

BoardEffect®

Welcome to BoardEffect!

This guide will show you how to quickly get started with Board Effect, how to access the portal from any device or location, and how to install the app on your iPad.

- Part I- Installing BoardEffect on the iPad
- Part II- Using BoardEffect on the iPad
- Part III- Using BoardEffect in a web browser (any device or tablet)

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PART I- Installing BoardEffect on the iPad

1. Go to the App Store on your iPad



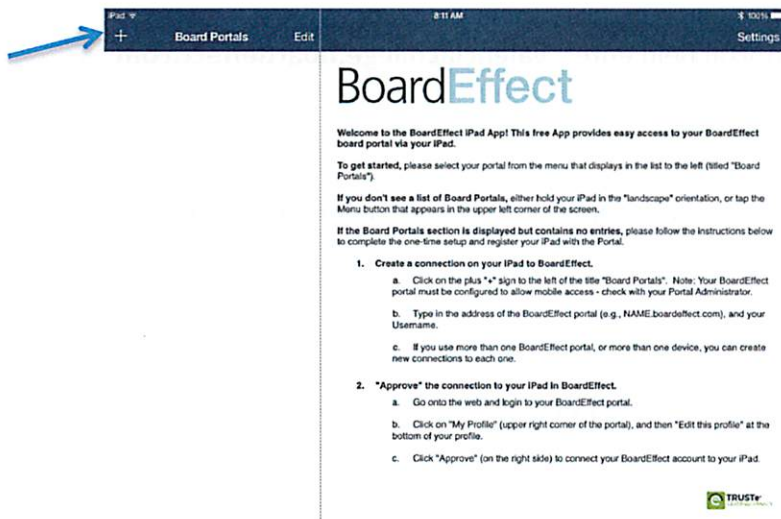
2. Tap the search bar in the upper right corner and type **Board Effect**



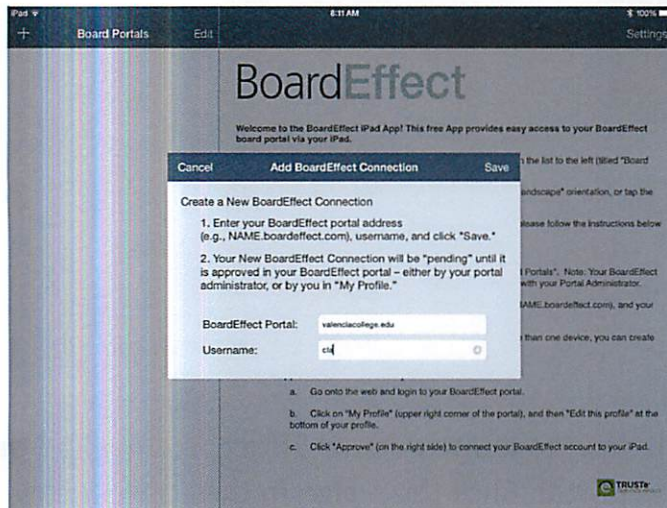
3. Tap to download & install the application to your iPad



4. Once installed tap the icon to launch Board Effect. You will be presented with the entry page for the portal. Click the + sign in the top left corner.



5. Enter the connection details



In the Board Effect portal field enter: **valenciacollege.boardeffect.com**

The portal administrator has issued a Username to you.

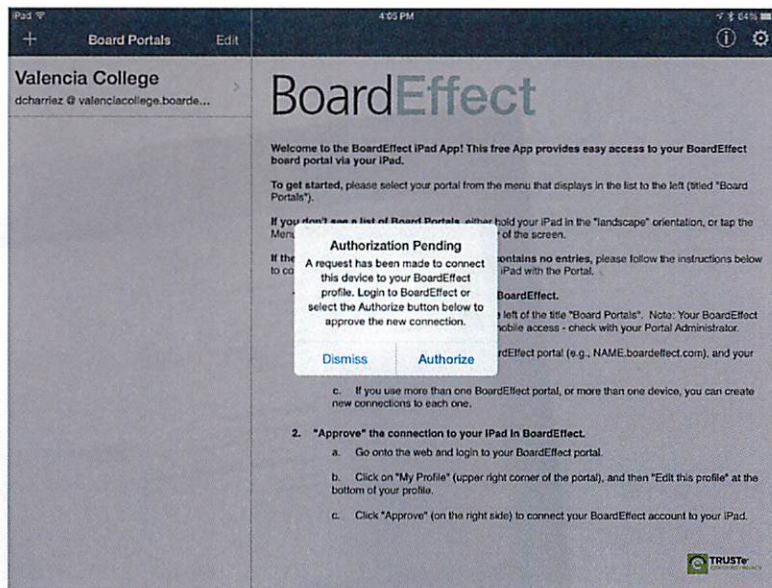
If you are not sure of your username or password, please contact your portal administrator.

