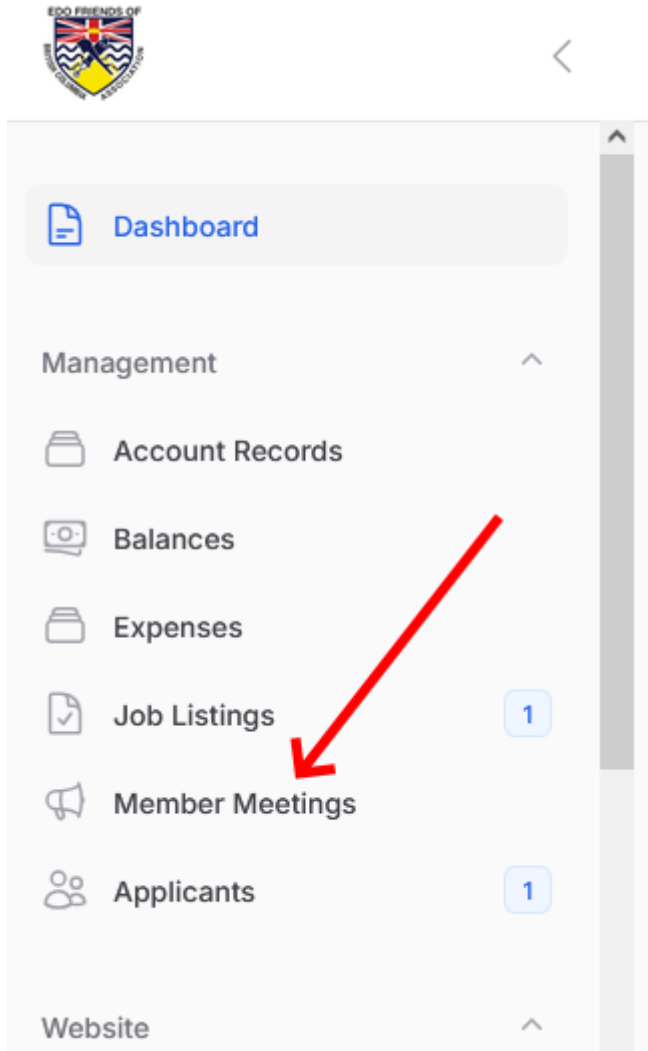


Creating a Meeting

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:

Member Meetings > Create

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:

- One topic
- Two topic
- ...

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.