

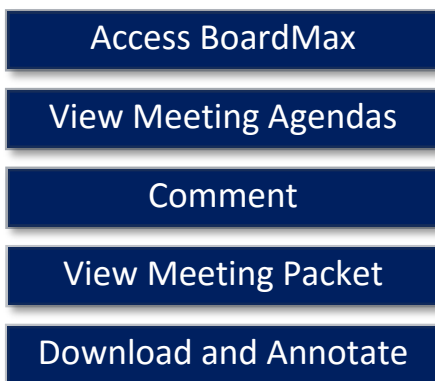
# BoardMax Meeting Packets Quick Start Guide

## 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.

### Using an iPad



### Using a computer or Laptop




## Login to BoardMax

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### 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

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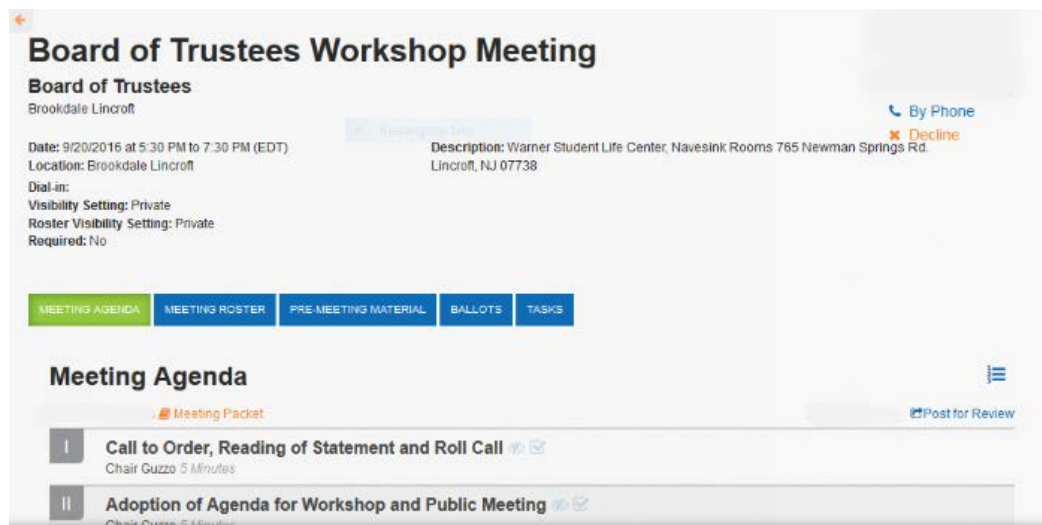


### Using an iPad

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



3. 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 tap the file name.



5. The item opens in a new window.

## Commenting on a Meeting Agenda Item

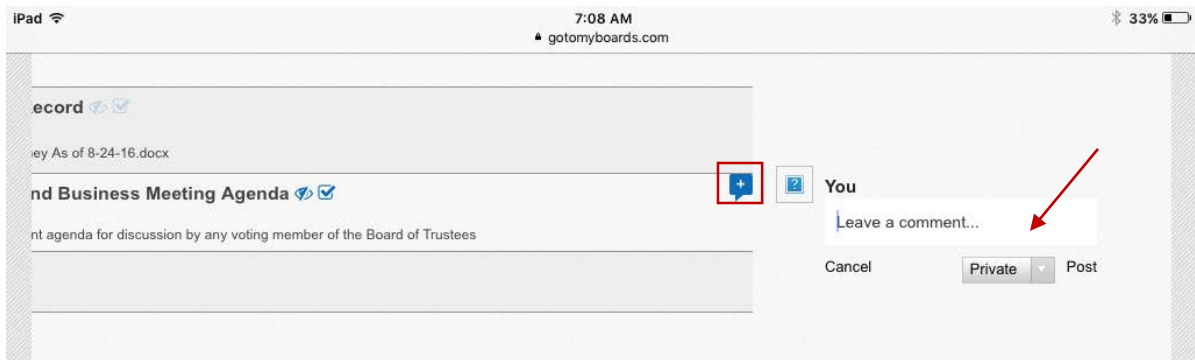
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### Using an iPad

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**.



