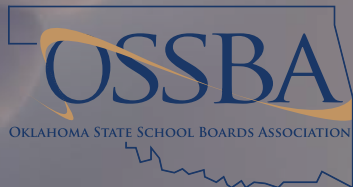


@ssemble MEETINGS



Board Member Access Guide



NEED HELP? CALL:

Anne Beck • anneb@ossba.org
405-320-4267

Kelly Ross • kellyr@ossba.org
405-659-7474

Christy Watson • christyw@ossba.org
405-821-3209

Log In

1. To log in to your meeting, visit meeting.assemblemeetings.com on the web browser of any internet-connected device.
2. Click the sign in link in the upper left-hand corner of the screen. (Figure 1)
3. On the sign-in page, enter your user name (your email address) and your password (firstname.lastname). (Figure 2)

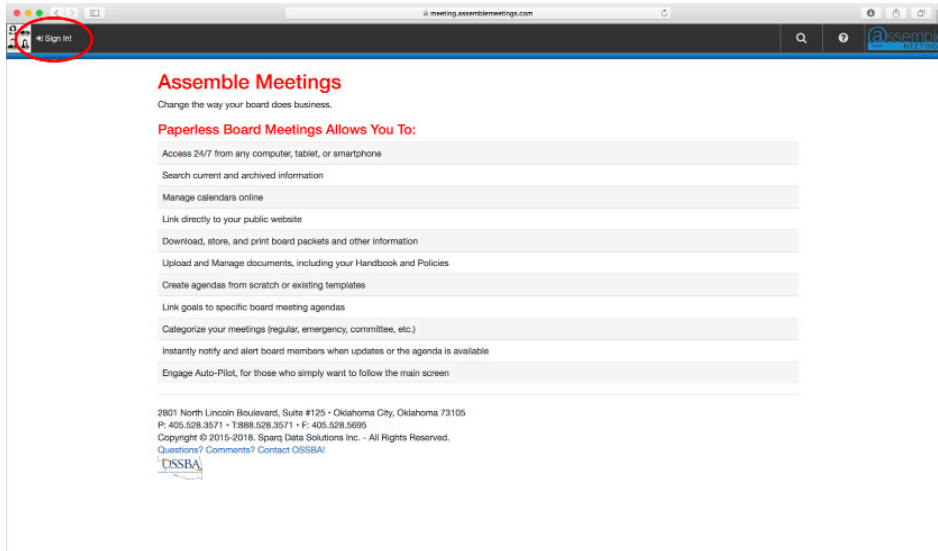


Figure 1

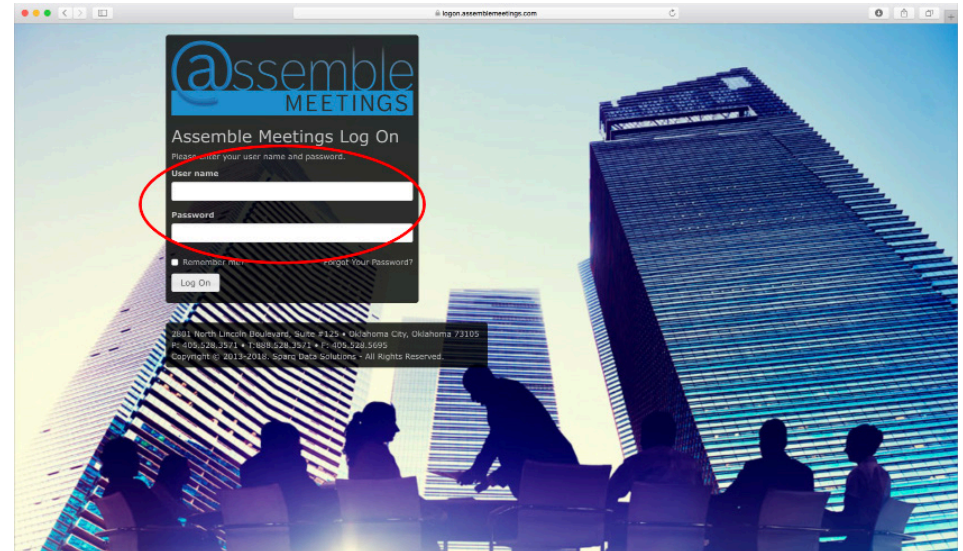


Figure 2

View Meeting Information

1. On the Assemble home page, meetings and agendas ready for board members to review or participate in are displayed on the upper left portion of the screen. (Figure 3)
2. Clicking on the hyperlink for a meeting will activate a menu of options: (Figure 4)
 - View Meeting Details (Join Meeting) provides access to all available meeting information, including attachments, and will be the option to select to participate in a meeting.
 - Meeting Quick View allows for a quick review of meeting information, including attachments, and can be useful when preparing in advance for a meeting.
 - Agenda Report allows you to print an agenda.

