GOVENDA

Admin Guide

Updated: 06/23/2025

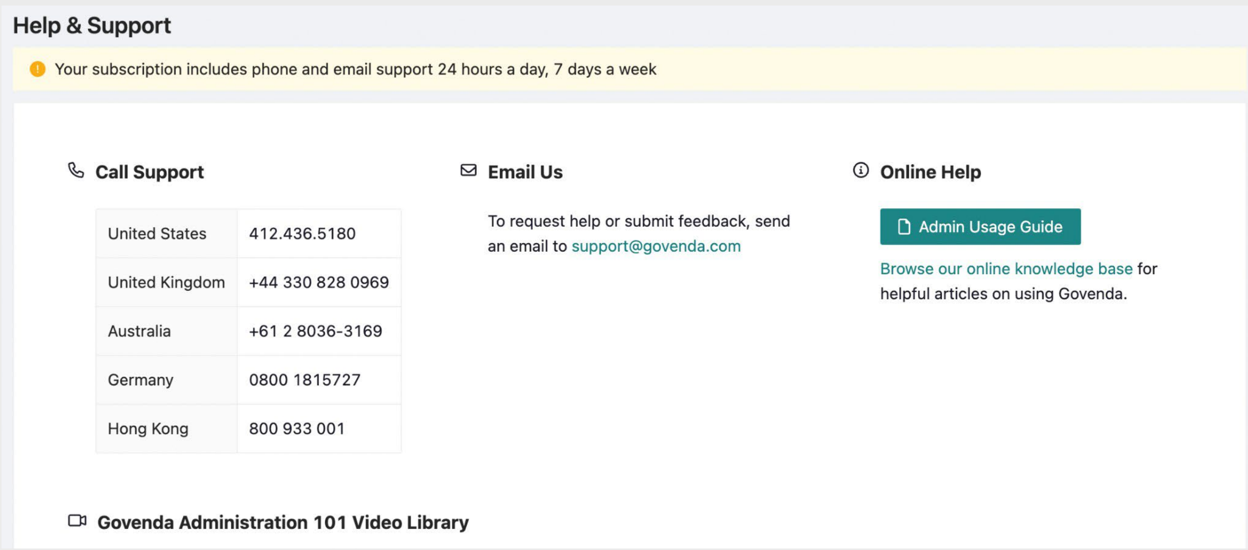
Welcome to Govenda

Govenda allows you to easily schedule meetings, create board books, and distribute information to your board members.

This guide is designed to provide Govenda Admin users general information on using Govenda. Additional support resources can be found below.

Govenda Support and Resources

Govenda Help & Support can be accessed directly from the Admin portal.



The Govenda Help & Support page provides a direct link to our online knowledge base, which contains how-to articles and answers to frequently asked questions.

The Govenda Support team can be reached by emailing **support@Govenda.com** or by calling:

- United States: 412.436.5180
- United Kingdom: +44 330 828 0969
- Australia: +61 2 8036-3169
- Hong Kong: 800 933 001
- Germany: 0800 1815727

Table of Contents

Govenda Components

There are two components to Govenda, the Govenda Admin and the Govenda Member Portal. Upon signing up, an email will be sent to you with a link to change your password and to sign into the Govenda Admin to get started.

Govenda Admin
admin.govenda.com
Admins can create meetings and board books, manage the board roster, publish polls, add news and announcements, maintain a secure repository of documents, and more.

The same login credentials the admin uses to log in can also be used for the Govenda Member Portal.

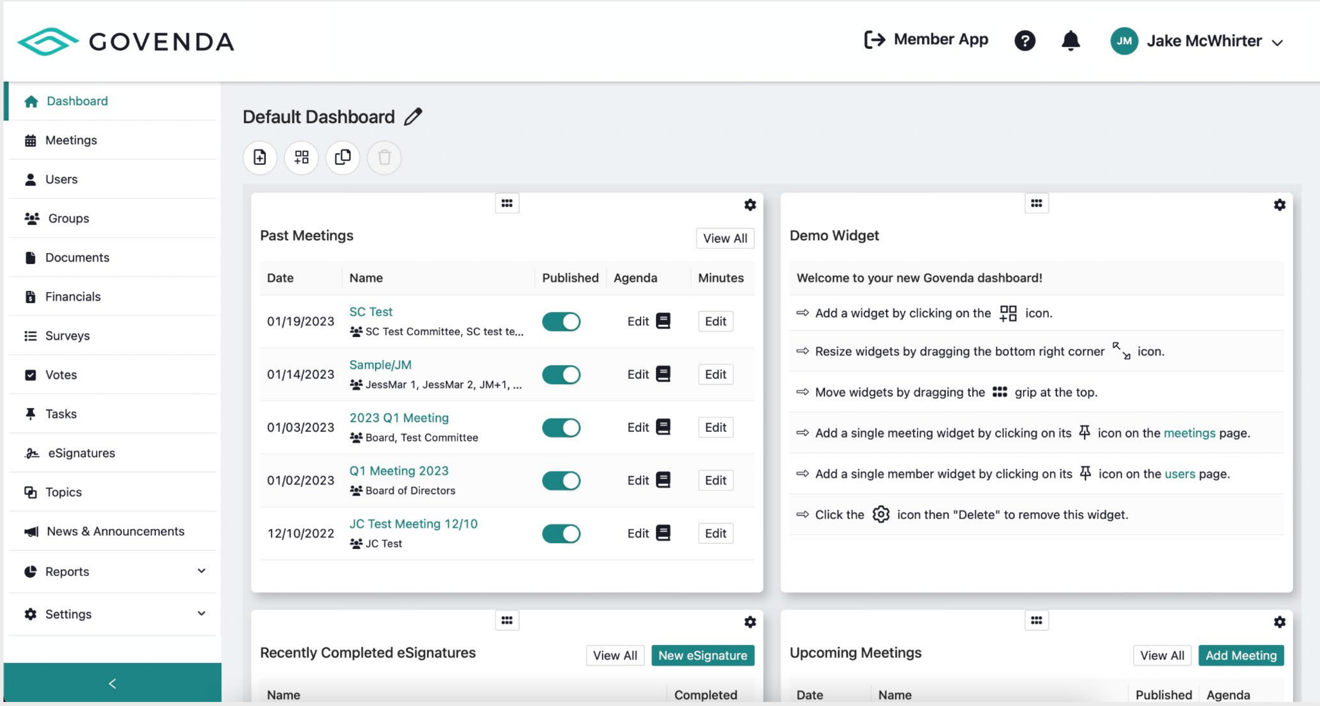
Member Portal
Standard Users as well as admins have access to Govenda for iPad, iPhone, Android, and Web. They offer a consistent experience to make it easy for members to switch devices without missing any information.

Access Govenda for web: app.govenda.com

Get Govenda for iPhone and iPad on the Apple **App Store**
Get Govenda for Android on the **Google Play** and **Amazon Fire Store**

Govenda Admin Dashboard

The Dashboard allows for quick access to create and view meetings, manage settings, manage the board roster and more.



Global Navigation

Home: The Home button will always bring you back to the Dashboard.

Meetings: Schedule meetings, create agendas and board books, and upload past minutes in this section.

Groups: Create Groups and Committees within this section.

Users: Create Users within this section. Users may be assigned to Groups or Committees from here.

Documents: Board reference materials that aren't part of a board packet are uploaded and stored in this section.

Financials: Store financial documents in this section.

Reporting: View group attendance to meetings and also track user activity.

Votes: Send out vote questions to be answered. Tasks- View assigned agenda tasks for members.

eSignatures: Send and upload documents to collect eSignatures from your users.

Surveys: Create complex polling for members by adding questions and answers, documents, definitions, and even get eSignatures from members.

News & Announcements: Upload press releases or any other news and announcements in this section.

Settings: Color Scheme, Document Settings, Gabii AI Settings, Manage Templates, Meeting Settings, Member App Settings, Organization Settings, Single Sing-on Settings, Subscription, Survey Settings, and Two-Factor Authentication can be managed here.

Tasks: Admins can assign tasks to members before, during, and after meetings. Assigned tasks are associated with a meeting agenda and are visible to the assigned member as long as the meeting is published.

Topics: Topics allow admins to link together meetings, votes, surveys, documents and agenda items. Govenda will then automatically build a list of records for administrators.

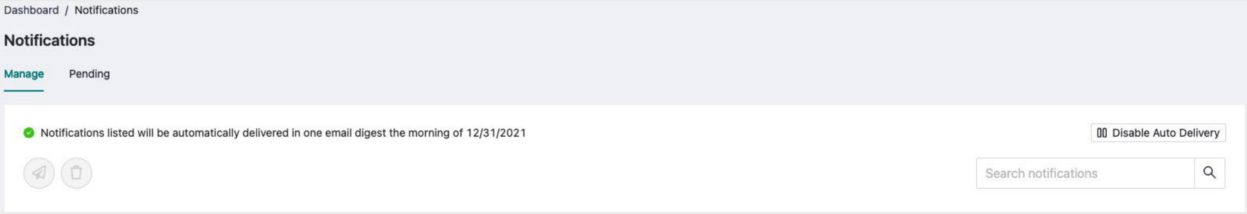
Reports: Admins can track attendance, Activity, Compliance, and Tenure Tracking**.**

Auto Notifications

Govenda generates notifications for many activities completed to help you communicate and update your members quickly and efficiently.

Many companies prefer to have more control of how and when those notifications are sent. With Auto Notifications enabled, Govenda will send out a digest of the previous day's activities every morning to active and invited users.

If you wish to have Govenda not send notifications out automatically, toggle the Disable Auto Delivery button. The activities will still create a notification item, but you will have to choose to send them manually (see notifications).



Settings

The Settings section consists of several sub-categories. Below is an overview of the features available within each sub-section.

Color Scheme

Create a custom color scheme for the member portal

Document Settings

Within this section the admin has the ability to restrict access to printing, downloading and annotating of documents. Auto-delete settings for annotated documents are controlled in Document Settings.

User annotations made on agenda documents are defaulted to private viewing. However, an Admin can toggle on the sharing of annotations from the Document Settings area. To learn more about sharing annotations, see our [Shared Annotations Quick Guide.]

You can allow the storage of documents in their original uploaded (native) format in Govenda in by toggling Native File Format Settings to "on" in Document Settings. Note that this setting only applies to documents uploaded into Govenda after this setting is enabled. All previously uploaded documents are in a PDF format.

Gabii AI Settings

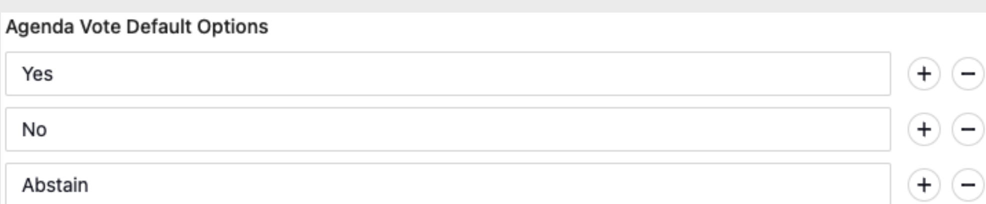
You can allow Gabii by toggling "on"

Templates- Templates tool is an exact clone of Documents, Permissions, and folder organization, file creation etc. is the same. It is simply a protected space for Template files vs. other files.

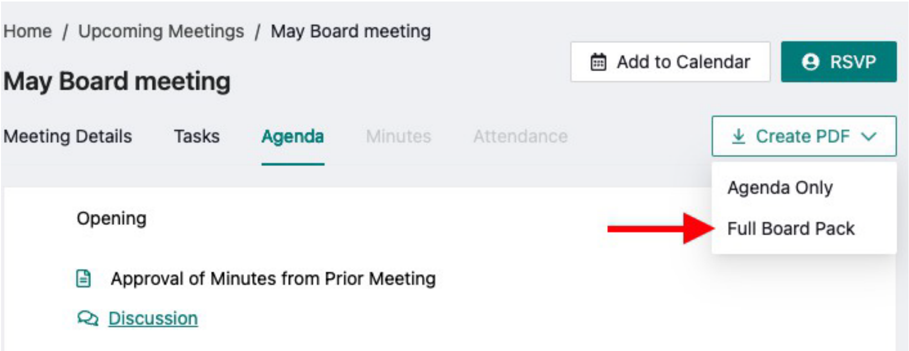
Meeting Settings

Admins can set the default RSVP settings for their organization as well as choose the agenda outline option that best fits their organization. The option chosen here will be the outline used within the board books. You can manage frequently used locations to make scheduling meetings easier.

You can create custom default answers for Agenda Votes.



You have the ability to change the name of your board book. It will automatically be labeled as "Board Book" but if you prefer to change it, you can do so here.
Changing the Board Book title will change the title of all board books currently published. When a user creates a pdf of the entire book, it will be reflected with the name you chose:



To set Meeting Reminders to automatically go out to members a few days before a scheduled meeting, you can toggle this area on along with its specific timeframe options. Set reminders for 1 day, 3 days, 5 days, and one week before a meeting takes place. Meeting Reminders can also be edited on the Meeting Details pages.

Member App Settings- Restrictions for Member app visibility of directory, financials, eSignatures, and Votes. Also control access to messaging and discussions.
Messaging allows members in Govenda to share information with each other in a secure manner.
Messaging is made up of two types:

- **Private messages** - messages that are not related to a specific piece of content and are simply communication between two or more people
- **Discussions** - messages related to either a meeting or an agenda item. Discussions can be open, meaning they will be seen by everyone that has access to that piece of content. Or they can be private, between yourself and any other members you choose who have access to that piece of content

Within the Settings area, you have the ability to turn on or off Private messages as well as Open or Private discussions. Each one is independent of the other. You can also specify whether you will allow attachments to be uploaded into messages.