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

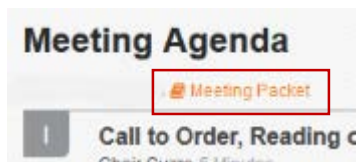
## View a Meeting Packet

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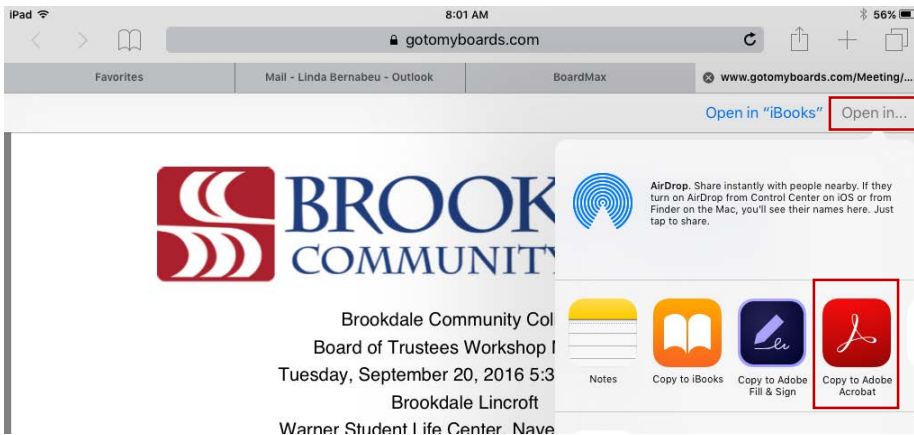


### Using an iPad

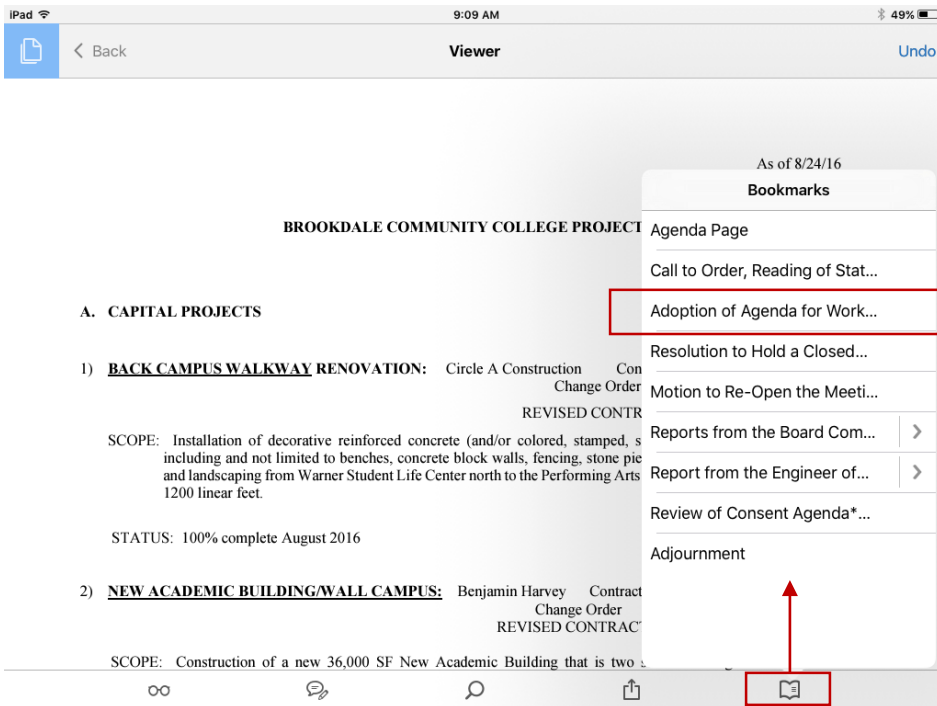
1. To view the entire packet, tap the **Meeting Packet** link located at the top of the Meeting Agenda heading



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**.



- 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.