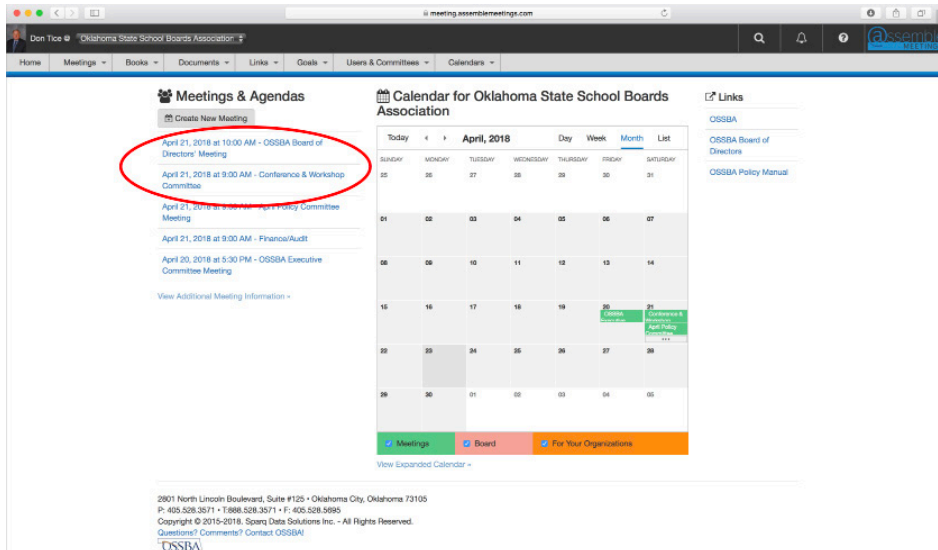


Figure 3

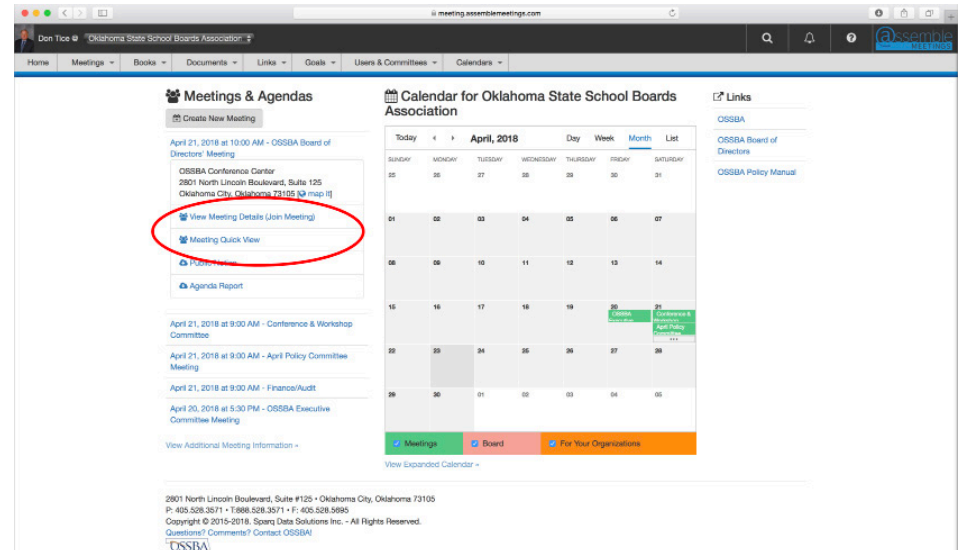


Figure 4

Participate in a Meeting

1. Once you have joined the meeting by clicking on View Meeting Details, you will see agenda items on the left side and individual agenda item information in the center of the screen. Attachments will be noted with an icon on the agenda item (Figure 5) and will open within the meeting screen. (Figure 6)
2. You may add notes (that only you can see) on an agenda item (Figure 5) or on an attachment using the available tools. (Figure 6)
3. You may also elect to follow the person leading the meeting by clicking on Follow Leader. (Figure 5)