See the Messaging section below for more information.

Organization

Within the organization section the admin can enter organization specific information such as address and phone, as well as set the default time zone for the organization, date and time formatting and the organization logo.

Single Sign-On Settings- This additional configuration option allows for Admins to enable or disable Single-Sign-On capabilities on a per-user basis within Govenda.

Subscription (only available to Super Users)

Super Users can review the current subscription plan of the organization within this section along with the associated billing address. From this screen a Super User can also upgrade their plan, add more users to the subscription, add Two Factor Authentication and edit the billing address.

Past invoices can also be viewed and printed from this section.

Survey Settings

Admins can select the default number formatting for surveys as well as the default setting for survey reminders.

Two Factor Authentication

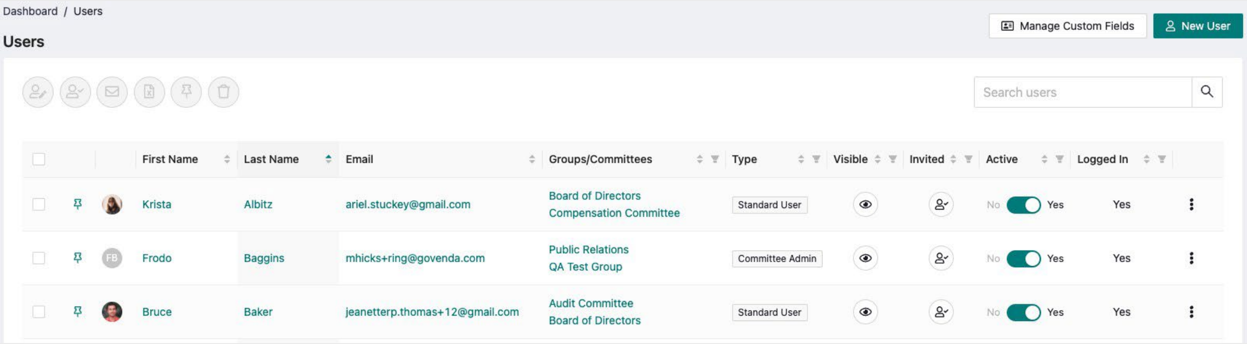
Another added layer of security that requires both a password and authorization code to log in. For further details see our Two Factor Authentication Guide.

Users

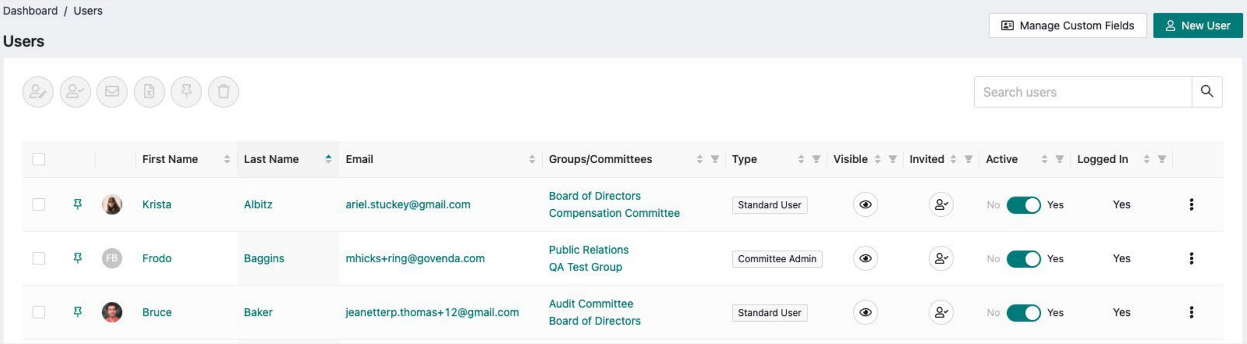
The Users section is where users are created and may be assigned to groups.

Managing Roster

Many of the roster management tasks such as creating, inviting, visibility and deleting users can be accomplished without leaving the user list screen. To search for a user, you can search by name, and filter by groups/committee, or by user type. Additionally, by selecting a group of users and clicking the "Export XLS" button, your roster will be exported to Excel for easy printability. You can email your members from this screen, or pin a user to the Dashboard for 12 month activity tracking.

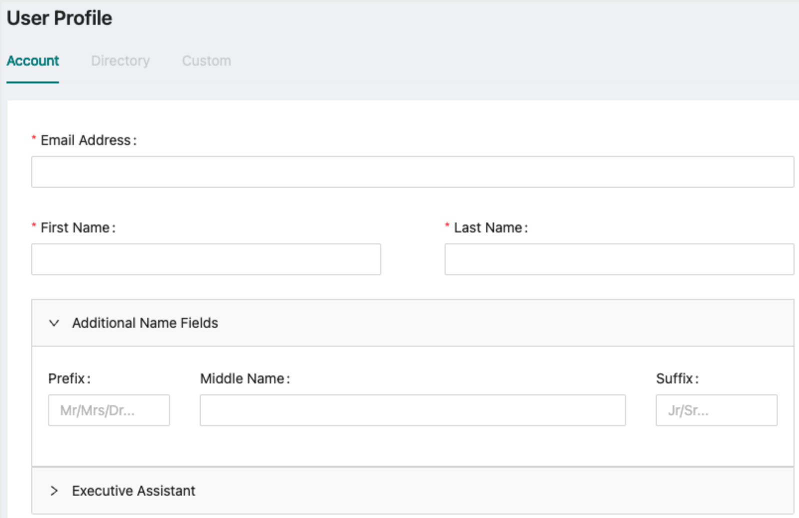


Creating Users



Click on Users in the left-hand navigation, then click on the ‘New User’ button to begin.

Start off by entering the primary fields of first name, last name, and email. Additionally adding a middle name, prefix, or suffix can be added by clicking on the ‘Additional Name Fields’ link.



Executive Assistants

To add an Executive Assistant, click on 'Executive Assistant' and add their information. The assistant will be copied on all notifications from Govenda to the user. An Executive Assistant does not have access to the portal. To access Govenda, a user will need to be created and sent login credentials.

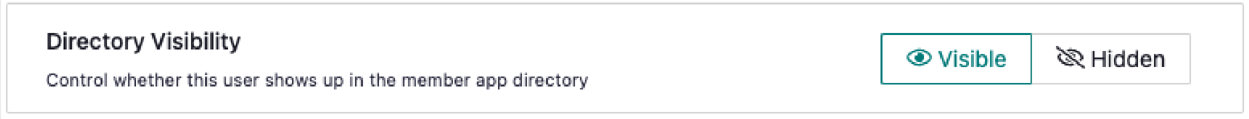
User Types

There are three user types within Govenda:

1. **Standard User** - Access to the Govenda Member Portal.
2. **Super Users** - Manage the subscription as well as any admin capabilities.
3. **Admin** - Access to the Govenda Admin as well as Member Portal. Manage users and committees, schedule meetings, create board books, upload documents, add to and edit board roster.

Directory Visibility

You can choose to make the user visible or hidden. Hidden users will still have access to Govenda, but will not show in the Member Directory in any of the member applications.



Active/Not Active Status

A user must be active to use Govenda.

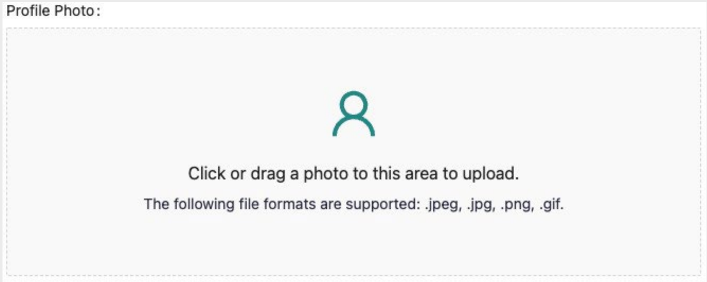
When a user is no longer a member of your board, you can simply switch Active to no and they will no longer have access to Govenda.

If an active user has not yet been invited they will not receive any Govenda notifications or be able to log in until they are notified of their account.

User Photo

Uploading a photo of a user is optional, and can be accomplished at the top right of the User Profile screen.

Accepted formats are png, jpg, and gif. We recommend a square format at 400x400, but we will crop and resize any uploaded photo.

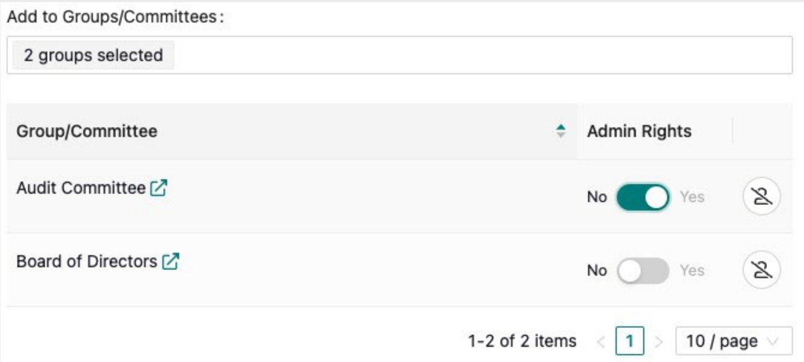


Add to Groups or Committees

Sharing and permission functionality is based on the groups and committees. To assign a user to a group or committee, choose the group/committee name from the dropdown list. The 'Board of Directors' group has already been created for you. To create more groups see the "Create Groups & Committees" section.

Committee Admin

To give a Standard user administration rights to committees (Committee Admin), you can toggle the switch to "Yes" next to the committee in the Admin Rights column. This user will now be able to log into admin.Govenda.com and schedule meetings, upload documents, and more for the committee for which they have admin rights. A user can be a Committee Admin for more than one committee.

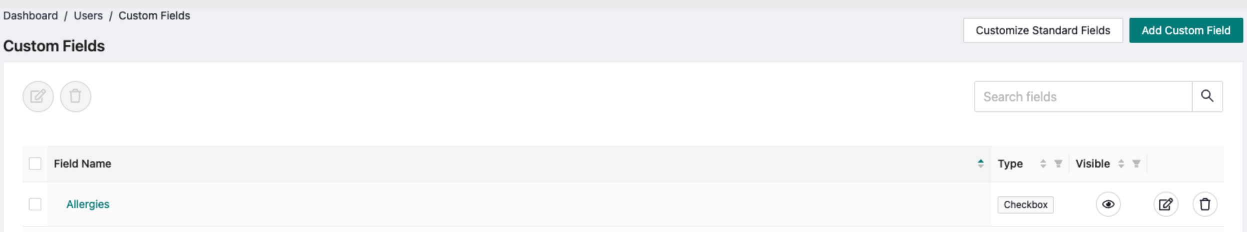


Directory Information

Though it is optional, admins may include additional user information under Directory Information on the New User screen. This information will be visible within the Directory on the Member Portal. Make use of default directory information such as phone and address by hitting the "Directory" tab, or create your own custom fields under the "Custom" tab (see managing custom fields).

Custom Fields

From the Users listing page, Click on "Manage Custom Fields". You can then Add Custom Fields to customize the user's profile even more by adding dropdowns, radio buttons, checkboxes, and more. You can also add more options to the default standard fields Govenda provides (Phone and Address).



Create User

Hit the Create User Button to save the new user.

Create and Notify

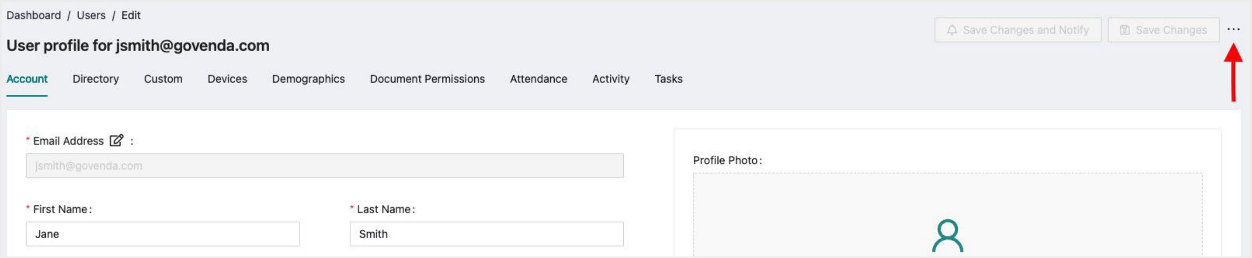
Click this box if you want this user to receive credentials and instructions on how to access their Govenda account as soon as you hit the “Create User” button. Leave this unchecked if you would like to continue setting up Govenda and do not want them to have access yet. You can invite them later.

Editing Users

1. Go to 'Users' on the left navigation menu
2. Find the appropriate User in the list
3. Click on the user’s name to edit their profile, reset their password, review devices being used, and wipe those devices of Govenda data.

Resetting a User’s Password

4. There may be occasions when a User forgets their password and needs it reset. As the Admin, you have the ability to reset the User’s password for them. Click on the user’s name from the User Listing.



Once you are on the ‘User Profile’ screen, click the three ellipses (...) then click ‘Reset Password’. An email will be sent to the user to reset their password

Devices

As an Admin, you can view types of devices used to access Govenda by your users. Different details such as the last date used, device info, operating system, and app version are listed.