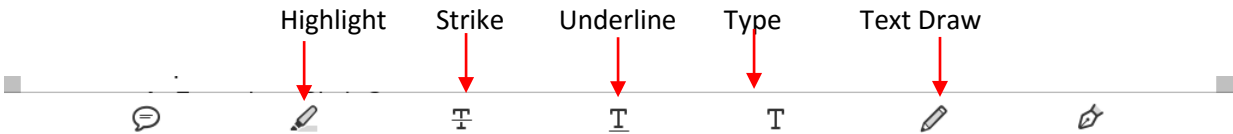
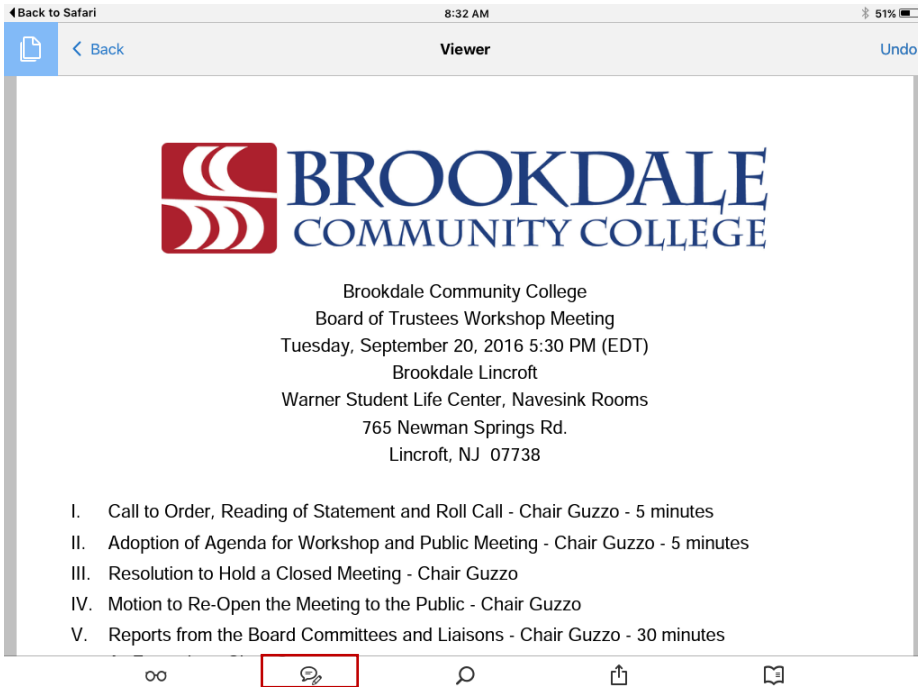
## Annotating a Meeting Packet

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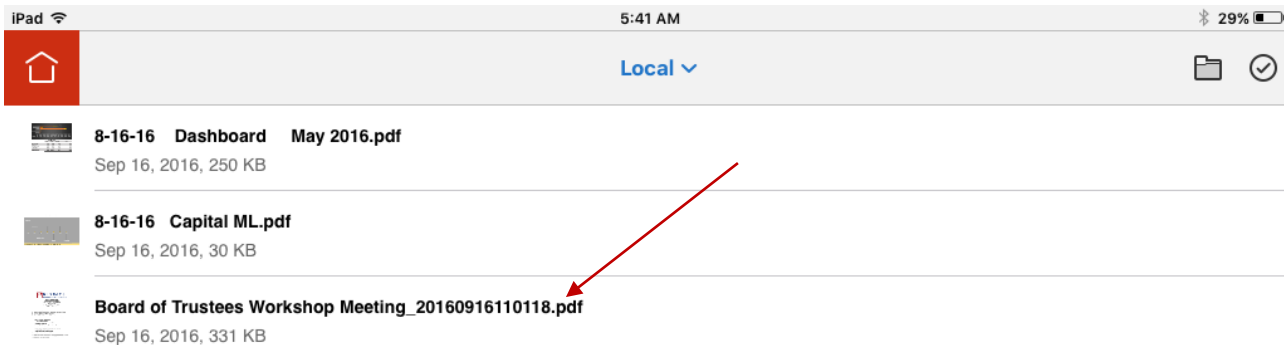
### Using an iPad

- 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.



2. Tap **Done** to stop annotating.
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  on from the Home Screen and selecting the Meeting packet.



## Login to BoardMax

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### Using a Computer/Laptop

1. Open any web browser (i.e. Internet Explorer, Firefox, Chrome, or Safari).
2. Enter <https://www.gotomyboards.com> in the address bar.
3. 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>).

