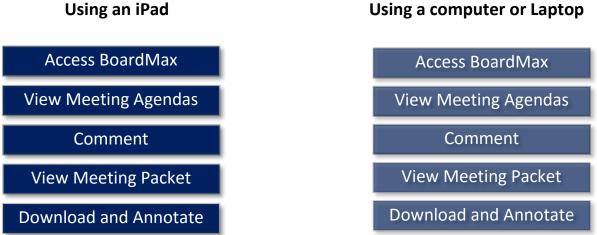
BoardMax Meeting Packets Quick Start Guide

BoardMax

BoardMax is a web-based tool that provides a centralized environment for all board-related information. Meeting materials, packets, information, and organizational documentation are logically organized and available 24/7 to the board, committee, and staff members. BoardMax is accessible from mobile devices and computers with Internet access. This documentation serves as a guide for viewing, commenting on materials, and downloading Meeting Packets materials.

Select a topic from the Launchpad below for detailed instructions.



Login to BoardMax (Top)

Using your iPad

- 1. Tap the BoardMax icon from your Home Screen.
- 2. Enter your "preferred email address" as your username and your BoardMax password. Tap Login. (NOTE: Your preferred email address is the address that you have instructed Brookdale to use when sending you an electronic communication. This may be a Brookdale issued Email or a Personal/Work Email. You should have received an email invitation to your preferred email account. Please check your preferred email account for this email. If you do not have an email invitation to BoardMax, contact Cynthia Gruskos: mailto:cgruskos@brookdalecc.edu).

Viewing Meeting Agenda Packet

(Top)

Using an iPad

- 1. From the BoardMax Dashboard main screen, scroll down to the **Meetings** section (lower right side of the screen).
- 2. Tap the Meeting Title

Meeting	5 View al
9/20/2016	Executive Session
2:30 PM	Student Life Center, Ft. Hancock
9/20/2016	Board of Trustees Workshop Meeting
5:30 PM	Brookdale Lincroft

 The Meeting Agenda View (see screenshot below) displays the Meeting packet in an outline format and view sections of the packet. You can also view the Meeting Rosters, Ballots, Assigned Tasks and access Pre-Meeting Material if available from the tabbed menu.

Board of Trustees	L By Phone
oniono cine on	
ate: 9/20/2016 at 5:30 PM to 7:30 PM (EDT) ocation: Brookdale Lincroft	Description: Warner Student Life Center, Navesink Rooms 765 Newman Springs Rd. Lincroft, NJ 07738
al-in: sibility Setting: Private siter Visibility Setting: Private	
aquired: No	
MEETING AGENDA MEETING ROSTER PRE-MEETI	ING MATERIAL BALLOTS TASKS
NEETING AGENDA MEETING ROSTER PRE-MEETI	ING MATERIAL BALLOTS TASKS
	ING MATERIAL BALLOTS TASKS
MEETING ROSTER PRE-MEET	
Meeting Agenda	j≡ EPostfor Review
Meeting Agenda	j≡ ement and Roll Call ∞ ⊠

4. To view a **Section** of the packet, scroll down to the section and tap the file name.



5. The item opens in a new window.

Using an iPad

You can comment on any Agenda item. Comments can be public or private. Public comments are viewable by all members who can view the Agenda item.

1. To comment on an item, select the "+" icon next to the item from the **Agenda View.**

ad ᅙ	7:08 AM ▲ gotomyboards.com		* 33% 🗖
ecord 🌮 😪			
ey As of 8-24-16.docx			/
nd Business Meeting Agenda 🌮 🗹		You Leave a co	mment
nt agenda for discussion by any voting member of the Board of Truste	es	Cancel	Private V Post

- 2. Enter your comment.
- 3. Select **Public** or **Private** from the drop down.
- 4. Select Post.

View a Meeting Packet

<u>(Top)</u>

Using an iPad

1. To view the entire packet, tap the **Meeting Packet** link located at the top of the Meeting Agenda heading



- 2. The meeting packet opens in a new tab. You can view the packet within BoardMax, or you can open the packet in Acrobat PDF, where you can use the tools to "jump to" sections within the meeting packet as well as annotate, take notes, and save a copy of the meeting packet with your notes on your iPad.
- 3. To open in Acrobat PDF, tap Open in..., then tap Copy to Adobe Acrobat.



4. To navigate to a section in the packet, tap the **Bookmark** icon from the toolbar located at the bottom of the screen and then tap the section heading.

