

Admin Getting Started Guide

OnBoard makes meetings smarter, easier, and more secure—so your board can focus on decisions that matter. This guide gives you the essentials to get set up fast and start driving better outcomes right away.



1 Login & Learn

Create Account

Activate your account using the email from OnBoard (notifications@airway.passageways.com).

Login

Navigate to app.onboardmeetings.com to sign in, and bookmark the page for future access.

Enroll in Administrator 101

From the left navigation panel, select Help & Feedback > OnBoard Academy to enroll in the OnBoard Administrator 101 Learning Path.

2 Manage Members

Add Members

Add your board and committee members to the Directory (you can hold off on sending invites until setup is complete).

Manage Permissions

Decide which members should be Admins or Creators.

Create Groups

Organize members into groups for your board and committees to keep everything structured.



3 Review Settings

General Settings

Decide if members can download documents.

Security Settings

Enable two-factor authentication or app security.

Feature Settings

Manage the settings for the features used throughout your organization.

4 Populate Your Resource Library

OnBoard's Resource Library is your unlimited storage hub for all your organization's key information.

Organize with Folders

Create folders for board and committee documents.

Drag and Drop

Upload documents directly into the folders.

Manage Permissions

Ensure the right people have access to the right materials.



5 Create a Meeting

Quickly create your agenda, build your meeting book, and manage who has access – and when!

Manage Invitees

Choose members and set their permissions.

Create the Agenda & Meeting Book

Assemble everything into a single, easy-to-navigate meeting book.

Publish

Share the meeting at the right time so invitees can begin preparing.

6 Customize Homepage

Make your Homepage a helpful starting point for members.

Organization Details

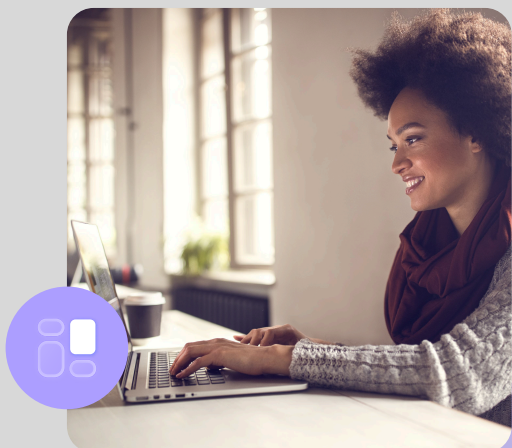
Update organization's logo, organization profile info, and board leadership.

Homepage Panels

Decide what content is displayed on the homepage and its location.

Add Announcements

Share important updates and keep everyone connected.



7 Invite Members

Once Resources, Meetings, and the Homepage are ready, you're set to **invite members**. From there, they can log in, access materials, and begin streamlining their preparation for effective board governance.