Remote Wipe Data

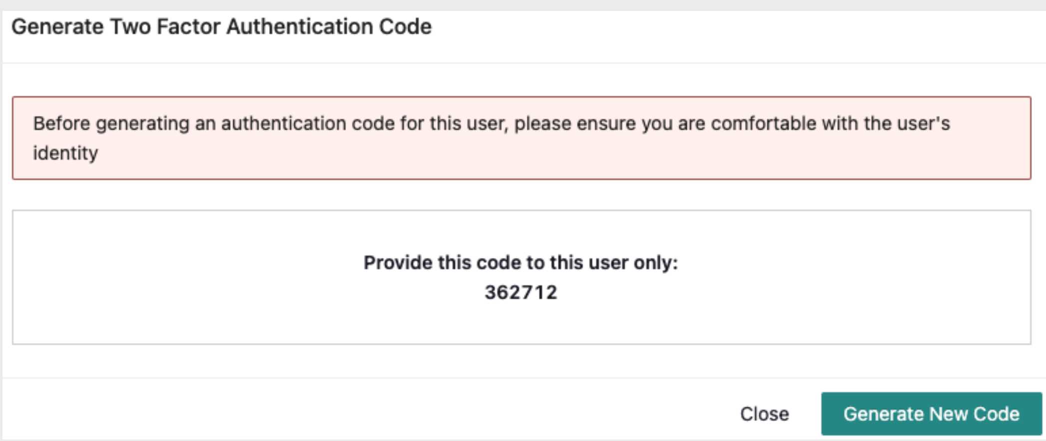
"Remote Wipe Data" is a security feature that removes Govenda data from the user's mobile device if lost. The purpose of the Remote Wipe feature is to give Admins the ability to remove all offline data from a user's mobile device. This can be done for both active and inactive users. In addition, whether the member has been notified or not will not affect the ability to wipe their remote devices.

Should an Admin want to remove offline data for any user, they can go into the user's details page and click the 'Remote Wipe' button. Next to the button for wipe requesting, the most recent date that a wipe was requested for the user will show along with the date the wipe was completed.

When the specified user opens their Govenda mobile app while online, the app will silently remove all of their offline data and documents.

Generate Two Factor Code (If enabled)

Admins have the ability to generate a one-time use authentication code for users who cannot login due to losing their registered Two Factor phone or if they are not receiving the sms authentication code. From the 'User Profile' screen, click the three ellipses (…) then click 'Generate Two Factor Code'



Demographics

Many organizations track and report on the DE&I information of their board, committee and management teams. Administrators can now record this information in Govenda. More features will follow in future updates.

Document Permissions

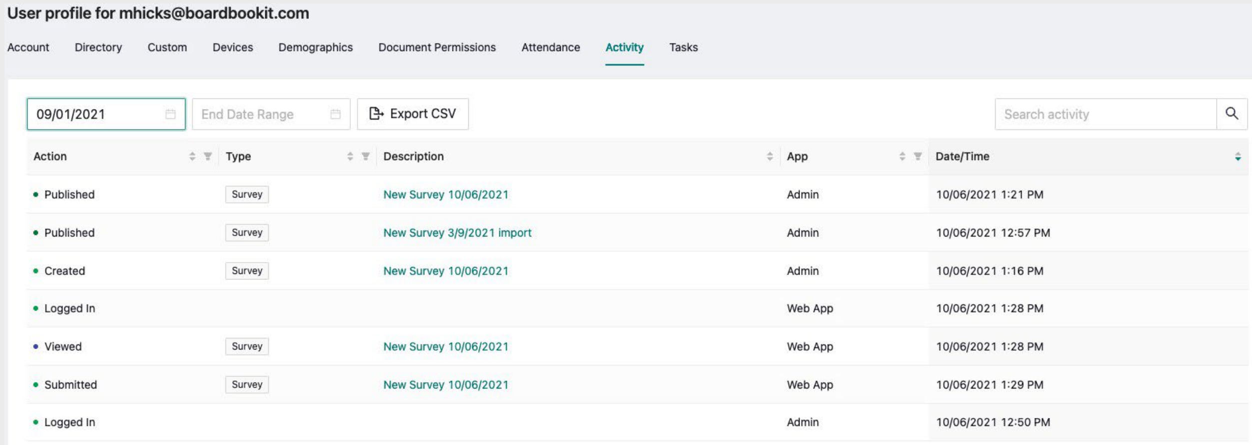
At the user level, you can set specific permissions to print, download, or annotate meeting materials. Permission levels are Always Allow, Never Allow, or Follow Organizational Setting.

Attendance

If attendance has been taken in a meeting. Admins may view a selected user's meeting attendance and export those reports if needed. Clicking on a meeting name will take you directly to that meeting's detail page. To learn more on how to get member attendance for meetings, check out our Attendance Guide.

Activity

Easily track your member's activity such as document viewing, voting, completing an eSignature, etc. and have the ability to export those results. You may search by activity action, type, app, or start and end time frames.



Email Members

Select a single member or a group of members with the checkbox next to their name and click on "Email Members". Add an email subject and compose your message to send a message to the selected users from the list.

Inviting Users

After you have created a new user and are ready to grant them access to Govenda, you will need to Invite them. Inviting your users will send them an email with an encrypted link that will take them to a first-time login page where they will be asked to change their password. Once that is complete, your users will have access to Govenda.

If you choose not to notify users of their accounts when you create them, there are two other ways you can invite your users.

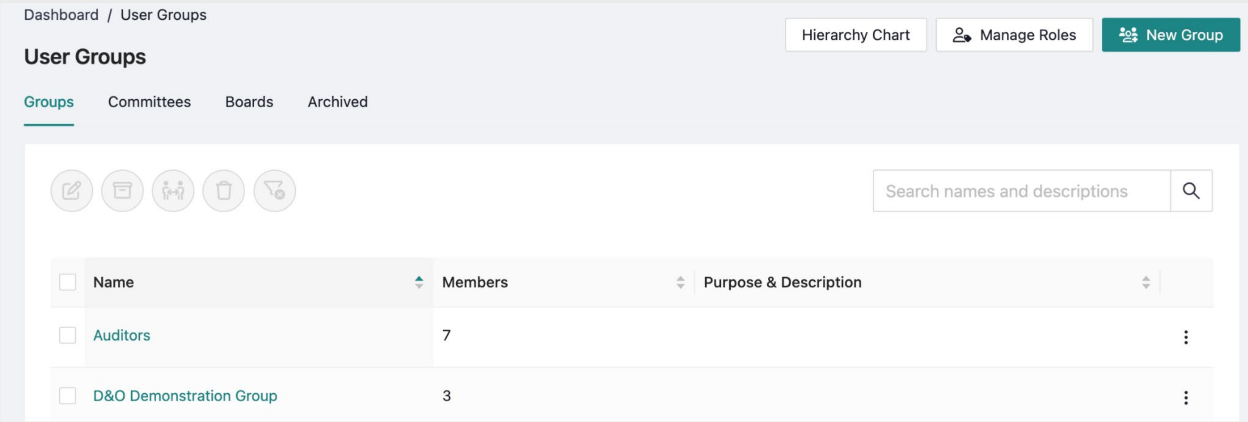
Individually Invite Users	**Multiple User Invitations**
To invite one user at a time, find the Invite column in your User List. Under this Invite list will be one of two possible icons: User has been invited, they have been sent the email. User has not been invited, they have not been sent an email with the encrypted link to log in to Govenda If a user has not been invited, and you want to invite them, click on the triangle, and the user will be sent an email.	To Invite multiple users at one time, find the applicable members and check the box to the left of their names. Once you have checked off all the members you want to invite, a button to invite users will now be enabled. After you click that button, all users that you have checked off will be sent an email inviting them to log in to Govenda.

To summarize, a board member must be Active and Invited to access and receive information from Govenda.

Groups

Create Committees and Assign Users to Groups

Once users have been created, they may then be assigned to groups/committees in the Groups left navigation tile.



Follow the steps below to add a user to a group

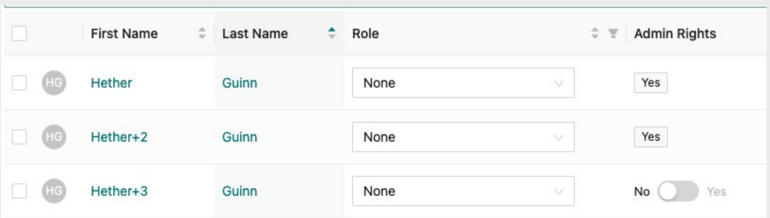
- Click on 'groups' in the left navigation menu.
- Click on'New group' if you are making a completely new group or click on an existing group that you want to add a user to
    - For existing groups, you can add or remove members following the steps below.
    - For new groups, create the name of your group, and click to add members.
- Click on add new members.
- To remove a user from a group, click next to their name and confirm that you wish to remove the user from the group.

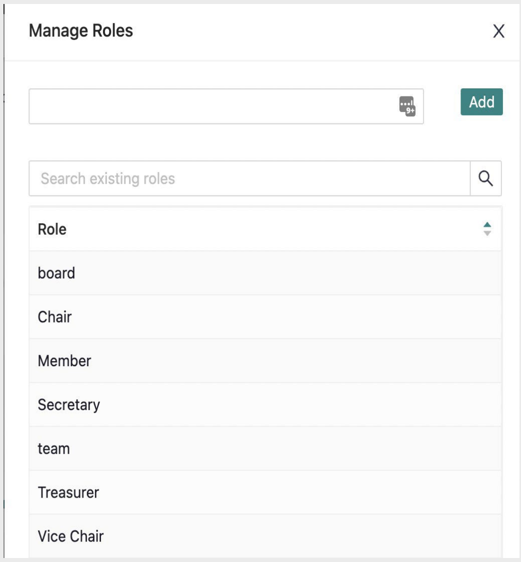
Assigning Roles to Users in Groups (Optional)

Once users have been added to groups, you are able to assign roles (e.g.. Chair, Vice Chair, Secretary) to each user. The role is set within the group. These roles are for information purposes only and will appear in the Directory listing.

Pre-populated roles can be used or customized roles can be created to best fit the organization. To select a pre-populated role, click the drop-down to the right of the user's name as shown in the image below.

To create custom roles, click the grey 'Manage Roles' button. The screen below will appear where you can input the desired new role and click the grey '+ Create Role' button.





Committees

Once users have been created, they may then be assigned to groups/committees in the Groups left navigation tile.

Follow the steps below to add a user to a Committee

- Click on 'groups' in the left navigation menu.
- Click on ' New Committee' if you are making a completely new committee or click on an existing committee that you want to add a user to
    - For existing committees, you can add or remove members following the steps below.
    - For the new committee, create the name of your committee, and click  to add members.
- Click on  add new members.
- To remove a user from a committee, click  next to their name and confirm that you wish to remove the user from the committee.

To do their best work, committees must be able to freely exchange ideas and create draft documents; however, this can expose the organization to risk and create confusion if draft documents are floating around inboxes and network shares. Committee Suite reduces the risk by providing committee workrooms:temporary, secure workspaces that allow for free exchange of ideas and commenting on draft versions of documents. When the workroom's purpose is complete, the workroom and all draft contents are permanently destroyed, significantly reducing the risks associated with the wrong information escaping the committee.

For more information on Committee's see our [Govenda Committee Suite guide](#).

Meetings

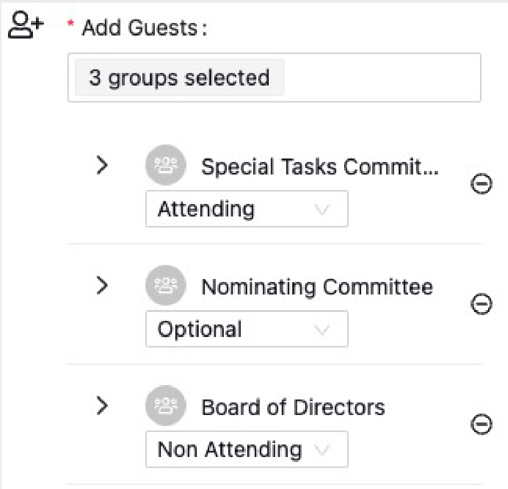
The Meetings section is where all meetings will be scheduled, board books created, and meeting minutes uploaded.

Schedule a Meeting

To schedule a meeting when you know the meeting date, click on the 'Schedule a Meeting' button. The meeting creation page will appear.

1. What is the Meeting Name? (Give the meeting a name)
2. Choose the Meeting Type: Single or multiple days
    - For Multiple-day meetings, Individual meetings will be scheduled for each of the dates you specify below.
3. In the 'Add Guests box' - Choose the groups or individuals from the drop down box and click the name to add to the meeting.
    - Select Attending, Optional, or Non Attending depending on notification and attendance preferences. *see Attendance Option Definitions below*
4. Meeting Reminders- Choose reminder option(s) if you'd like a meeting reminder to be sent out to your invited members by a specified timeframe.
5. Location (optional) – Fill in the location of the meeting if desired. Choose from saved meeting locations in 'Select Saved Location'.
6. Additional setup - Options to enable presentation mode (if available) and enable RSVP.
    - Presentation Mode allows directors and board members to follow along on their devices while board book documents are being presented. For more information see our Presentation Mode User Guide.
    - If RSVP functionality is turned off, users will not be prompted to RSVP through email or on the Member Portal.
7. Notes (optional) - Fill in any notes that the board members will need to see (i.e. conference bridge, dinner location, phone conferencing info)
8. Third party video conferencing (optional) - Insert third-party video conferencing URL link.
9. Visibility – If this meeting is complete and ready to be seen by the invited members, click 'Save and Publish'. If the meeting is not ready to be seen by invited members, choose 'Save' without publishing.

