

My Committees Quick Start Guide

Step 1

Locate invitation e-mail to *My Committees* in your e-mail inbox. If you do not see the e-mail in your inbox look in your junk or trash folders. Follow the instructions included in the e-mail. You will be prompted to create an account. (Link is provided in the email)

Step 2

Create account. Username will be e-mail and password will be of your own invention. If you ever forget your password *My Committees* offers password retrieval. HAC will not keep your passwords.

Step 3

Once you have successfully logged in you will be redirected to your dashboard. Your dashboard will list all the committees that you are a part of. All of the committees are organized the same way in terms of user interface.

Once you have selected a committee from your dashboard you will see the following image.

1 2 3 4 5 6 7 8

Dashboard Overview Meetings Tasks Discuss Documents People More -

+ New message Request agenda item More -

Welcome to your new committee website!

New to mycommittee?

Use the main menu above and take a few minutes to browse around and learn about the many features that will help you and other members collaborate in a whole new way

mycommittee is now available on all your devices. Simply open your favorite browser and navigate to mycommittee.com

Overview

On this page you will soon see an overview of everything that is happening in your committee.

- Upcoming events
- Notifications of new messages, new comments, etc.
- Upcoming tasks
- Activities from you and other members

Dec	January 2017					Feb
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

No upcoming events

No notifications

1. The Dashboard

Selecting this tab will bring you back to the dashboard screen where your committees will be listed.

2. Overview

This tab will lead you to a welcome screen/recent activities page. You are able to view a calendar that will show the dates of upcoming events for the committee. You will also see a list of upcoming events and a notifications list.

3. Meetings

This tab will lead you to the meeting page. There you are able to create a meeting, request an agenda item and create meeting templates. By clicking +New Meeting you are able to set a date, time, and location for a meeting as well as determine who is invited to the meeting. You are also able to upload any important documents for that meeting and create an agenda using the agenda template provided or create your own agenda template. After you have created your meeting you have the option to email all those who wish to participate a meeting invitation.

4. Tasks

The task function allows you to set time limits (due dates) to items/tasks you wish to complete as a committee or as an individual.

5. Discuss

The discuss tab is similar to your email inbox. Here you will be able to send and receive messages to/from other committee members.

Comment “threads” can also be created. A committee member can create a comment which all other committee members can see and reply to. If a member chooses to reply to a comment that reply is also public and can be replied too and so on.

6. Documents

This page is where all the committee documents are kept. At this point in time we ask that members not upload documents without prior permission from the committee chair.

7. People

This tab will lead you to a member directory for the committee.

8. More

This tab gives you access to committee tools. Included under the more tab are: When to meet, Quick Polls & Reports.