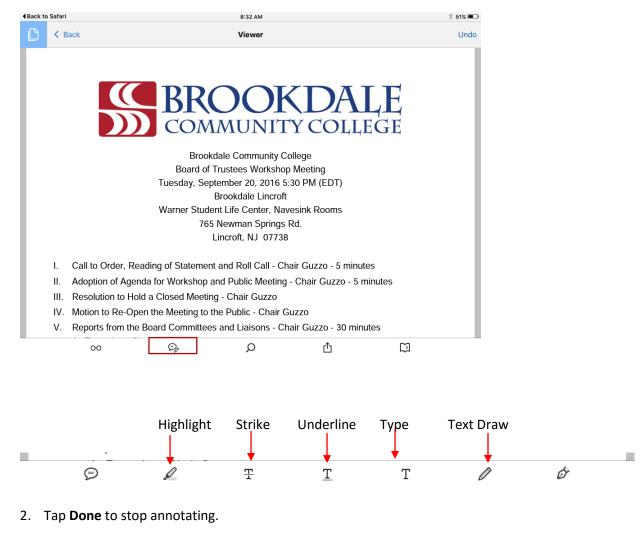
iPad 🗢			9:09 AM		* 49% 🗩
ß	K Back		Viewer		Undo
				As of 8/24/16	
				Bookmarks	
		BROOKDALE COMM	IUNITY COLLEGE PROJECT	Agenda Page	
				Call to Order, Reading of Stat.	
	A. CAPIT	AL PROJECTS		Adoption of Agenda for Work.	
				Resolution to Hold a Closed	
	1) <u>BACK</u>	CAMPUS WALKWAY RENOVATION:	Circle A Construction Cor Change Order REVISED CONTR	Motion to Re-Open the Meeti.	
	SCOPE	: Installation of decorative reinforced conc		Peperto from the Roard Com	. >
	including and not limited to benches, concrete block walls, fencing, stone pie				>
				Review of Consent Agenda*	
	STATU	JS: 100% complete August 2016		Adjournment	
	2) <u>NEW A</u>	ACADEMIC BUILDING/WALL CAMPUS	E Benjamin Harvey Contrac Change Order REVISED CONTRAC		
	SCOPE	Construction of a new 36,000 SF New	Academic Building that is two	L	
	C		<u>ث</u> ک		

Annotating a Meeting Packet

(Top)

Using an iPad

 You can take notes, highlight, and edit using the Acrobat Viewer tools on the bottom of the screen. Tap the Annotate icon and select the tool.



3. Tap **Back** to close the meeting.

A copy of the meeting packet is stored on your iPad. You can retrieve the edited copy by tapping the Acrobat icon \swarrow on from the Home Screen and selecting the Meeting packet.

iPad 후		5:41 AM	* 29% 💷		
		Local ~	₿ ⊘		
Annovania Reference	8-16-16 Dashboard May 2016.pdf				
	Sep 16, 2016, 250 KB				
	8-16-16 Capital ML.pdf				
	Sep 16, 2016, 30 KB				
	Board of Trustees Workshop Meeting_20160916110118.pdf				
	Sep 16, 2016, 331 KB				

Using a Computer/Laptop

- 1. Open any web browser (i.e. Internet Explorer, Firefox, Chrome, or Safari).
- 2. Enter <u>https://www.gotomyboards.com</u> in the address bar.
- Enter your "preferred email address" as your username and your BoardMax password. Click Login.

(**NOTE:** Your preferred email address is the address that you have instructed Brookdale to use when sending you an electronic communication. This may be a Brookdale issued Email or a Personal/Work Email. You should have received an email invitation to your preferred email account. Please check your preferred email account for this email. If you do not have an email invitation to BoardMax, contact Cynthia Gruskos: mailto:cgruskos@brookdalecc.edu).

Viewing a Meeting Agenda

(Top)

Using a Computer/Laptop

- 1. From the BoardMax Dashboard main screen, scroll down to the Meetings Section (lower right side of the screen).
- 2. Click the Meeting Title.



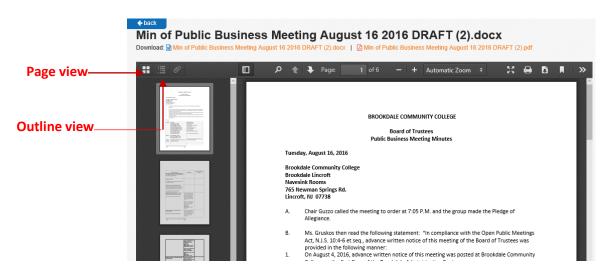
 The Meeting Agenda View (see screenshot below) displays the meeting packet in an outline format and view sections of the packet. You can also view the Meeting Rosters, Ballots, Assigned Tasks and access Pre-Meeting Material, if available from the tabbed menu.



4. To view a **Section** of the packet, scroll down to the section and click the file name.



5. The packet opens in a browser PDF viewer window. You can use the navigation tools to jump to sections of the document.



6. Use the **Back** link to return to the Meeting Agenda View

Commenting on a Meeting Agenda Item

<u>(Top)</u>

Using a Computer/Laptop

- 1. You can comment on any Agenda item. Comments can be public or private. Public comments will be viewable by all members who can view the Agenda item.
- 2. To comment on an item, select the "+" icon next to the item from the Agenda View.

				/
ing Minutes - August 16, 2016 🛷 🗹	🔁 Ya	yu 🛛		
	h	Leave a comme		*
	Ca	incel	Private V	Post

- 1. Enter your comment.
- 2. Select **Public** or **Private** from the drop down.
- 3. Select Post.

Viewing Meeting Packet

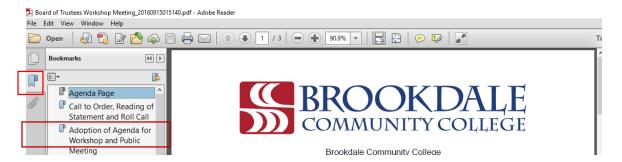
<u>(Top)</u>

Using a Computer/Laptop

1. To view the entire packet, click the **Meeting Packet** link located at the top of the Meeting Agenda.



- 2. Depending upon the web browser you are using (i.e. Internet Explorer, Chrome, Firefox) you will be prompted to either **Save** or **Open** the file.
- When you select **Open**, the PDF file displays. You can use the **Bookmark** tools in the left navigation pane to "jump to" sections within the meeting packet.
- 4. Click the **Bookmark** icon and then click the "section" of the packet you would like to view.





1. You can add notes and highlight using the Adobe Reader tools on the top of the screen.

