# BoardBook\*

# **BoardBook Premier – Leading the Meeting**

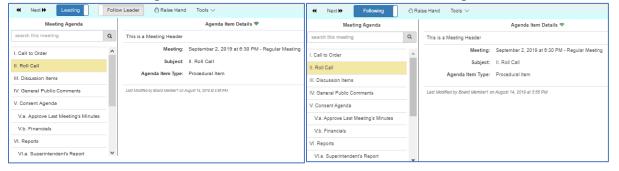
In BoardBook<sup>®</sup> Premier, running your meeting has never been easier. The feature Lead the Meeting allows specified users to use their screens to drive what participating Board or Committee Members or even optionally the Public see during the meeting.

# How it works:

When you're in the meeting and have selected Lead meeting your navigation within the meeting is followed on the screens of those viewers who choose 'Follow Leader. Go to an agenda item, their screens will follow. Open an attachment, their screens will follow. Please be aware that only your navigation in the meeting is followed. Add a personal note to an item. The follower's screens will simply continue to show the item itself, not your note. Go out of the program to look at an email, your followers' screens will show the last item you were on until you resume navigation within the program.

Leader screen: Showing Item 2

#### Follower screen showing same item



# Leader screen: Adding a Personal Note

#### Follower Screen does not show note

Meeting Agenda		Agenda Item Details 💎		Meeting Agenda			Agenda Item Details 🗢
search this meeting Q		This is a Meeting Header		search this meeting	Q	This is a Meeting Header	
I. Call to Order	Add Personal Note 🕺		6	I. Call to Order	*	Meeting:	September 2, 2019 at 6:30 PM - Regular
II. Roll Call	Personal Note:			II. Roll Call		Subject:	II. Roll Call
III. Discussion Item	This is a Personal Note			III. Discussion Items		Agenda Item Type:	Procedural Item
IV. General Public				IV. General Public Comments	1	Last Modified by Board Member1 of	on August 14, 2019 at 3:56 PM
V. Consent Agenda				V. Consent Agenda	1		
V.a. Approve Las				V.a. Approve Last Meeting's Minutes			
V.b. Financials				V.b. Financials			
VI. Reports		Save Personal Note Cancel		VI. Reports			
VI.a. Superinten				VI.a. Superintendent's Report	•		

# How to use the feature:

Join the meeting as normal and click the 'Leading' button / switch