Name: Bill White

Email: bwhite@valenciacollege.edu

Phone: (407) 582-1185 Cell: (407) 227-3027

6. You will be presented with a dialogue box asking you to authorize the application to connect it with your Board Effect profile.



Click Authorize, and your portal administrator will add the device to the authorized list.

Note: You can also login through a web browser, and authorize the device yourself. Once you login through the web (this is covered in the next section) you will see a prompt in the upper right hand corner 'Authorize Your Mobile Device'. Once completed, return to the iPad and you will be prompted for your username and password on the iPad and will see a confirmation message that your device has been authorized. You are now ready to use the app on your iPad.

7. Congratulations! Board Effect is now installed & configured on your iPad. The next section will cover how to get around in the application.

PART II- Using BoardEffect on the iPad

Good Governance on the Go

Say goodbye to thick binders and copying hundreds of pages to prepare for board meetings.

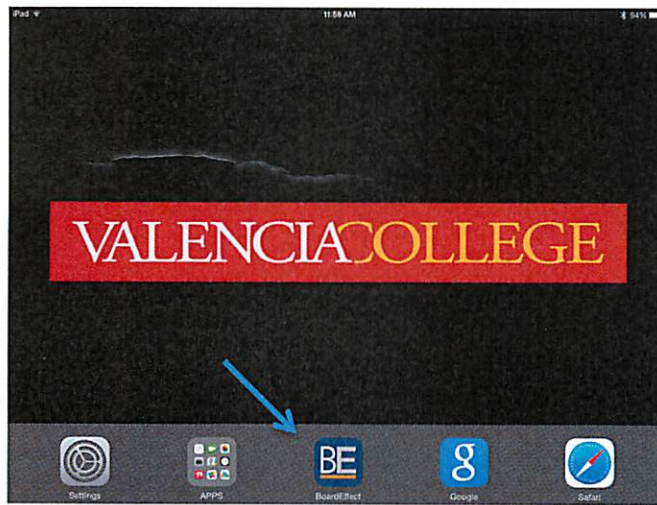
Our free iPad app allows you to annotate your copy of the meeting packet, including typing notes, highlighting text, drawing, and more.



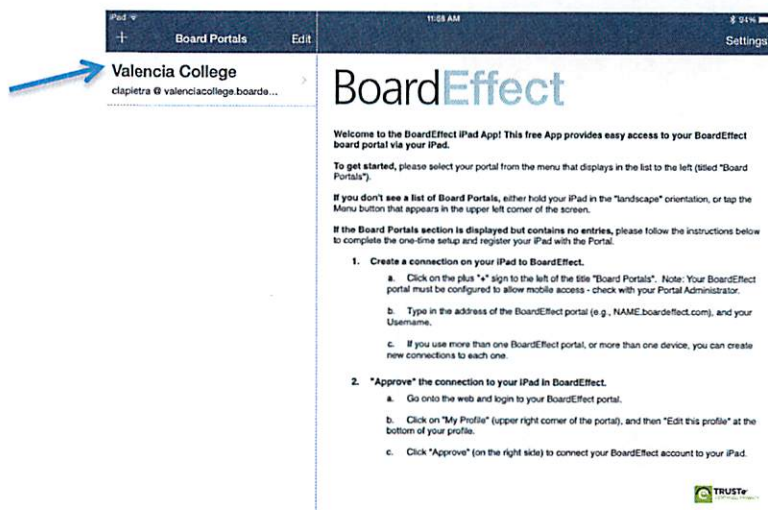
Now you can download and store your BoardEffect Meeting Books to your iPad, and read them anywhere -- even if you don't have Internet access. The free BoardEffect iPad App allows you to annotate your copy of the meeting packet, including typing notes, highlighting text, drawing, and more.

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1. Board Effect has already been pre-loaded and configured on the Valencia College iPad. Launch the application by tapping the Board Effect icon in the taskbar.

