

Upload Custom Agenda

Click on the Meeting and Custom Agenda

The screenshot shows the Assemble Meetings interface. At the top, the user is logged in as Anne Beck @ OSSBA. The navigation bar includes Home, Meetings, Books, Documents, Links, Goals, Users & Committees, Calendars, Settings, and a Return to Your Meeting button. The main content area displays the meeting details for November 14, 2022 at 6:30 PM - Regular Board Meeting. The meeting location is Billings High School Administration Office, 311 N. Central, Billings, Oklahoma 74630. The 'Custom Agenda' option is highlighted with a yellow box and a blue circle with the number 2.

Click Choose File to upload the document and Upload Custom Agenda

The screenshot shows the 'Custom Agenda for November 14, 2022 at 6:30 PM - Regular Board Meeting' page. The 'Filename' field is empty. Below it, a message states 'No Custom Agendas have been Uploaded for this Meeting'. The 'Upload a New Custom Agenda File' section is highlighted with a yellow box and a blue circle with the number 3. This section includes a 'Choose File' button and an 'Upload Custom Agenda' button.