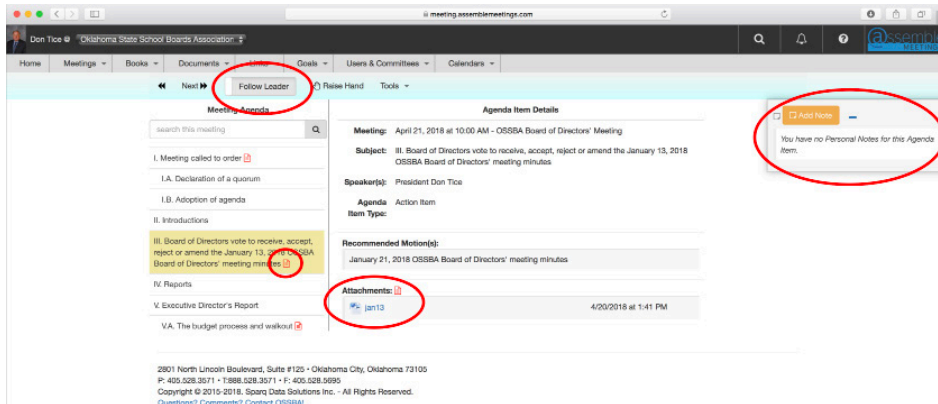


Figure 5

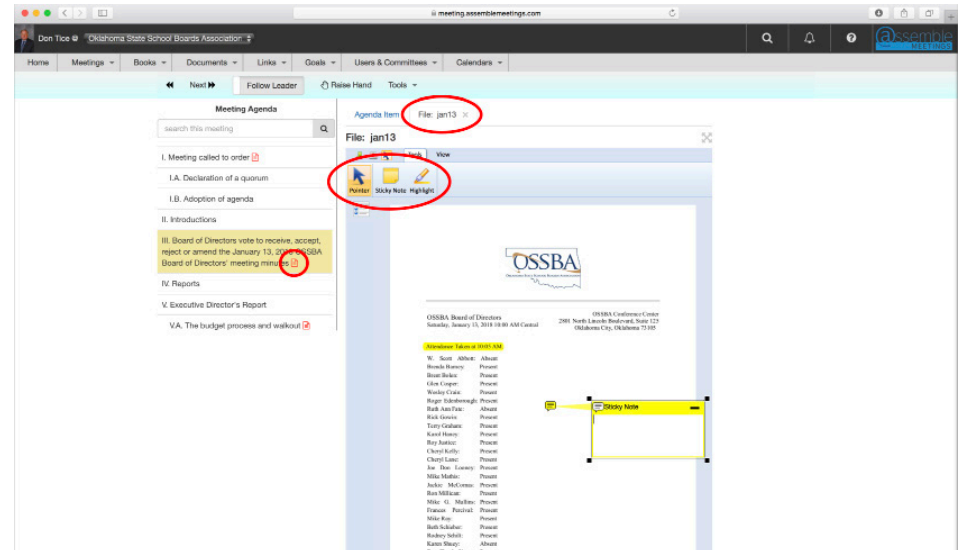


Figure 6

Figure 1

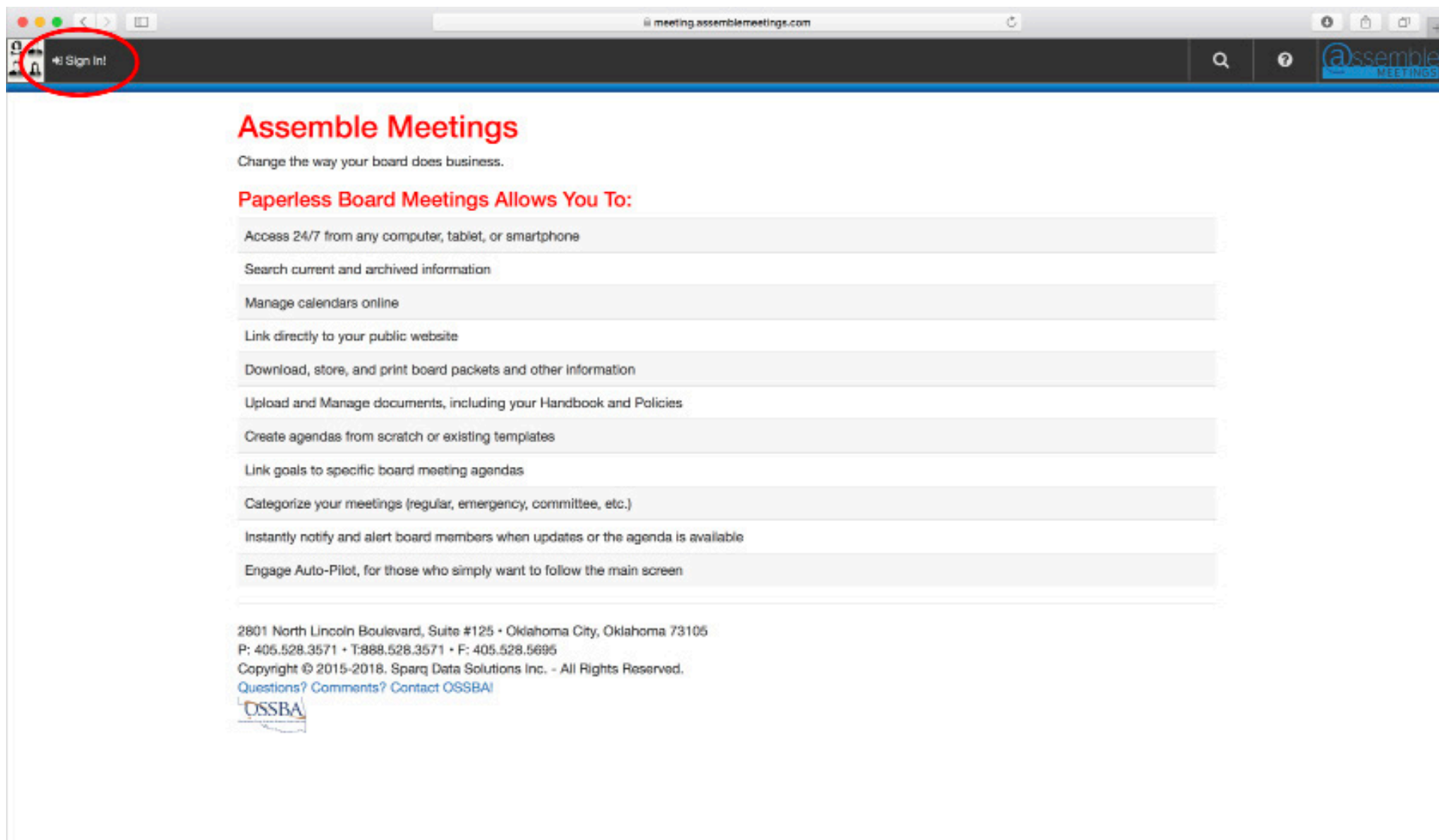


Figure 2



Figure 3

The screenshot shows a web application for managing meetings. The browser address bar displays `meeting.assemblemeetings.com`. The user is logged in as 'Don Tice' for the 'Oklahoma State School Boards Association'. The navigation menu includes Home, Meetings, Books, Documents, Links, Goals, Users & Committees, and Calendars. The main content area is divided into three sections: 'Meetings & Agendas', 'Calendar for Oklahoma State School Boards Association', and 'Links'.

Meetings & Agendas

[Create New Meeting](#)

- April 21, 2018 at 10:00 AM - OSSBA Board of Directors' Meeting** (highlighted with a red circle)
- April 21, 2018 at 9:00 AM - Conference & Workshop Committee
- April 21, 2018 at 8:00 AM - April Policy Committee Meeting
- April 21, 2018 at 9:00 AM - Finance/Audit
- April 20, 2018 at 5:30 PM - OSSBA Executive Committee Meeting

[View Additional Meeting Information >](#)

Calendar for Oklahoma State School Boards Association

Today < > April, 2018 Day Week Month List

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20 OSSBA Board of Directors	21 Conference & Workshop April Policy Committee Meeting
22	23	24	25	26	27	28
29	30	01	02	03	04	05

☒ Meetings
 ☒ Board
 ☒ For Your Organizations

[View Expanded Calendar >](#)

Links