Attendance Option Definitions



Attendance options will only be found for Groups included, not individual members

Attending

- Will be able to see all meeting information and materials when logged into member apps
- Would get the RSVP email
- Would be able to RSVP via the member apps
- If meeting reminders are enabled, these users will get the reminders
- On the meeting detail page, these users will show up under the Attendees by Committee and Attendees by Member section
- Will be able to share their annotations if allowed by company

Optional

- Will be able to see all meeting information and materials when logged into member apps
- Would NOT get the RSVP email
- Would NOT see any RSVP options via the member apps
- On the meeting details page, they would have the ability to download the calendar link to add the meeting to their calendar
- There would be a designation of "Optional" on the meeting listing page
- If meeting reminders are enabled, these user will NOT get the reminders

- On the meeting detail page, these users will NOT show up under the Attendees by Committee and Attendees by Member section
- Will NOT be able to share their annotations

Not Attending

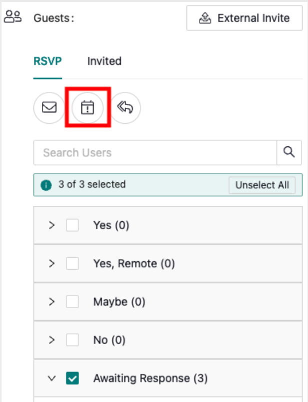
- Will be able to see all meeting information and materials when logged into member apps
-
- Would NOT get the RSVP email
- Would NOT see any RSVP options via the member apps
- Would NOT see the link to add to their calendar
- There would be a designation of "Not Attending" on the meeting listing page
- If meeting reminders are enabled, these user will NOT get the reminders
- On the meeting detail page, these users will NOT show up under the Attendees by Committee and Attendees by Member section
- Will NOT be able to share their annotations

Scheduling Meeting with RSVP On

If RSVP is on, a box for additional RSVP Options will appear. You can choose to allow remote attendance (they may be attending by calling in, or via web) and be notified by email when members RSVP.

Re-sending RSVP's

If you'd like to re-send an RSVP to a member, click the 'Awaiting Response' button 'Re-send RSVP' link found next to the user's name in your meeting detail area.



External Invitations

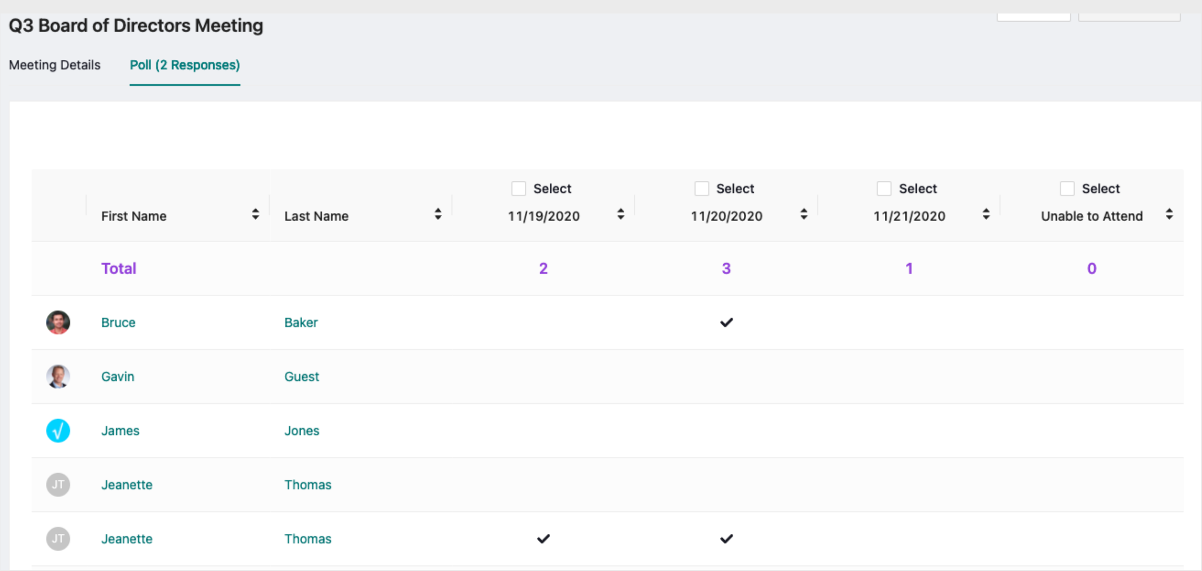
Click on the ‘External Invite’ button to email calendar invites to users outside of the Govenda platform.

Poll Users for Meeting Availability

To schedule a proposed meeting, where the members will vote on what date and time works best for them, click the 'Propose a Meeting' button. A similar creation page will appear. The primary difference is that you are proposing dates and times for the meeting. From there, simply click the + button to add additional date and time options. Continue with the rest of the meeting details as you would when creating a meeting. Once created, it will be available in the ‘Proposed Meeting’ section of the member apps where they can vote on the meeting time.

Scheduling a Meeting from a Proposed Meeting Dates/Times

Once board members have voted on what dates/times that work best for them, a meeting can be scheduled.



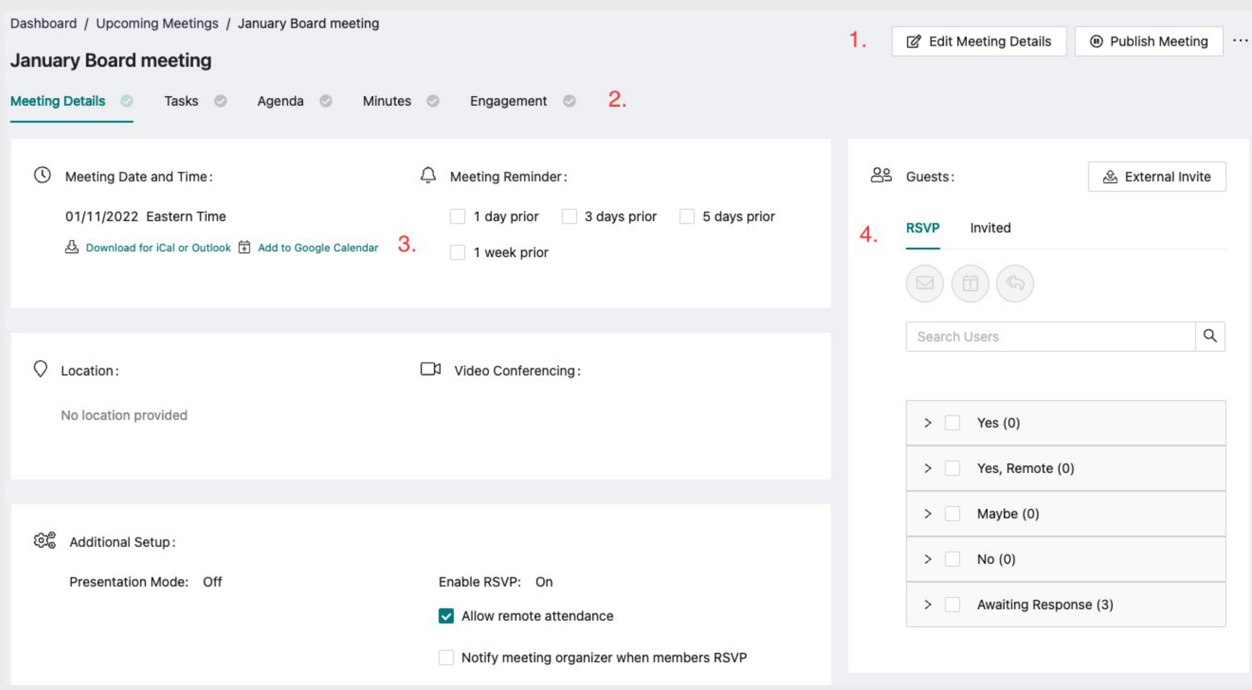
To schedule a meeting from a proposed meeting, follow the steps below.

1. Go to 'Meetings' in the left navigation tiles.
2. Find the proposed meeting in the 'Proposed Meeting' section and click on the meeting name
3. In the Poll section, there will be a total for voting results for each proposed meeting date/time
4. Click box above the desired date and/or time then click 'Schedule' to create the meeting
5. The 'Meeting Details' window will appear. Look over the information and make sure that it is correct.

When created, the new meeting will be unpublished by default. You can make any changes to the meeting necessary. Then click the Publish Meeting button when you are ready for your users to see the meeting.

Editing a Meeting

Once a meeting has been scheduled, you will be taken to the Meeting Detail screen. Here you can edit or delete the meeting, check RSVP's, and Create Your Board Book & Agenda. Once the meeting has passed you can upload Meeting Minutes and take Attendance.



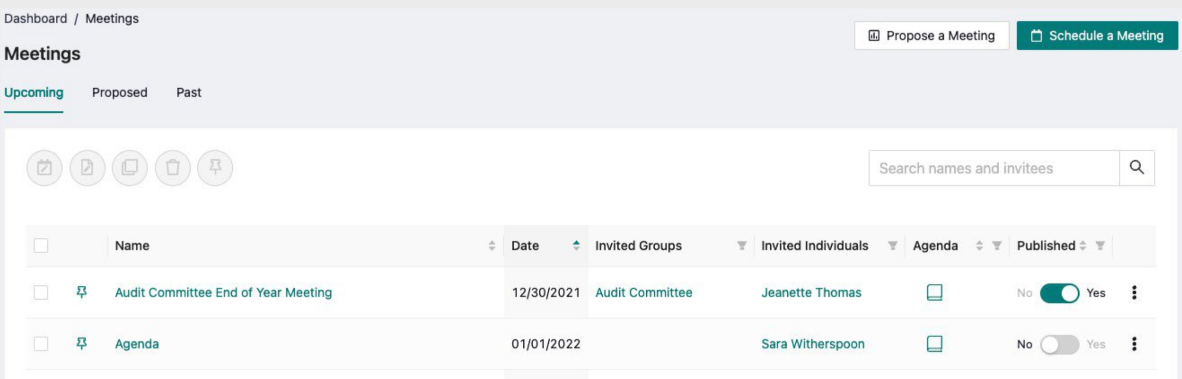
1. Edit Meeting, Publish status, Clone Meeting and Delete the meeting.
2. Manage Meeting Details, track Tasks, create your Agenda, upload Minutes after the meeting, and monitor participant Engagement.
3. Add the meeting to your personal calendar
4. RSVP Options and Status - as members RSVP you will have a quick view of the totals for each option. You can change the RSVP or Attendance for an individual member by selecting the member name and hitting . Then select the desired option.

Cloning A Meeting

Click on the 'Clone Meeting' button to easily create another meeting with all of the same information, including the agenda and attendee list. Just edit the meeting name, date, time and publish it as an upcoming meeting.

Meetings List

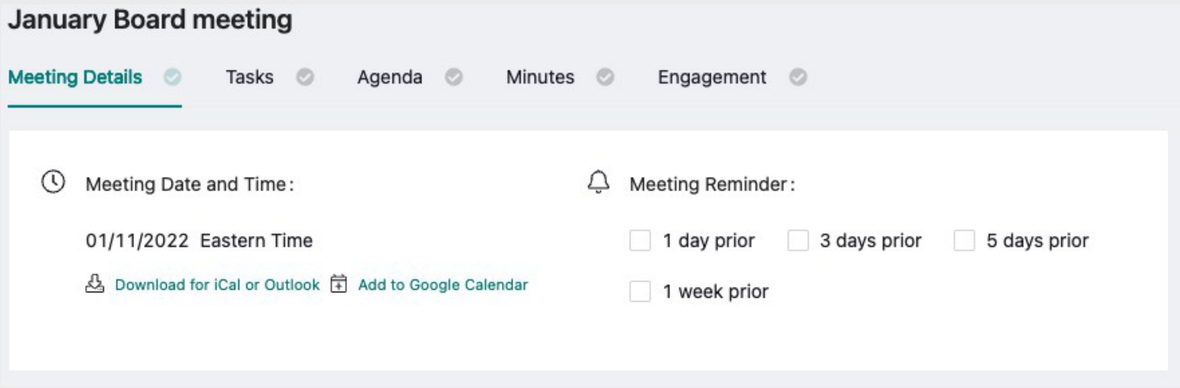
You can also access the Meeting Detail screen from the Meetings screen. All meetings will be listed here and organized into Proposed, Upcoming, and Past Meetings. Pin a meeting to your dashboard by clicking the button.



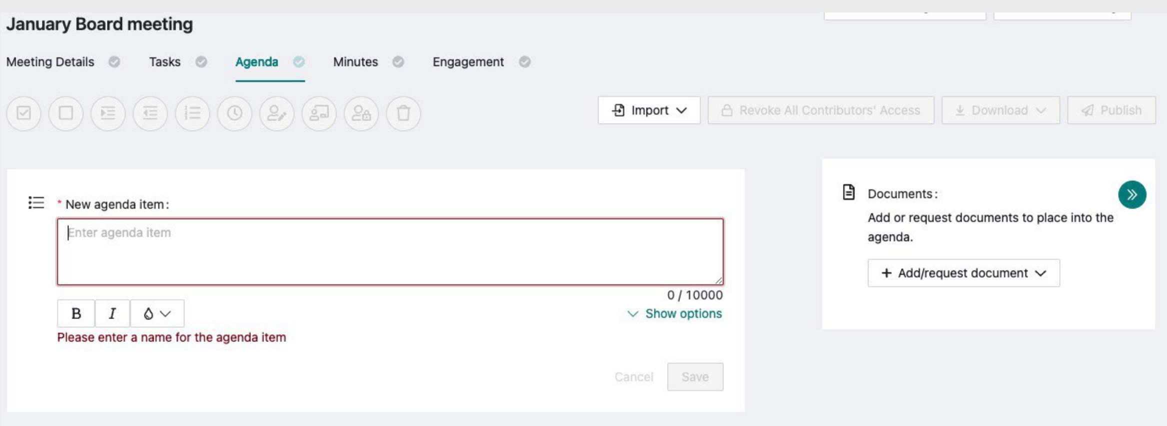
Hit the name of the meeting to view and edit. Set the publish status with the Publish Meeting toggle.

