



TRAIN-THE-TRAINER

# Curriculum Guide

This guide brings together courses and resources to help train Admins, Contributors, and Members across one or multiple OnBoard organizations.

## Full Admin Training

Admins managing all administrative functions for a single organization should complete the [OnBoard Administrator 101 Learning Path](#) in [OnBoard Academy](#).

## Additional Resources

Find more trainer-readiness resources in the [Train-the-Trainer Toolkit](#) on the [OnBoard Help Center](#).

## Support

For additional questions or technical support, email [help@onboardmeetings.com](mailto:help@onboardmeetings.com)

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## Multi-Organization Administration Resources

Helps **Admins who support multiple OnBoard organizations** understand how to move between organizations, manage elevated access, and apply permissions, groups, and settings consistently across environments.

 [Course](#)  [Article](#)

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## Admin Handoff Process

Prepares **Admins** to confidently manage an Organization Admin transition by ensuring content ownership, permissions, and access are properly handed off so board operations stay on track during admin changes.

 [Article](#)

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## Creating Meetings for Creators & Committee Admins

Guides **Creators and Committee Admins** through a repeatable workflow for building meetings—from confirming groups to publishing the meeting book—so meetings are organized, accessible, and ready for collaboration.

 [Course](#)  [Article](#)  [Download](#)

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## Contributing to an Agenda

Teaches **Meeting Contributors** how to add materials to the agenda sections they own, helping teams collaborate efficiently without relying on email or manual handoffs.

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## Preparing for Board Member Training

Equips **Admins** with a clear preparation checklist to set up a demo meeting, resources, and permissions so board members can actively participate and gain confidence during training.

 [Course](#)  [Article](#)  [Download](#)

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## Board Member Training Guide

Provides a facilitator-ready checklist for **Admins** to guide live board training sessions, covering core workflows such as navigating meetings, reviewing materials, annotating documents, and accessing resources.

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