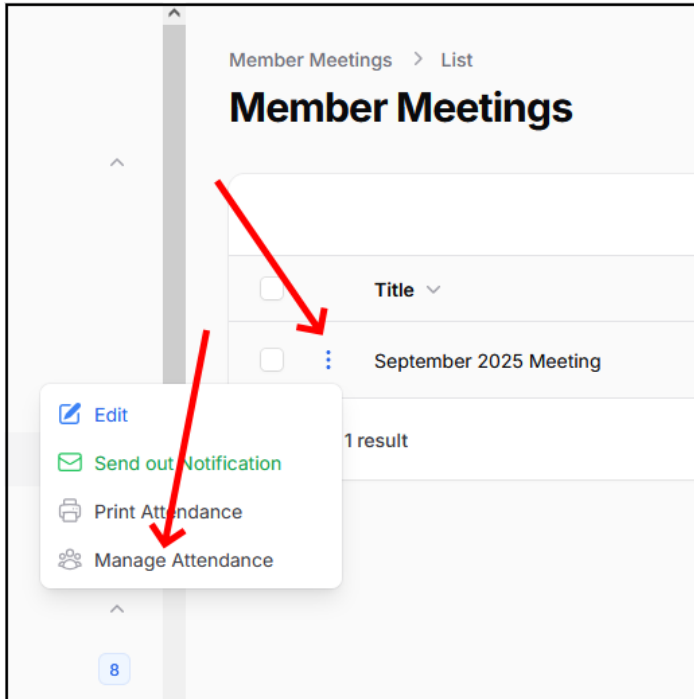


After confirming the action, the system will send one email to each of the committee members.

Registering Attendance

After a meeting is created, published and notified, the secretary can register the attendance.

The attendance can be edited up to 30 days after the meeting has occurred. In order to edit it, click on the three dots and select "Manage attendance"



The system will show a pop up form with the list of all current members. By default you can opt for setting all of them to either Present, Absent, Excused or no Action.

Meetings > Member Management

Title ▾

September 2023

Showing 1 result

Present

2 (6%)

Manage Attendance

Set all statuses

No action ▾

Select an option

No action

Present

Absent

Excused

Amenaghawon Ai

No action ▾

Details

Beckley Afor Oke

No action ▾

Details

Benson Dirisu

Present ▾

Details

Biaav Osagie

No action ▾

Details

This feature makes it simple a bulk action. You can provide "details" on each record (they will be internal comments).

When submitting, the system won't make any further action. You can edit attendance as many times as needed. Beware that members can also report assistance thru the website. These reports will appear here as well.

You can "print" the attendance. the system will generate a PDF which you can download or print out.