Creating a Board Book

As shown below, you will see the date you have scheduled the meeting to the left, the name of the meeting, and the group(s) invited to the meeting. If the meeting is unpublished you will have the option to Publish the Meeting. To start creating the board book click the 'Agenda" tab.



This will take you to the board book creation area shown below.

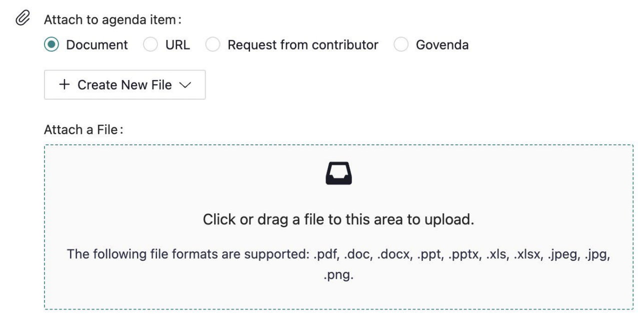


Creating Agenda Items

Method 1 : Start typing in the 'New Agenda Item' area. Choose edit to expand to include more detail.

1. Agenda Item Text -- Type in the agenda item title (Format text with bold, italicized, or colored font options)
2. Numbering - Toggle to auto format agenda numbering.
3. Time (optional) - enter the time allotted for the agenda item
4. Presenter (optional) - enter the name of the person presenting the agenda item

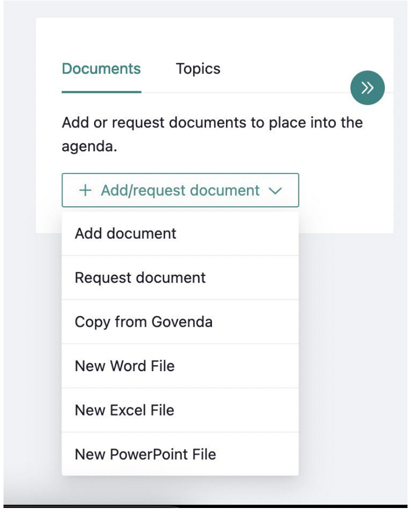
5. Upload a File, External URL, request from contributor, or copy from Govenda
    a. Upload a file associated with this agenda item. Click on 'File', and upload the appropriate file. Please note that only one file per agenda item can be uploaded with this method. A document icon will show next to the agenda item indicating that a file is associated with the item. If Native File Format Storage is on, you will be able to download the file back out of Govenda either as a PDF or in its native format for editing and reuploading. You will also be able to toggle to allow the agenda document to be downloaded in the member portal in its original format. This is controlled per agenda line item.



    b. Another option is to add an external URL. Members will be directed to a new screen once they click on the external URL.
    c. Another option is to request from a contributor. Request from Contributor allow's users to contribute their own documents to this specific agenda item. Just add the Contributor's email address and a note to inform them of your request. There's a spot to add an email, note and you will be able to set a date that the access will expire for them to upload the documents.
    d. The last option is to copy from Govenda, this allows you to copy files that have been previously stored within Govenda.
6. Click 'Save'

Method 2 - "Add Document" Mode

1. Click 'Add/request document', then 'Add document' on the right-hand side of the page.
2. Upload the document or documents to be added to the board book. The files will be listed under 'Added documents'.
3. Drag the files into the agenda
   a. You can create a new agenda line item by adding the document to the top or bottom of the agenda. When you do so, you will be able to move the document to any part of the agenda.
   b. You can also drag and drop the documents exactly where you would like to place them into the agenda. This will allow you to either create a new line item in the agenda or indent the document below a specific line item.
   c. You can add a document to an existing agenda line item by hovering it over the line item (it will say 'Add agenda item document').
   d. You can replace an existing document already attached to an agenda item by hovering the new document over the line item (it will say 'Replace agenda item document').

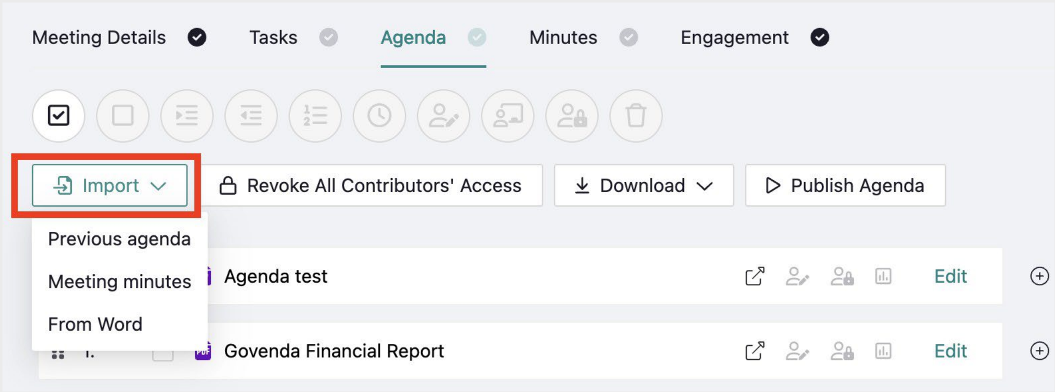


Method 3

1. Click 'Import Previous Agenda'.
2. Search for or click on a meeting name and that agenda template will be populated.

Method 4

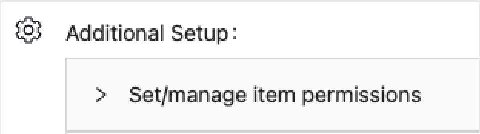
1. Click 'Import From Word'.
2. Select a Word file to import to the agenda.



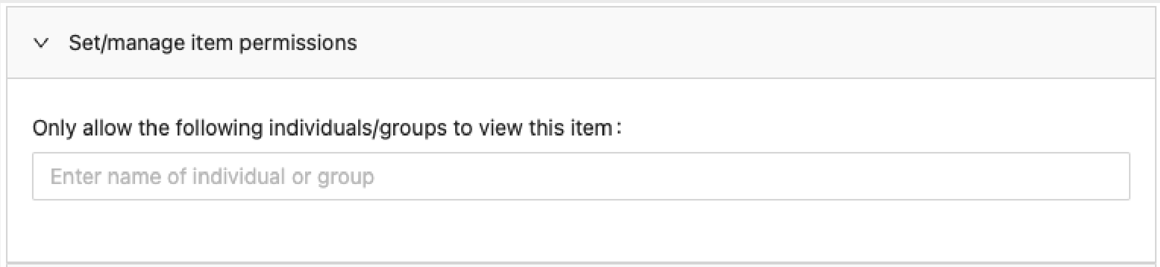
Setting Permissions on an Agenda Item

There may be times when you want to limit who has access to an agenda item. Follow the steps below to set permissions on an agenda item.

- Click the Set/manage item permissions button. This button can be accessed from the screen when you create an agenda item in Method 1. Or, if you have used Method 2, select the Settings button to the far right of the agenda item, and click on Edit.



- The groups that are invited to the meeting will appear under the Select Groups column. To limit the agenda item to a specific group, select the group name from the drop down. More than one group can be added. You can choose specific individuals in the Add users here column.

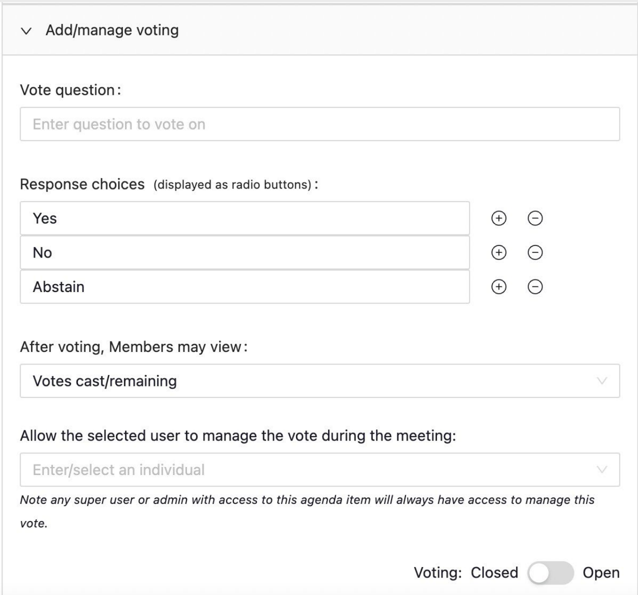


- The group(s) or individual(s) selected will be the only ones that will be able to see this specific agenda item.
- Click the 'Save' button to save the permissions and return to the Agenda.

Agenda Votes

You can now integrate votes into your agenda and vote live during your meeting. Agenda Votes are not tied to the votes tab found on the navigation panel.

Click on Add/manage voting.



Type your vote question to open additional vote details.

Configure vote options.

Response choices- Add or remove preset answers.

Result Viewing Options: When creating the Vote, you can select how your users see the results in the member apps and the format in which they can see them. The options are:

- View Count/Remaining - Users see the number of votes cast and remaining
- View Percent/Remaining - Users see the percent of votes cast for each option and number of votes remaining.
- Votes By Member - Users can see specifically the vote by each member, percentage of votes cast for each option, and remaining votes.

Allow the following individuals to open/close voting:

Any Super User or Admin with access to the agenda item may open/close the vote, or you can assign a facilitator in the meeting to open/close the vote.

Voting Status: Voting is closed by default, so no one can access it. Voting may be opened in either the Admin or Member portals by a facilitator before or during the meeting. If voting is open before the meeting, then members may submit and/or change their votes at any time. If you no longer wish to accept votes or allow members to change their votes, toggle to Voting Closed.

Manage Vote

Once voting has started, the Add/manage voting box appears.

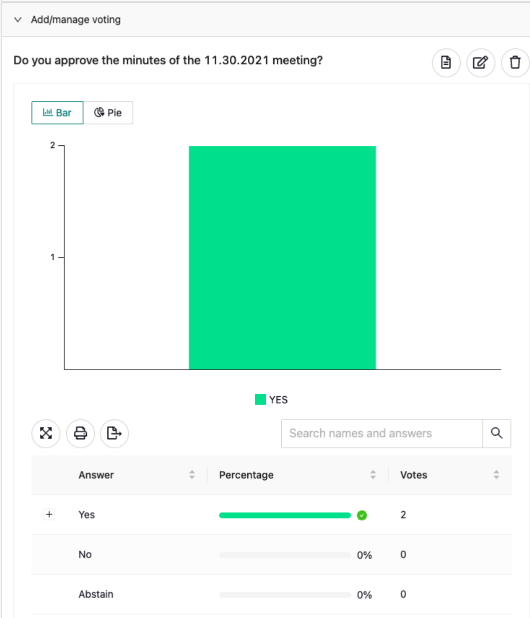
Audit: log of vote creation, opening, and voting by user with date and timestamp

Clear Results & Edit: if voting needs to be cleared and restarted.

Delete Vote: remove the vote and results from the agenda.

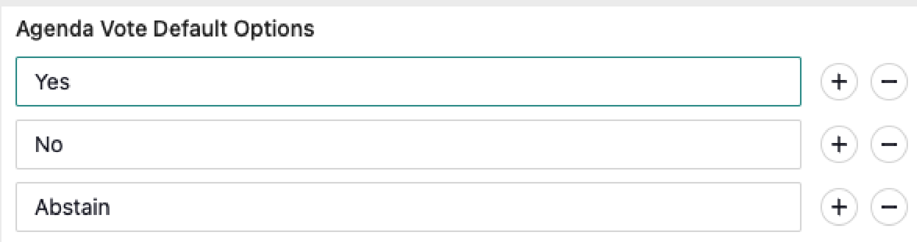
Configure Default Voting Answers in Settings

Set default voting answer options under Meeting Settings.



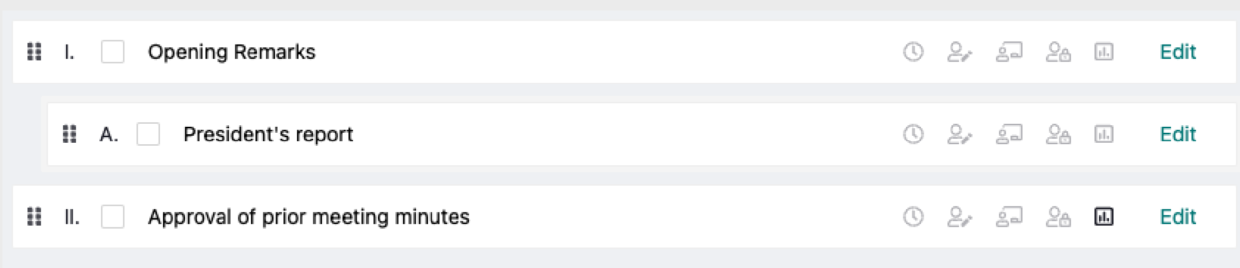
Edit an Agenda Item

If changes need to be made to agenda items once they have been saved, select the Edit button to the far right of the agenda item. A drop-down menu will appear with the option to Edit, Replace, or Delete. From this Edit screen, you can rename agenda items, update documents, set permissions, and remove an agenda item from the outline numbering.



