Create a New Agenda

Navigate to the Agendas module, then select “New Agenda.”

On the Task Bar, turn the help text on:

Fields with an *must be completed. Follow the help text and fill out the Agenda form.

Agenda Name - typically the name of the meeting being held or named after the committee conducting it

Add Committee - Once a committee is selected, click “Done Selecting Committees” to add it to the Agenda.

Retreive Agendas

My Agendas – where houses all of your current agendas until they are archived.

All Agendas – list of current agendas created by all users.

My Archived Agendas – where houses all of your archived agendas. Archived agendas are housed in this tab indefinitely to alleviate clutter on the My Agendas or All Agendas tabs.

Archived Agendas - This tab houses all of the archived agendas created by all users.