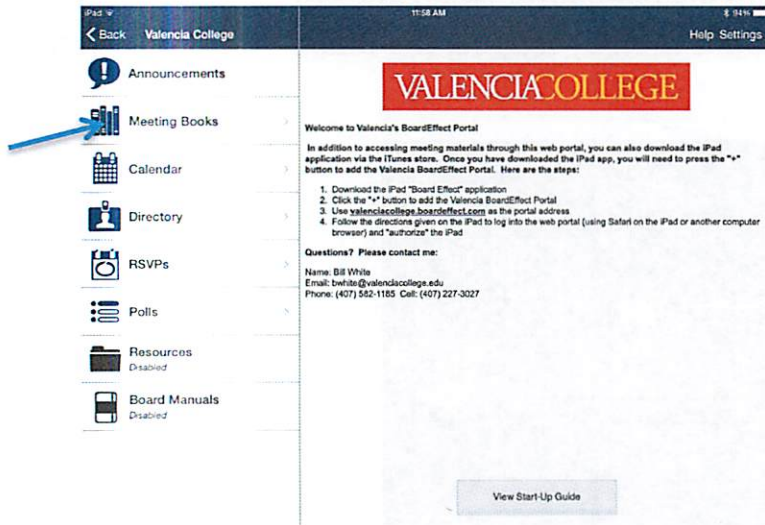


2. When you launch the Board Effect app you will see a menu at the top left corner. Tap Valencia College to enter Valencia's Board effect portal.

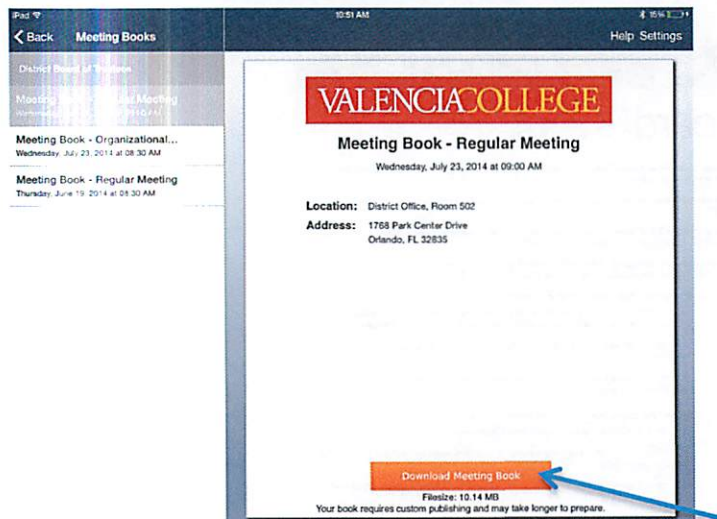


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3. Upon entering the portal there are a number of menu items on the left. Tap Meeting Books to access today's materials.



4. Here you will see the current meeting book, as well as archives. Once you tap on a specific meeting you will need to Download the Meeting Book to your iPad.



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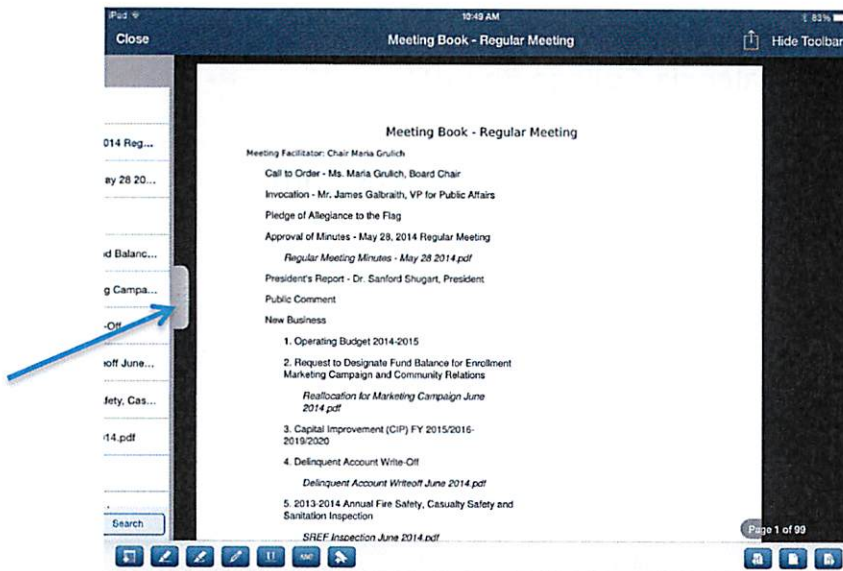
*Note that if any updates or modifications are made to a meeting book since it was last downloaded, you will be prompted to update the meeting book

- Once in the meeting book, you can navigate through the sections using the pull out menu on the left.