- [OSSBA](#)
- [OSSBA Board of Directors](#)
- [OSSBA Policy Manual](#)

2801 North Lincoln Boulevard, Suite #125 • Oklahoma City, Oklahoma 73105
 P: 405.528.3571 • T: 888.528.3571 • F: 405.528.5895
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Figure 4

The screenshot shows a web browser window with the URL `meeting.assemblemeetings.com`. The page is titled "Oklahoma State School Boards Association" and features a navigation bar with links: Home, Meetings, Books, Documents, Links, Goals, Users & Committees, and Calendars. The main content area is divided into three sections:

- Meetings & Agendas:** This section includes a "Create New Meeting" button and a list of upcoming meetings. The first meeting, "April 21, 2018 at 10:00 AM - OSSBA Board of Directors' Meeting", is highlighted with a red circle around the "View Meeting Details (Join Meeting)" link. Other links in this section include "Meeting Quick View", "Public Notice", and "Agenda Report".
- Calendar for Oklahoma State School Boards Association:** This section displays a monthly calendar for April 2018. The calendar shows dates from Sunday to Saturday. The 20th and 21st of April are highlighted in green, indicating meetings. The 20th is labeled "OSSBA Board of Directors' Meeting" and the 21st is labeled "Conference & Workshop Committee Meeting".
- Links:** This section provides links to "OSSBA", "OSSBA Board of Directors", and "OSSBA Policy Manual".

