

Meeting Agenda Settings の設定方法

- I. Administrator としてログインし、
Launch admin console メニューをクリックすると、
Site Administration 画面が表示される。

Select a Page: Website Settings ▼

- Website Settings
- Membership Management
- Email & Contact Forms
- Custom Web Pages
- File Manager
- Meeting Agenda Settings
- Dues Management

- II. Select a page: で、Meeting Agenda Settings を選択する。

1. Agenda Templates タグ

- (1) Select another agenda template:

最初の1回は、右側の+マーク
をクリックして、例会の流れに沿
って、下の Role / Agenda Item
Title を入れながら、作って下さ
い。

スピーチの場合、

This is a speech に して下
さい。

入力したものの順番を変えたい
場合は、Drag & Drop して下さ
い。

2回目以降は、前に作った
Template を呼び出して、それを
編集できます。

- (2) Save > Close して完了。

- (3) 追加情報: [こちら](#)に追加情報
がありますので、ご参照下さい。

Meeting Agenda Settings ✕

Create your meeting agenda templates here that will be used as the starting point for each newly created agenda. You can also customize some settings related to the roster. You can optionally get started by selecting one of the supplied pre-designed agenda templates when you create a new agenda, rather than create your own agenda templates. [More...](#)

Global Settings Default Meeting Description Agenda Templates

Meeting Agenda Templates

Select another agenda template: 1: Un-Named Agenda ▼ ✕ +

Set or change the name of this agenda template:

Agenda Template Start Time: 12am ▼ 00 ▼

i This will be the start time of your agenda template. All agenda items will be calculated from this time using the item sequences and their durations.

06:30PM	Invocation	3 minutes	✕ Edit
06:33PM	<input style="width: 80%;" type="text" value="[-]"/>		✕ Delete
08:43PM	Closing by President	3 minutes	✕ Edit
08:46PM	<input style="width: 80%;" type="text" value="[-]"/>		✕ Delete

Role / Agenda Item Title

i Enter the name of the role or agenda item. Example: "Sgt. at Arms Opens Meeting" or "1 Minute to Complete Evaluation Forms". [▼ More ▼](#)

Role / Agenda Item Description

i Use this to explain the role or agenda item in detail -- especially helpful for newer members.

NOTE: `[b]`bold[`/b`], `[i]`italics[`/i`], & `[br]` may be used for bold, italics, and line break, respectively.

Agenda Item Assigned Duration: 00 ▼ Minutes

i Select the duration in minutes that you would like to allocate to this new item.

This is a role for which members can sign up

This is a speech (select manual / add intro)

This role should appear on the printed meeting agenda

Save Close

2. Global Settings タグ

- (1) Meeting Agenda に入れ込む
内容を取捨選択して下さい。

3. Default Meeting Description タグ

- (1) Meeting Agenda のトップに表
示する内容を指定する。

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Global Settings Default Meeting Description Agenda Templates

Meeting Agenda Global Settings

Include member photos in the meeting agenda

Include role descriptions in the printed meeting agenda

Use 24 hour time format (ex. 13:00)

VPed and Toastmaster ▼ Recipient of replies to agenda notifications

Include meeting notes on emailed agendas

Include meeting notes on printed agendas

Include Role times on printed agendas