



# ADMINISTRATOR TRAINING

September 2020



# We will get started soon!

- Please enter your questions in the chat area throughout the webinar.
- Comments and questions will be addressed at the end.
- Try using Google Chrome or Mozilla browsers for best results.
- We will email a replay of the webinar in the next few days.
- For connectivity problems, try the “Reconnect” button at the top.



# Administrator Webinar



Samantha Alarie-Leca,  
Presenter



Laura Clark,  
Presenter



Michelle Mullen,  
Chat Moderator

## Upcoming Training Schedule

### New User: Training Webinar

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- Friday, Sept. 11<sup>th</sup> at 2pm ET
- Mobile App and Web Portal for Boardable users

### Virtual Customer Coffee

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- Tuesday, Sept. 15<sup>th</sup> at 11:30am ET
- Join other administrative professionals for tips & tricks

### Administrator Advanced Q&A

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- Friday, Sept. 25<sup>th</sup> at 2pm ET
- Bring your questions and connect with other Administrators

Recordings available on demand in the Boardable Resource Library

# Boardable Plans

## LEGACY

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Streamline your board experience by centralizing communications, document storage and meeting planning

- Plans before January 2020
- Original platform

## ESSENTIALS

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Streamline your board experience by centralizing communications, document storage and meeting planning

- Set and track 1 goal
- Export data from previous 3 months

## PROFESSIONAL

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Take your board to the next level with dedicated support and more advanced tools for a more professional board experience

- Unlimited goals & reports
- Board packet quick print
- E-signature
- Dedicated CSM

Contact your dedicated CSM or [success@boardable.com](mailto:success@boardable.com)

# Boardable Feature Updates

## Freeform Minutes & Notes

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- Take free form minutes
- Drop in votes and attendance
- Essential and Professional plans

## Boardable Video Conferencing

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- Incorporate video conferencing within meeting
- No need for 3<sup>rd</sup> party service
- Grid View
- Essential & Professional plans

## Coming Soon:

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- Recording in Boardable Video Conferencing
- Collaborative files in Document Center
- Essential and Professional plans

See our updated [release notes](#) for more information

# GETTING STARTED

## Success Tips

1. Upload your logo in your account
2. Set up your groups/committees
3. Enter your users in the people directory
4. Talk about Boardable as often as possible!
5. Send your welcome invites!



# USER PERMISSIONS

## Members

Create meetings, polls, discussions, upload documents, and view all activity in assigned groups.

## Administrators

All privileges including billing information, ability to change plan type, adding people, account settings, and updating announcements.

## Observers

Participate in groups, discussions, polls and meetings when invited, but they are never able to see the Document Center



## Need Help?

- Search in the Help Center (new articles).
- Visit our [Boardable Academy](#) on our website.
- Send messages 9am- 5pm ET for live Chat Support.
- Email [support@boardable.com](mailto:support@boardable.com) at any time.