Indenting an Agenda Item

There may be certain agenda items that should be sub-items of other items. To make a sub-item, drag and drop it to the next level.

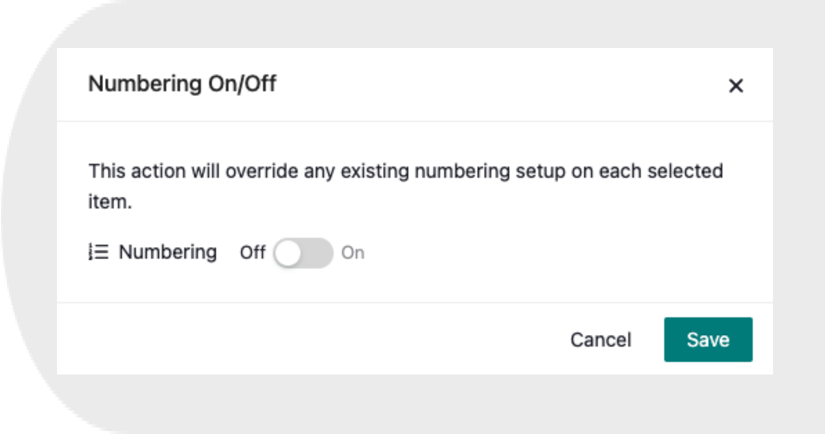


When indenting, Govenda will automatically update the agenda outline numbering for you.

Removing Outline Numbers

There may be times when you do not want a document to be part of the outline numbering.

1. Click on Edit at the far right of the agenda item
2. Toggle Numbering from On to Off
3. Click 'Save'



To remove numbering in bulk from your agenda:

1. Check the box in front of the agenda item(s)
2. Click to open the numbering detail box.
3. Toggle numbering Off/On for the selected agenda item(s).

Reordering Agenda Items

If agenda items are in the incorrect place and need to be reordered, simply drag the Agenda Items to their correct location.

Uploading Documents to a Board Book

When on the board book creation page, look for the Documents box on the right of the screen. Click the 'Add /request document' button and find the desired file(s) to be uploaded from your computer. Once the files have successfully uploaded, they will appear under the Added documents box and can be dragged to the board book to create linked agenda items or replace existing attached documents to agenda items.

Acceptable formats for uploaded files are Microsoft Word, Microsoft Excel, Microsoft PowerPoint, JPG, PNG, and PDF

Preview a Document

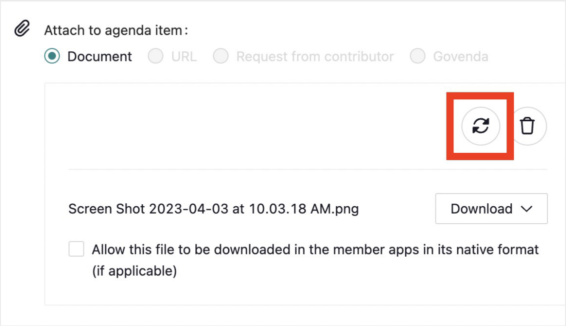
To ensure that the correct file was uploaded, you can easily preview the document. To preview the document simply click on the document name.

- A new window will open to let you preview the document
- 'X' out of the window and you will return to the Agenda page

Replace a Document

Once files have been uploaded, there may be a need to replace a document due to last minute changes. To replace a document, follow the steps below.

1. Find the agenda item with the file you want to replace.
2. Click the Edit button and choose the “Replace” option.
3. The file replace form will appear, you can upload a file, copy from Govenda, create a new word, excel, or powerpoint file.
4. In this window an optional Note can be added which will be sent to your users with their notifications. (this is only an option if you upload a file)



5. Click “Save” to replace the document, Govenda will upload the file and automatically update the agenda with the new document.
6. Upload a document by clicking on the ‘Add/request document’ button in the Documents section of the agenda, click, and drag the document to the agenda line item to replace it.

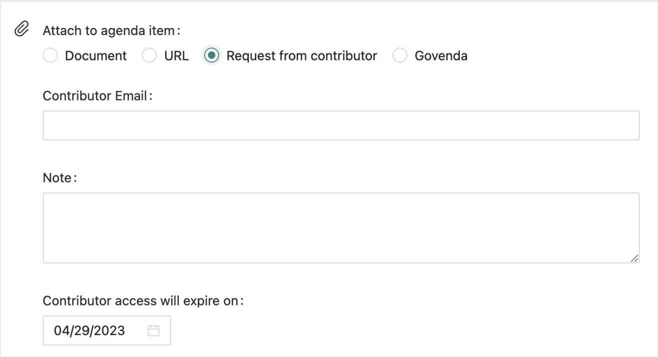
Adding Contributors

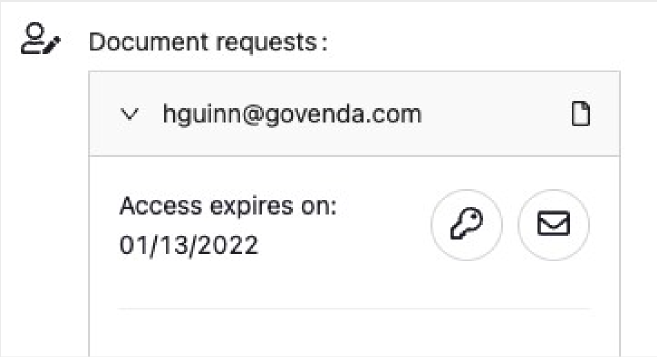
There are 2 ways to add contributors to a meeting - a contributor can be added to the overall agenda or to a specific item within the agenda.

Add Contributors to Agenda: Click the ‘Add/request document’ button, followed by ‘Request document’ in the Documents area of the agenda to allow users to contribute their own documents to the agenda area. Just add the Contributor’s email address and a note to inform them of your request. An email notification will be sent to the contributor with a link that will allow them to start uploading documents to the chosen meeting’s agenda area. Once the Contributor has uploaded a document, the Admin may then drag the document to the appropriate line item in the agenda.

Admins may edit this access or email the contributor by clicking on the contributor’s email address. By default, the contributor(s) will no longer have access to upload documents to the agenda a day after the meeting has passed.

Add a Contributor to a specific Agenda Item: When you add a New Agenda Item at the bottom of the agenda, you can allow users to contribute their own documents to this specific agenda item. Click ‘Show options’, and Request from the contributor. Add the Contributor’s email address and a note to inform them of your request. The contributor will then upload the document directly to the specific line item.





Agenda Options

When creating your agenda, you will notice agenda options at the top of the screen:

Importing a Previous Agenda

Once an Admin has created one or more board books, they can import a previous agenda into a new board book. This imported agenda can then be used as is or edited, saving significant time. Simply click on ‘Import’, then ‘Previous Agenda’ and a list of previous meetings will appear. Click on the meeting agenda you wish to import.

Import Minutes

Once minutes have been uploaded to your past meetings, you can easily import meeting minutes into your agenda line. Click on ‘Import’, then ‘Meeting minutes.’ Filter through meeting minutes by group/committee, preview minutes document, or click on a meeting to quickly attach it to your agenda.

Import From Word

Click on ‘Import’, then ‘From Word.’ Select a Word file to import to your agenda. Paragraphs will be interpreted as agenda items and if a paragraph is in a numbered or bulleted list, the agenda item will be numbered.

Download

You have two options for creating and downloading a pdf. You can choose to create a pdf of the agenda only, or combine all the files loaded into your agenda into one pdf. This is not necessary since your members will be interacting with the documents within the agenda as the meeting proceeds, but useful if you are still providing paper copies of meeting materials.

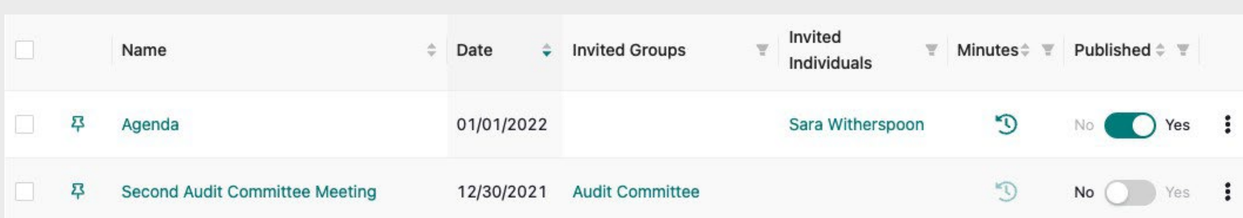
Published/Unpublished

Once you are ready to publish the board book and make it available for board members to see, click the Published/Unpublished toggle button to change to ‘Published’. This publish setting is separate from the meeting publish status. Tip: If your meeting is published but the board book isn’t visible in the member portal, check to see if your board book is published.

Minutes of Past Meetings

Uploading Minutes

Once a meeting has occurred, it will automatically move to the ‘Past’ tab under the ‘Meetings’ section. A new column will appear called ‘Minutes’ where you can add the minutes to a past meeting. Click the 'clock' button to upload or create past minutes. Once you have published minutes, you can View, Replace or Delete them by clicking on the icon in the Minutes column.



		Name	Date	Invited Groups	Invited Individuals	Minutes	Published	
		Agenda	01/01/2022		Sara Witherspoon		No Yes	
		Second Audit Committee Meeting	12/30/2021	Audit Committee			No Yes	

Creating Minutes

To create minutes click on 'Minutes', On the creation page, you're able to create your minutes with multiple formatting and editing options. You can upload a file, copy from Govenda, create from a template, create from scratch, create from agenda, and create from word.

Distribution of Minutes

Once you're done creating and editing your minutes, click on the 'Save Changes' button. On the right are various distribution options. Click on the 'Create PDF' button to create a PDF version of your minutes to print or download. Don't forget that you can easily import Govenda minutes straight into your future meeting agenda.

When you're ready to publish your minutes for member viewing, click on the 'Publish Minutes' toggle. Lastly, if you'd like to invite admins or committee admins to collaborate with you on the minutes, click the 'Invite to Collaborate' button.

eSignatures on Minutes

If you would like to request eSignatures for your minutes within the Govenda platform, click on the 'Request eSignature' button. Once you have requested eSignatures you will no longer be able to edit your minutes or publish them until the eSignatures are completed.

Permissions

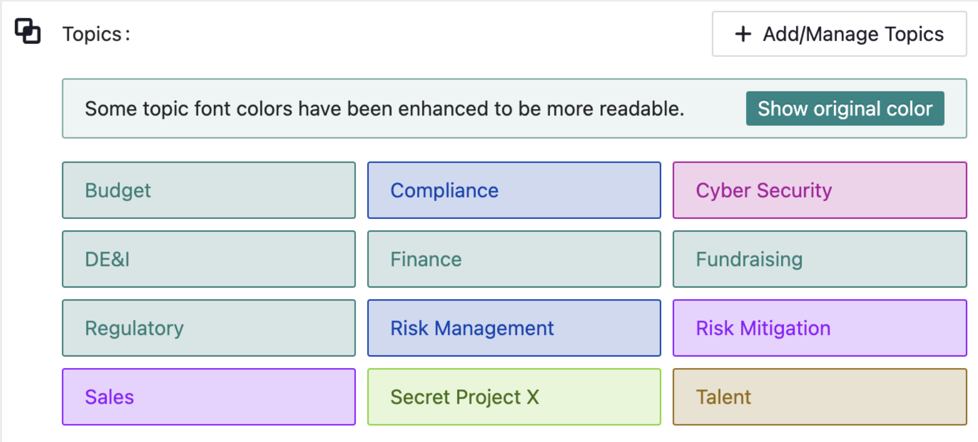
You can also change the permissions of your minutes to be different from the meeting that they are attached to. Clicking the Permissions button will allow you to add additional groups, remove existing groups, or choose specific members. You will now have limited access to the minutes.

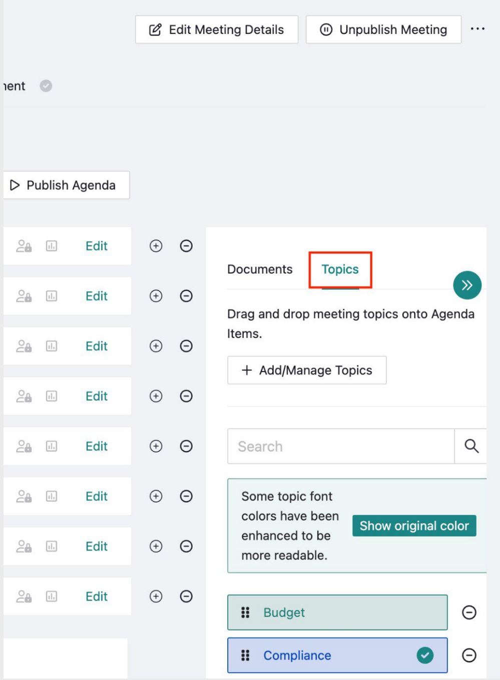
Topics

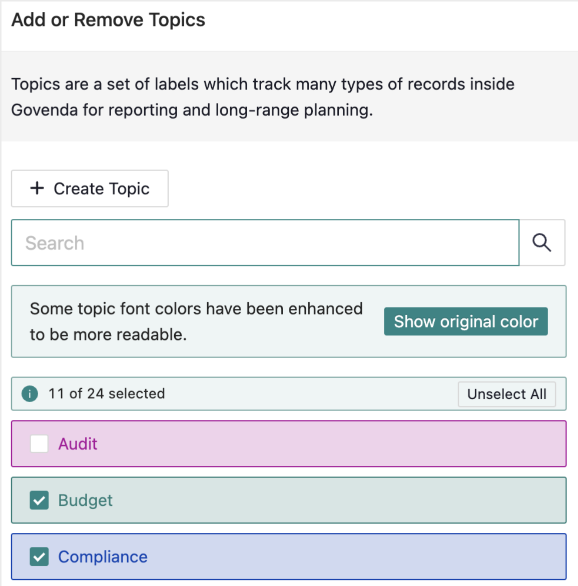
Use Topics to track related records throughout the Govenda portal. Link together meetings, votes, surveys, agenda items, and more; Govenda then automatically builds a list of records for Admins. Records contain links directly to records for rapid review and action.