Slide the silver tab to the right to access the menu options.

From here you can:

- View the meeting outline
- Search the meeting book
- View any annotations

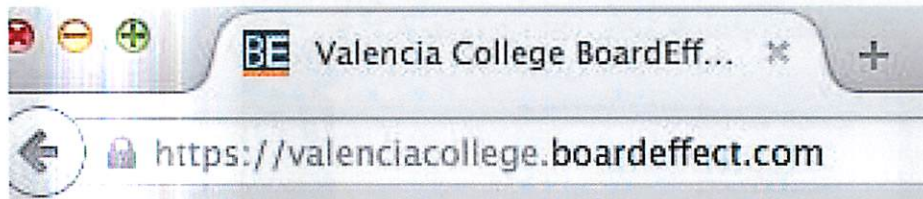


PART III- Using Board Effect in the browser



1. You can also connect to Board Effect at any time, on any computer or device by simply launching your web browser

valenciacollege.boardeffect.com



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2. Enter your login credentials

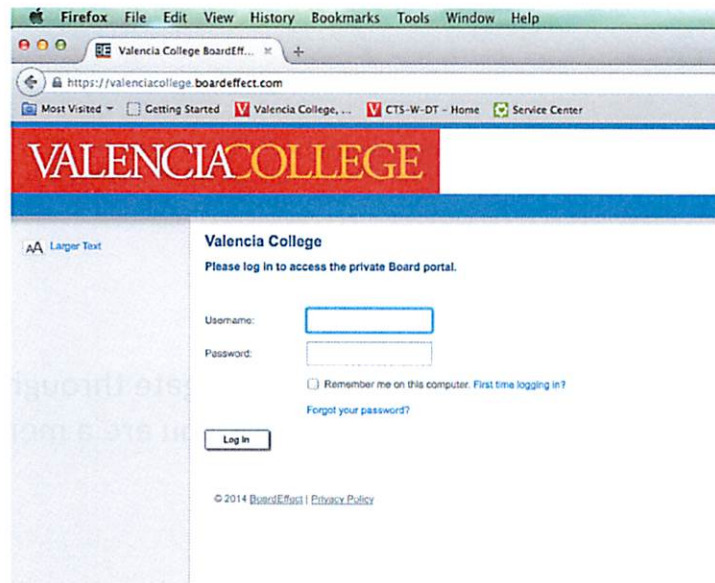
The portal administrator has issued a Username to you.

If you are not sure of your username or password, please contact your portal administrator.

Name: Bill White

Email: bwhite@valenciacollege.edu

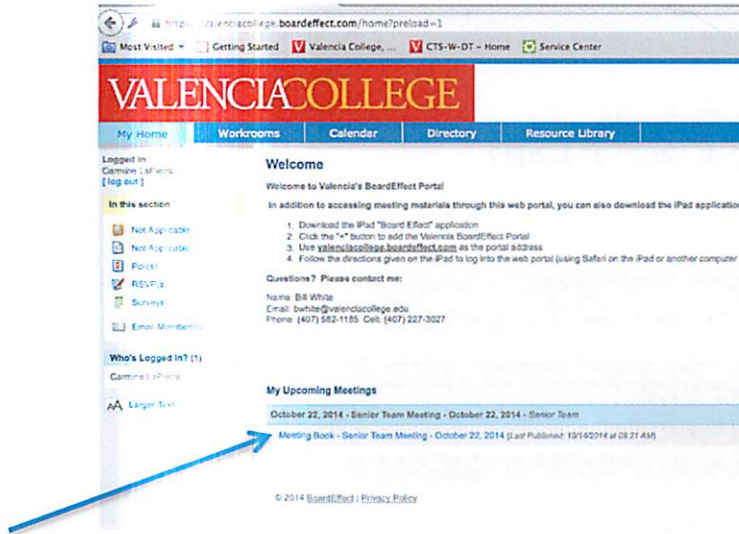
Phone: (407) 582-1185 Cell: (407) 227-3027