At the bottom of the page, there is contact information for the Oklahoma State School Boards Association, including the address "2801 North Lincoln Boulevard, Suite #125 • Oklahoma City, Oklahoma 73105", phone number "P: 405.528.3571", fax number "F: 405.528.5895", and copyright notice "Copyright © 2015-2018, Sparq Data Solutions Inc. - All Rights Reserved." The OSSBA logo is also present.

Figure 5

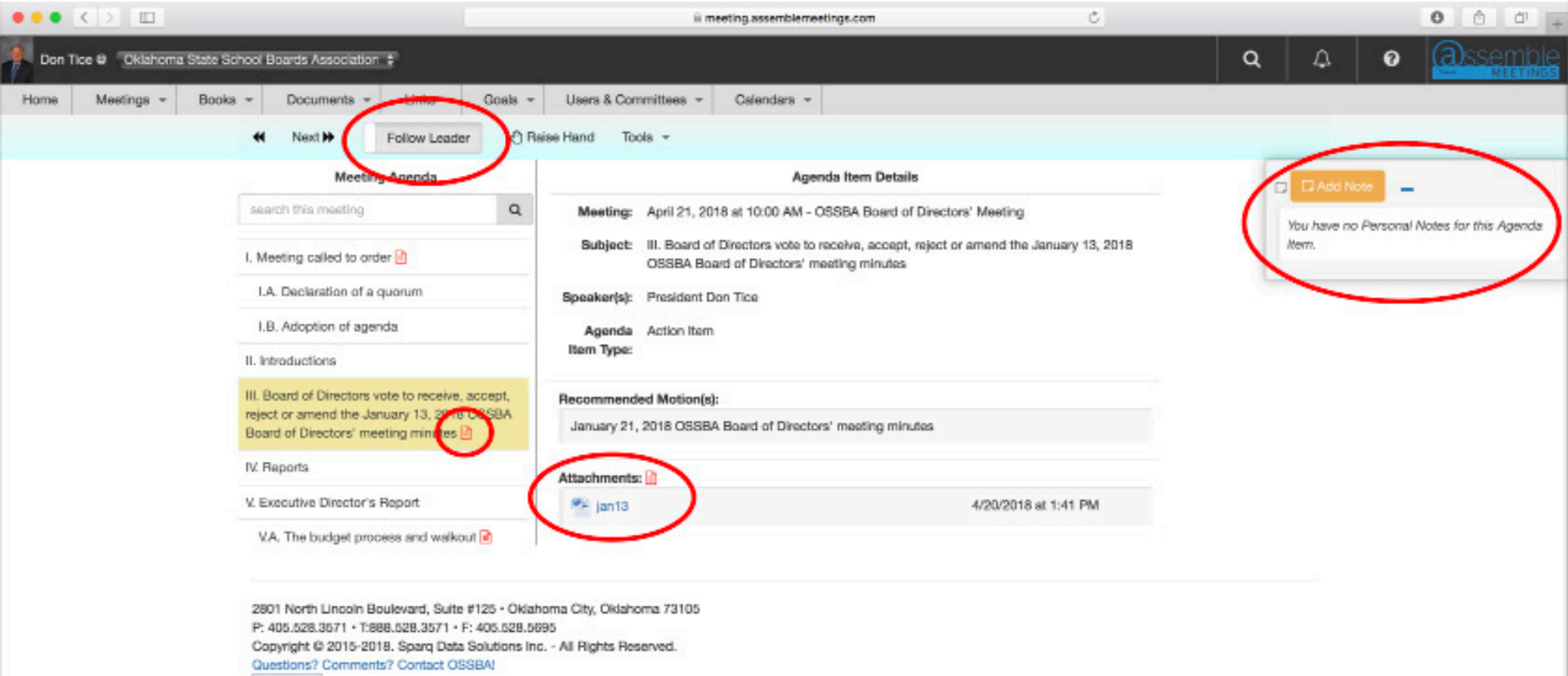


Figure 6