The Topics feature is available in select plans. For questions, contact Support@Govenda.com.

You can add/manage topics related to meetings in the Meeting Details area of your meeting, or in the Documents area of your agenda. You can create new topics or manage existing ones by clicking on the "+Add/Manage Topics" button.


Topics :
Add/Manage Topics
Some topic font colors have been enhanced to be more readable.
Show original color
Budget
Compliance
Cyber Security
DE&I
Finance
Fundraising
Regulatory
Risk Management
Risk Mitigation
Sales
Secret Project X
Talent


Edit Meeting Details
Unpublish Meeting
Publish Agenda
Edit
Documents
Topics
Drag and drop meeting topics onto Agenda Items.
Add/Manage Topics
Search
Some topic font colors have been enhanced to be more readable.
Show original color
Budget
Compliance

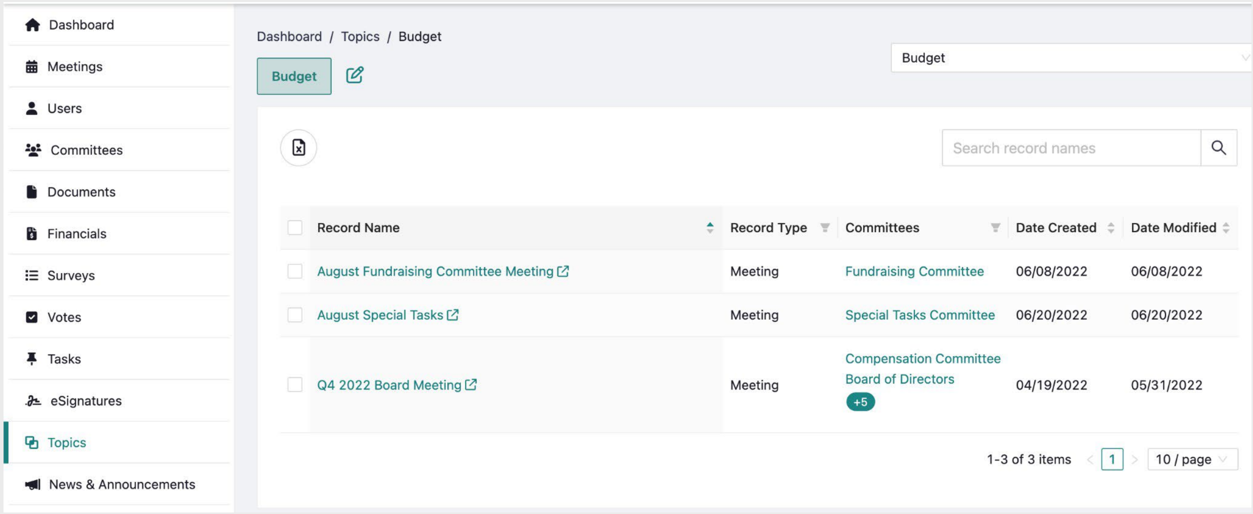

Add or Remove Topics
Topics are a set of labels which track many types of records inside Govenda for reporting and long-range planning.
Create Topic
Search
Some topic font colors have been enhanced to be more readable.
Show original color
11 of 24 selected
Unselect All
Audit
Budget
Compliance

To associate a topic with an agenda line item, simply drag and drop the topic to the line item. You should see "Add Topic to Agenda Item".

You can also manage topics per agenda line by clicking "Edit" on the agenda line, and choosing "Add/manage topics"

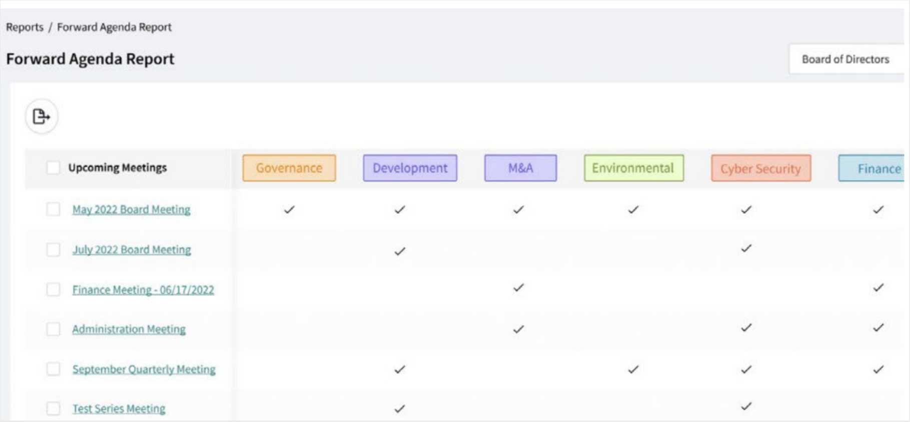
You can similarly attach Topic labels to Surveys, Votes, Tasks, and eSignatures by going into the listing for that Govenda feature, selecting multiple items in the Title area, and selecting the Add/Remove Topics bulk action button at the top of the listing

Access Topic Details and their related items by clicking Topics in the left navigation menu. Click on Click on a topic to see all related content

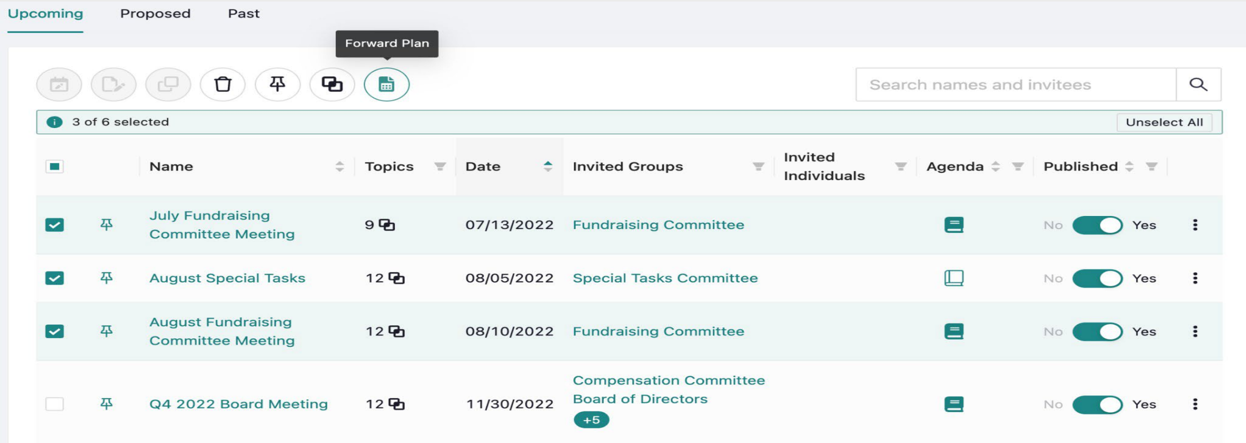


Forward Agenda Report

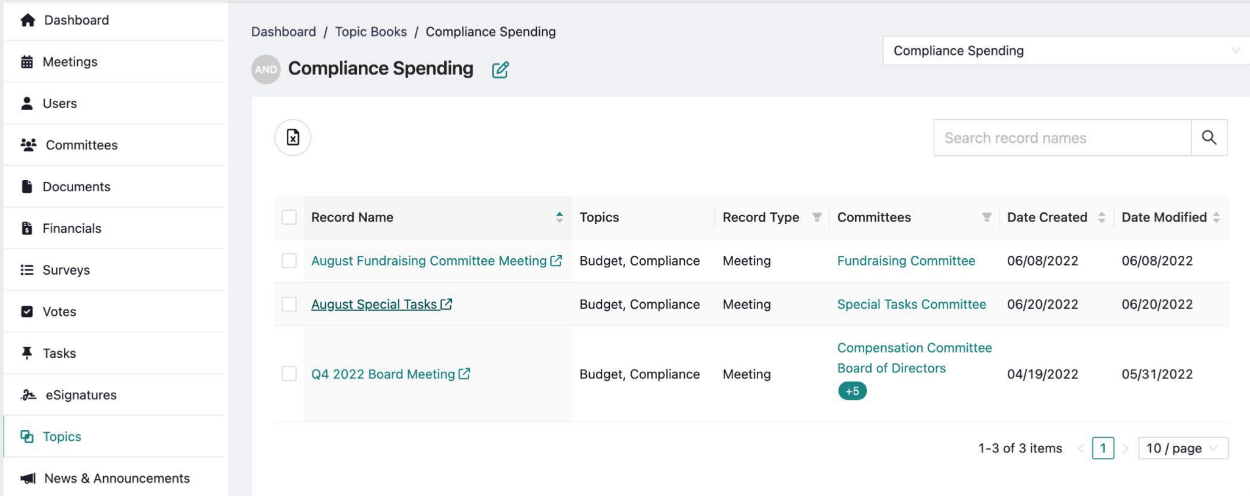
Topics associated with meetings create a Forward Agenda Report enabling you to build multi-year plans for your boards or any combination of committees.



To create a Forward Agenda Report, go to Upcoming meetings. Check the box at the front of any meeting with associated Topics and click the “Forward Plan” bulk action button at the top of the page.



Topic Books



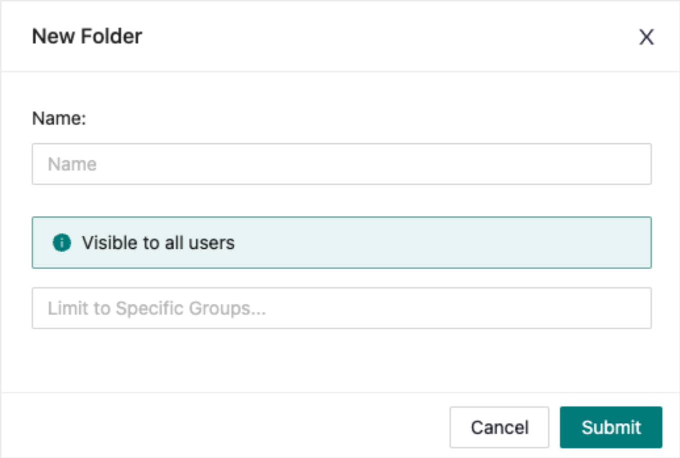
Single topics automatically build a list of associated records, which can be used for more complex searches. Use New Topic Book to create a Topic Book using a number of your own combination of standard or custom topics with AND or OR search criteria.

Documents

The documents section can be used to store documents that may or may not exist within the board book. Documents are kept within folders.

Creating a Folder

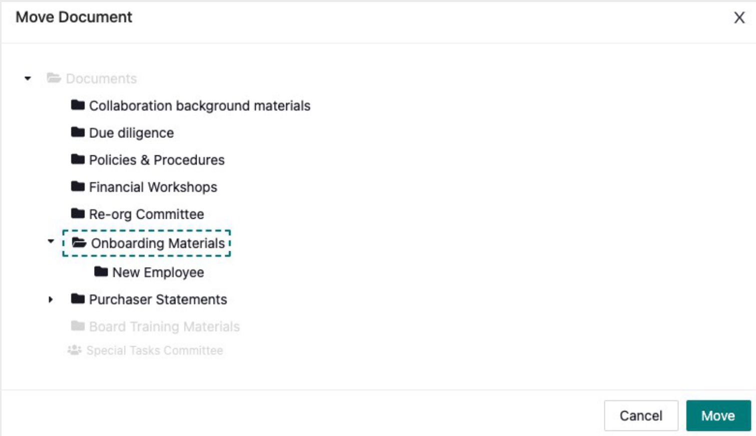
To create a folder click the 'New Folder' button . Once the ‘New Folder’ button has been selected, the image below will appear. Use the fields in the box to create a folder name and set permissions. Click 'Submit'.



Moving Folders

Folders can easily be moved by selecting the document and clicking the ‘Move Document’ button . You can also use the “Move” functionality by following the steps below:

1. Click the Actions button on the right column of the folder you want to move and hit 'Move’Select a folder as the new location.
2. Click the ‘Move’ button.



Editing a Folder

Once a folder is created, there may be a need to change or edit the folder in some way. To edit a folder, follow the steps below:

1. Click the Actions button to the far right of the folder and select 'Edit'.
2. Edit the folder name or permissions.
3. Click the 'Save Changes' button.

