

BoardBook Premier — User Guide for Board Members/Staff (Active Meeting Scenario)

1. Logging In and Joining the Meeting

- Go to your **BoardBook Premier login page**.
 - Enter your username and password.
 - From your **Dashboard**, you can click the green **Join Your Meeting** button next to the meeting title.
 - If the green **Join Your Meeting** button is not visible, navigate to the "Meetings" dropdown and select "Meetings, Minutes, and Agendas"
 - Locate the current meeting date.
 - Click on the title, generally labelled as "September 18, 2025 at 5:00 PM - Board of Education Regular Meeting" as an example.
 - When the small window appears, click on "View Meeting Details (Join Meeting)" to join the meeting and see the agenda in full detail.
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2. Following the Meeting Leader

- Look at the **top toolbar** — you'll see two buttons labelled as "Lead" and "Follow".
 - Click them once to activate.
*** Now, whenever the Meeting Leader changes agenda items or opens attachments, your screen will stay in sync automatically.*
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3. Navigating Agenda Items (if needed)

- If you want to browse independently, you can stop following the Leader at any time.
 - Use the **Previous/Next** buttons or click directly on items in the **left-hand agenda pane**.
 - To re-sync, click the **Follow button** again.
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4. Viewing Attachments

- When an agenda item has documents, they appear in the main content area.
 - Click on the attachment title to open it.
 - Use the on-screen controls to zoom, scroll, or print.
*** When following the Leader, attachments the Leader opens will appear for you automatically.*
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5. Participation During Discussion

- The **Discussion** panel is for the clerk/secretary to record notes — board members generally don't type here.
 - Speak as usual during the meeting; your contributions will be recorded in the minutes.
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6. Motions and Voting (Non-Electronic)

- When it's time to make a motion:
 1. Verbally state the motion during the meeting.
 2. Another member provides the second aloud.
 3. If applicable, the President/Chair will ask if further discussion is needed.
 4. The Board Executive Assistant calls roll call.
 - The **Executive Assistant** records the motion and vote outcome in the minutes.
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7. After the Meeting

- You can return to the meeting in BoardBook to view:
 - The **Agenda Report** (final agenda and attachments).
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Tips for Smooth Participation

- Utilize the **Follow the Leader** function at the start of the meeting so you're synced.
- Bring a device (laptop/tablet) with a stable internet connection.
- Remember: voting is done **verbally** — not inside BoardBook.