

# Contributing to an Agenda

Contributing to an Agenda helps ensure meeting materials are organized, easy to find, and ready for review.

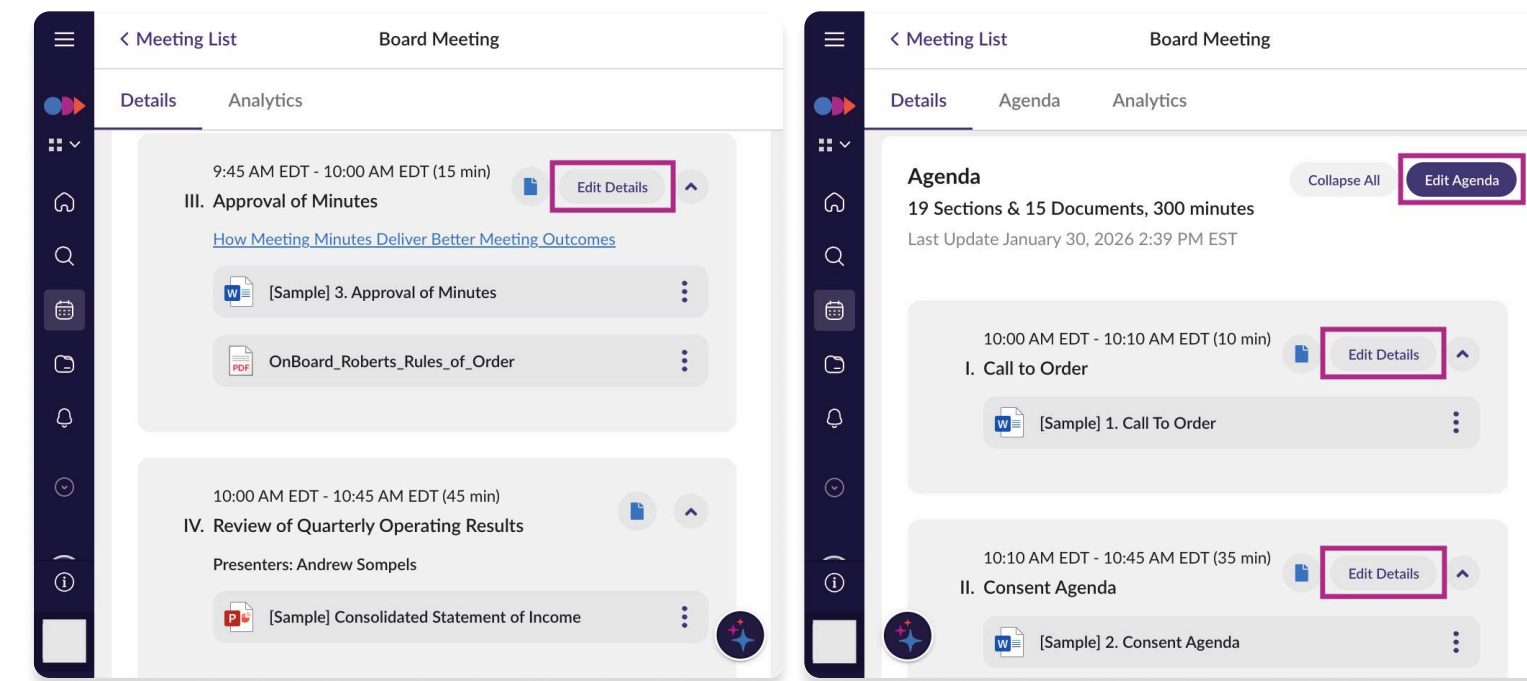
Find more trainer-readiness resources in the [Train-the-Trainer Toolkit](#).

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

1

## Contribute to an individual section. Or... Update the entire agenda.

Your meeting administrators will control your access.