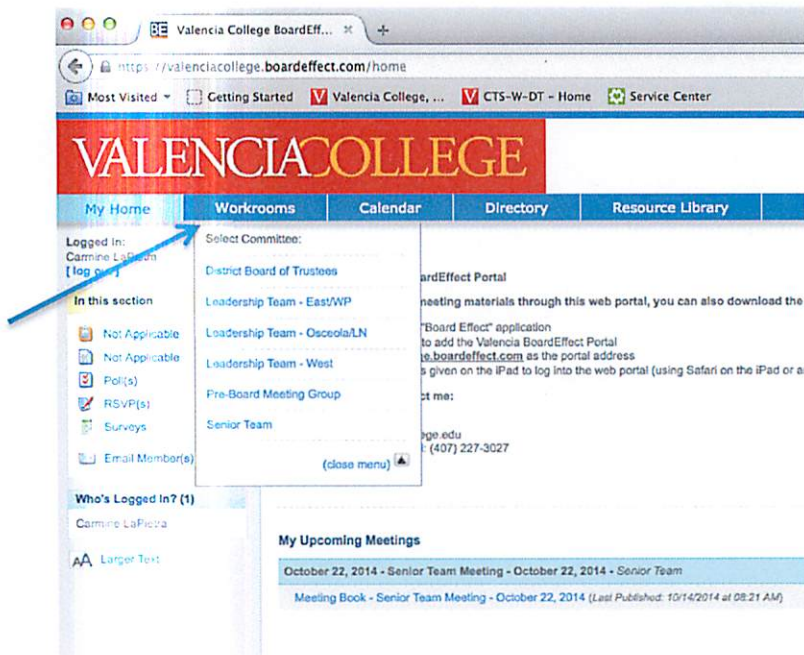
The screenshot shows a Firefox browser window displaying the Valencia College Board Effect portal. The browser's address bar shows the URL <https://valenciacollege.boardeffect.com>. The page features the Valencia College logo at the top. Below the logo, there is a section titled "Valencia College" with the instruction "Please log in to access the private Board portal." The login form includes fields for "Username:" and "Password:", a checkbox for "Remember me on this computer. First time logging in?", and a link for "Forgot your password?". A "Log In" button is positioned below the form. At the bottom of the page, there is a copyright notice: "© 2014 BoardEffect | Privacy Policy".

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- Once you've logged in you will see a navigation menu across the top. There is also a section called 'My Upcoming Meetings'. You can click on this link as a quick entry point for your next meeting.



- The menu across the top will also allow you to navigate through the portal including providing links to the workrooms you are a member of.



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- Once you enter your workroom, you can use the left navigation menu to click the Committee Meetings link to see a listing of recent & upcoming meetings.

The screenshot shows the 'District Board of Trustees Meetings' page. The left navigation menu includes 'Workroom Home', 'Committee Meetings', 'Committee Files', 'Committee Polls', 'RSVPs', 'Add Committee Events', 'Send Committee Email', and 'Email Members'. A blue arrow points to the 'Committee Meetings' link. The main content area shows a table of 'Current Meetings' with the following data:

Title	Date	Actions
Regular Meeting	Sep 24, 2014 at 08:30 AM - 11:30 AM	edit delete copy archive
Regular Meeting	Aug 23, 2014 at 09:30 AM - 11:30 AM	edit delete copy archive
Organizational Meeting	Jul 23, 2014 at 09:30 AM - 09:30 AM	edit delete copy archive
Regular Meeting	Jul 18, 2014 at 09:30 AM - 11:30 AM	edit delete copy archive
Regular Meeting	May 22, 2014 at 08:30 AM - 11:30 AM	edit delete copy archive

Below the 'Current Meetings' table, there is a section for 'Pending Meetings (Admin-only)' with a table showing one entry:

Title	Date	Actions
Regular Meeting	Oct 22, 2014 at 09:30 AM - 11:30 AM	edit delete copy

At the bottom of the page, there is a section for 'Meeting Book Templates (Admin-only)' which states 'There are currently no templates.' and a footer with '© 2014 BoardEffect - Privacy Policy'.

Once in the meeting room you will also see links to meeting related materials, be notified of other members that are logged in, and also be able to explore related resources.

As you look around the portal feel free to contact your administrator with any specific questions.

For more on Board Effect or for an online tour:

<http://www.boardeffect.com/product-overview/online-demonstration>