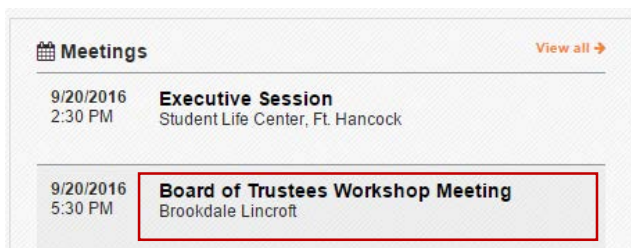
## Viewing a Meeting Agenda

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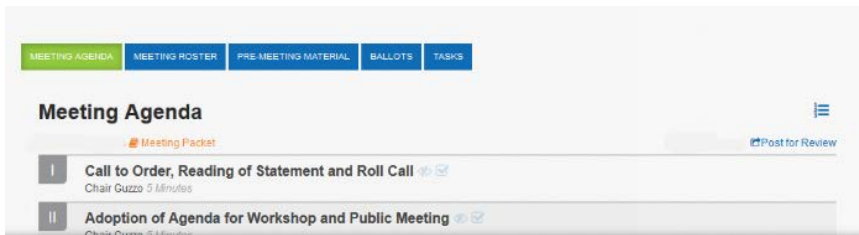


### Using a Computer/Laptop

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



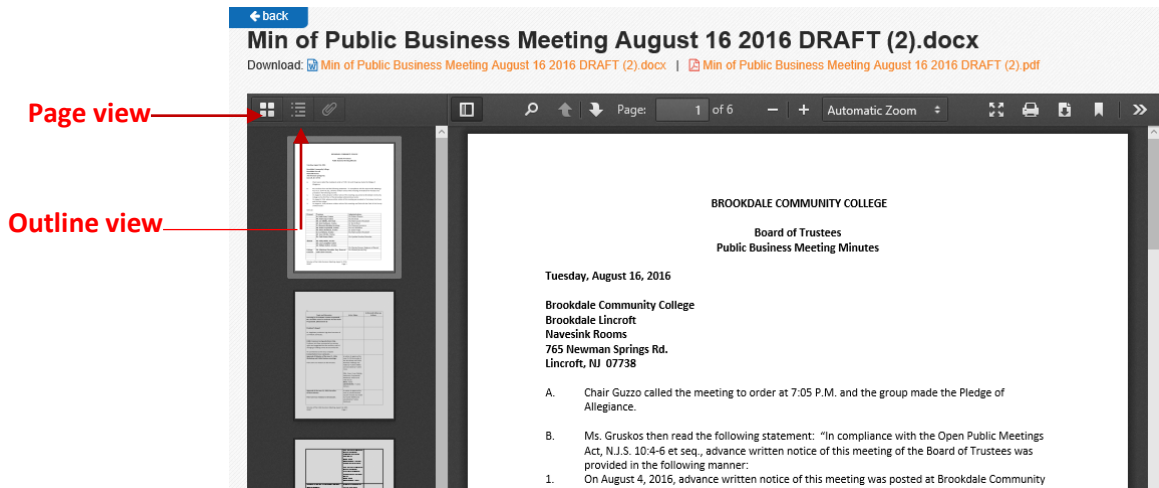
3. The Meeting Agenda View (see screenshot below) displays the meeting packet in an outline format and view sections of the packet. You can also view the Meeting Rosters, Ballots, Assigned Tasks and access Pre-Meeting Material, if available from the tabbed menu.



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



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



- Use the **Back** link to return to the Meeting Agenda View

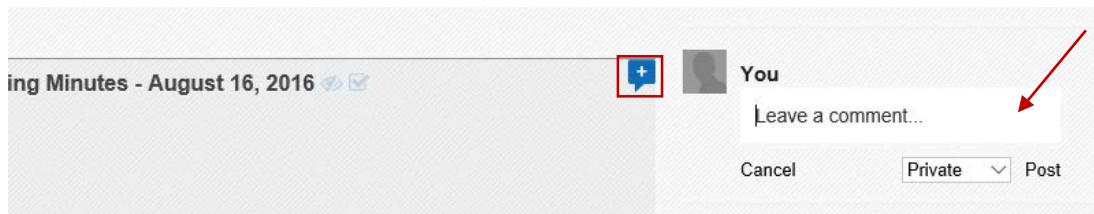
## Commenting on a Meeting Agenda Item

[\(Top\)](#)



### Using a Computer/Laptop

- 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.
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1. Enter your comment.
2. Select **Public** or **Private** from the drop down.
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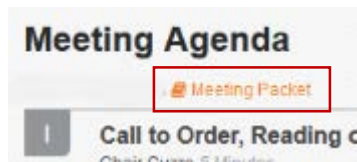
## Viewing Meeting Packet

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### 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.
3. 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.



## Annotating a Meeting Packet

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### Using a Computer/Laptop



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