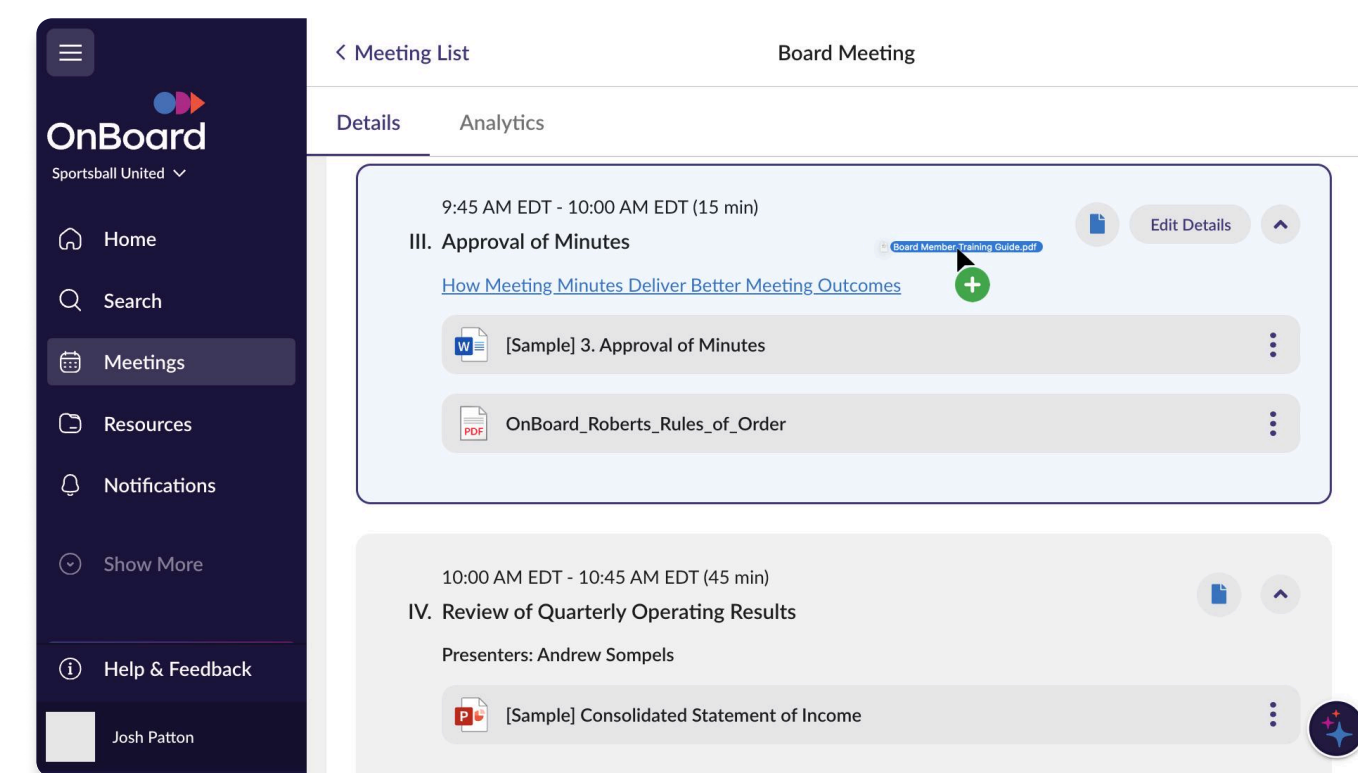


2

## Add Your Materials

Drag and drop documents (word, excel, ppt, pdf) directly to a section.

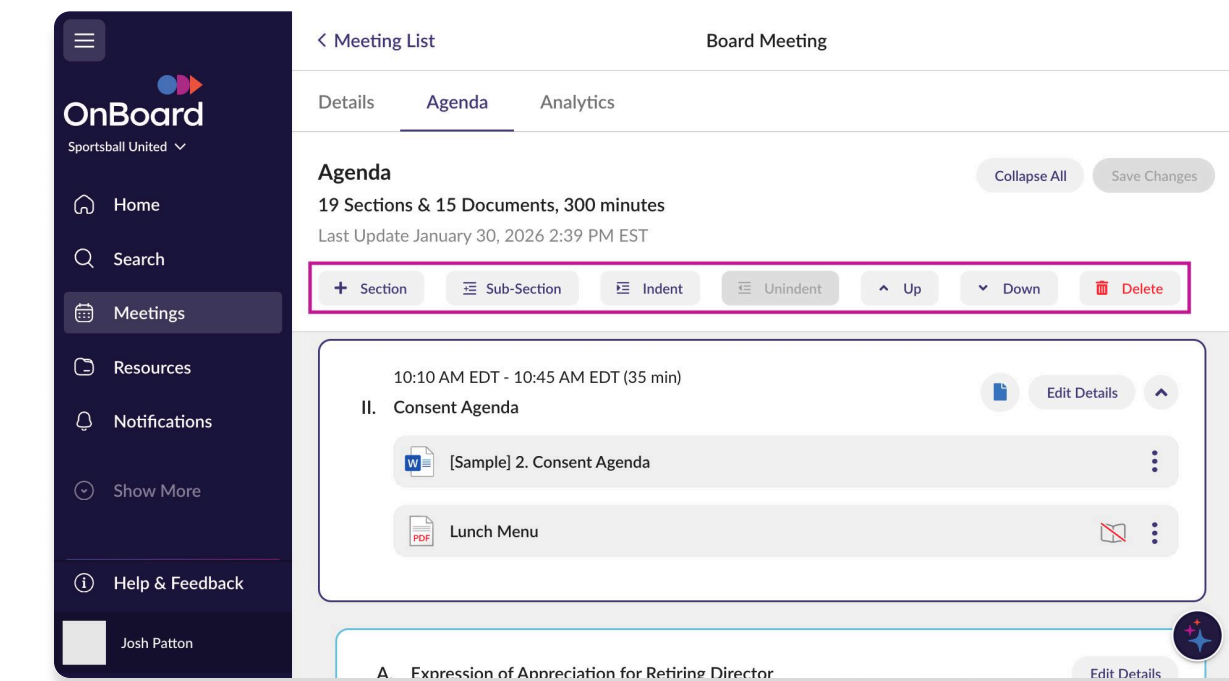
Select 'Edit Details' to manage documents, section description, linked actions, presenters, and guests.



3

## Update the Agenda

Use the buttons at the top of the agenda to add, reorder, indent, and delete sections.



4

## Notify your Meeting Admins

After you contribute to a meeting, update your meeting admins with the OnBoard Messenger or by creating and assigning a Task.