Setting Permissions on a Folder

Folders are able to have permissions so that only a specific group is able to view the folder and any associated documents. To set permissions on a folder, follow the steps below:

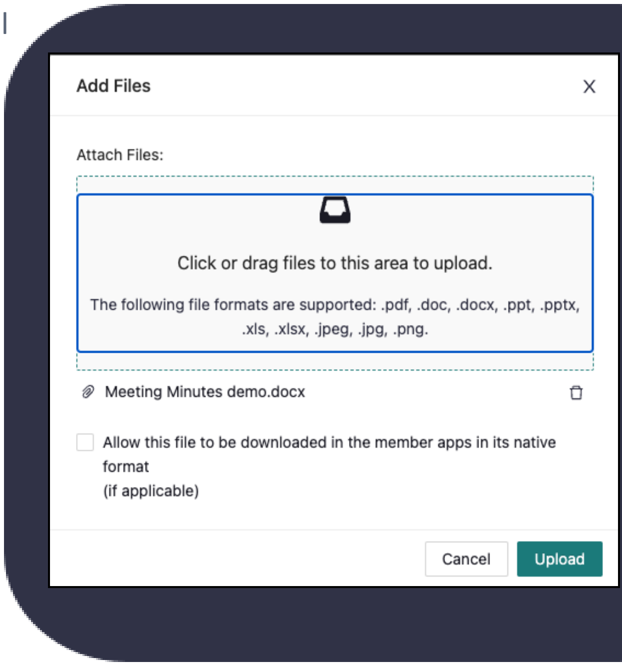
1. Edit the folder (instructions for editing can be found in the section above).
2. Select 'Limit to these groups'.
3. Find the group(s) you would like to limit the folder to in the drop-down box.
4. Click 'Save Changes' button.

Uploading Documents

To upload files and add them to folders, follow the steps below:

1. Click on the folder to which you want to upload your files.

2. If there are no folders, you must create a folder into which you can upload documents.
3. Click the 'Add Files' button .
4. Find and select the file(s) within the file selector box and click ‘Upload’. You can allow download of the document in its original format in the member apps at upload.



5. Your files will upload and appear under the folders list in Alphabetical order.
6. To edit the properties, click the Actions icon to the right of the uploaded document.
7. To notify users that a document has been added, click the Notify option, select the appropriate users/groups, type an email subject and message, then click Send Email. This will generate an email notification with a link to the uploaded document.

Watermarking

Secure Document Watermarks serve as both a deterrent and a tracking mechanism for unauthorized document distribution. Each viewed or downloaded document displays a subtle, encrypted document ID in multiple locations, reducing the risk of screen captures or photos. This ID, composed of 10–15 characters (letters, numbers, and symbols), is embedded throughout the document. Admin users can use a dedicated tool to trace the secure ID back to the specific individual, document, and access date, allowing for precise tracking and accountability in case of leaks.

eSignatures cannot be totally watermarked

Due to the integration with OneSpan, we cannot add secure watermarks to downloaded, completed eSignatures. On screen watermarks will be available after completion when Govenda has stored the final file.

Native files will not be watermarked

Govenda does not modify your original files after uploading into the system. Therefore, watermarks are only applied to the system-created PDF version.

Watermarking Defaults

- Enable or Disable System-Wide Watermarks:
    - Admin users can set the default under ‘Document Settings’ to ‘No watermarks by default’ or ‘Watermark all documents by default’. Be sure to save after changing the default settings.
- Admin users may also individually control which documents are watermarked in the area where the document is stored.

Understand Watermark Components:

- The watermark consists of:
    - **Company-defined text** (e.g., “Confidential, Secret, Top Secret”). This is a company wide setting, not a per-document setting.
    - **Unique 16-character ID** (numbers and letters) to track file access.

Identify Watermarked Files:

- Go to your **Document Library**.
- Files with a watermark will display a watermark overlay icon on the PDF file icon.

Open a Watermarked Document:

- Click on a file from your Documents tab to view it with a visible watermark.

Look Up a Watermark:

1. Go to **Reports** > **Watermark Lookup**.
2. Enter the 16-character ID (without the company-defined text).
3. The system will then display the file activity log.

Activity Log:

- From the lookup results, access the user’s Activity Log to view further details of file interaction. This will take the Admin to the Activity tab to further investigate all of the user’s activity in their user profile.

Add or Remove Watermarks:

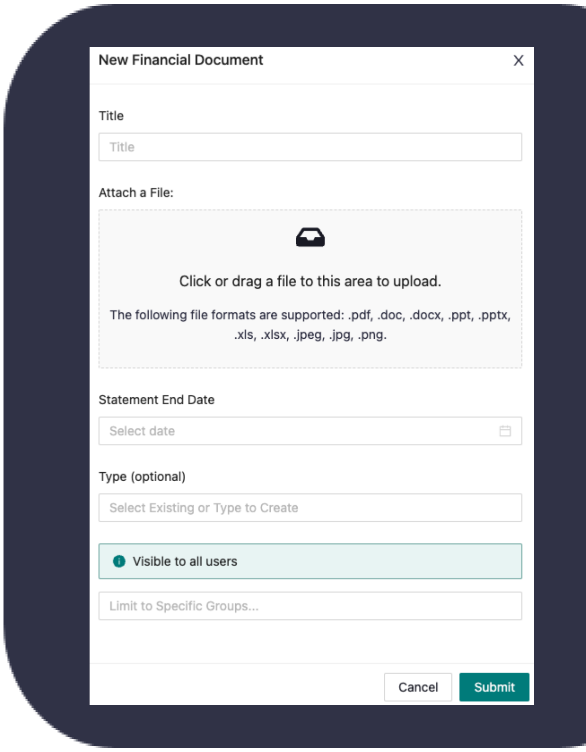
- To **remove a watermark**:
    1. Navigate to the Documents tab on the left hand panel.
    2. Select the file using the check box.
    3. Choose **Remove Watermark** under bulk actions.
- To **add a watermark** to a non-watermarked file:
    1. Navigate to the Documents tab on the left hand panel.
    2. Select the file

3. **Add Watermark** in bulk actions.

Financials

The financials sections will store financial statements.

This section is searchable and can be filtered by year and type of statement.



Uploading a Financial Statement:

1. Click the 'New Financial Document' button, choose how You want to upload the document from the drop-down menu.
2. The 'New Financial Document' form will appear, start by giving the document a title.
3. Click 'Choose File' to find the desired financial statement on your computer.
4. Select the Statement End Date.
5. Select the 'Type' (optional) button to assign a statement category. You can choose from the existing options or create a new type.
6. Select the 'Limit to Specific Groups' button to restrict access to the Financial Document.
7. Click the blue 'Submit' button to save.

Uploading a Financial Statement from Word, Excel or New PowerPoint

1. Click the 'New Financial Document' button, choose how You want to upload the document from the drop-down menu.
2. The 'New Financial Document' form will appear, start by giving the document a title.
3. Give the file a name
4. Select the 'Type' (optional) button to assign a statement category. You can choose from the existing options or create a new type.
5. Select the 'Limit to Specific Groups' button to restrict access to the Financial Document.
6. Click the blue "add Financial document

7. Govenda will open Word, Excel, or Powerpoint in a new web browser (still remaining in Govenda)
8. Create the file, once you have completed the file it will automatically save in Govenda.
9. Exit out of the new tab
10. You will now see the new file in the Finacnial folder you created.

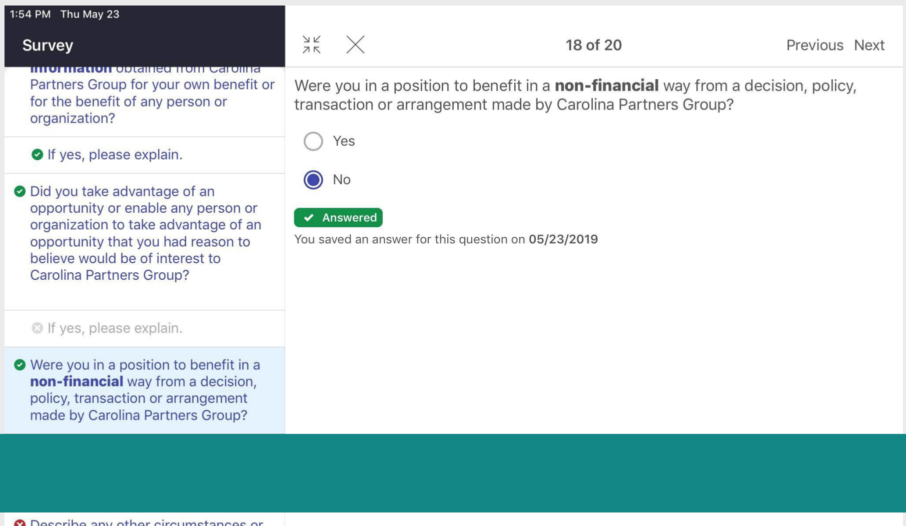
Setting Permissions on a Financial Statement

Permissions are able to be set on a statement in case there are only certain group(s) permitted to see the statement. To set permissions on a financial statement, follow the steps below:

- Go to the Financials section on the left navigation menu.
- Find the statement you want to adjust permissions and click on the Actions button to the far right of the document name, under the tools column. Click 'Edit'
- Select the 'Limit to Specific Groups' button to restrict access to the Financial Document.
- Click 'Save changes' to set permissions

Surveys

- Govenda's Surveys functionality allows companies to create complex polling for their members by giving them the ability to add a variety of questions and answers, documents, definitions, and even get eSignatures from their members all in one place. Admins can create one survey and distribute to any number of individuals for their own personal completion. For details on creating and managing surveys view our Admin Surveys Guide.

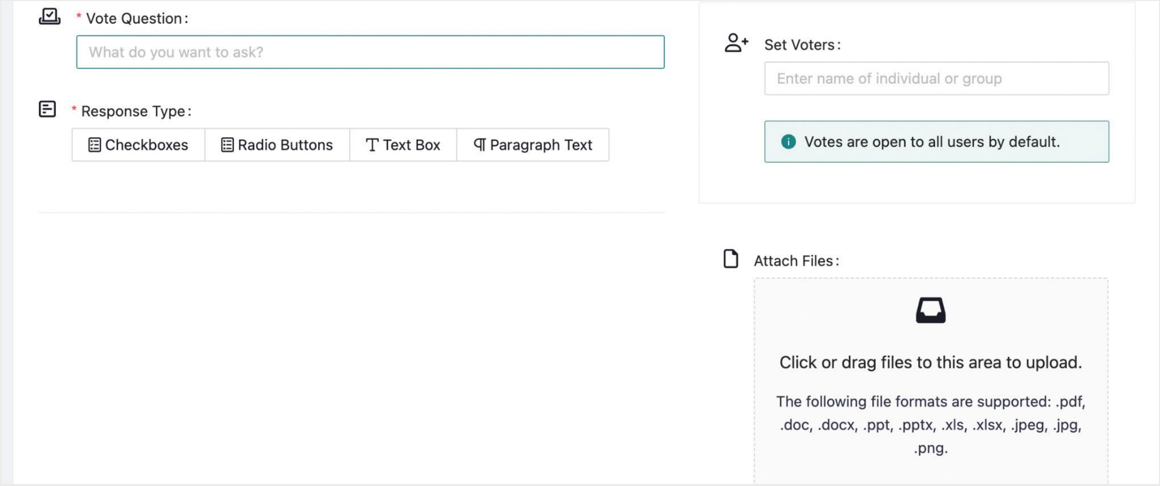


Votes

Within Govenda, votes can be used for a multitude of purposes, both formal and informal. For more details on creating and managing votes, view our Voting Usage Guide.

Creating a Vote

1. Choose 'Votes' from the left navigation.
2. Click on the 'New Vote' button and you will be taken to the Vote creation page.
3. Fill in the desired question and choose an answer type.
4. Check the 'Add Other Choice with Comment Box' if you would like to allow for members to choose an 'other' answer.



5. Under ‘Set Voters’, you can add voters individually or by groups. Votes are open to all users by default if no specific voters are selected.
6. Attach Files to your votes by clicking on ‘Attach Files’. You can then select which files to upload from your desktop.
7. Add a ‘Close Date’ if you would like your vote to automatically close from voting on a specified date. Keep in mind that votes are still visible to appropriate members until it is Unpublished.
8. Click on ‘Change’ next to Admin View/Edit to select which admins or committee admins have the ability to view/edit the vote in the Admin application. Note: Admins cannot vote on behalf of a user.
9. You can also choose the type of result that is viewed from the member portal to users. Click the dropdown to choose from View Count/Percent, Private (results are only visible in the Admin application), or Votes By Member.
10. When ready, click the ‘Save and Publish’ toggle button if the question should be visible for users to see.
11. Click ‘Create Vote’ to save without publishing.

Viewing Vote Results

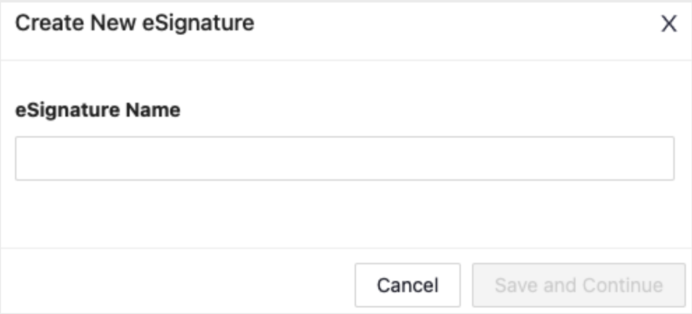
1. From the Votes page, click on the vote to view results.
2. The type of result that was chosen when the vote was created will be shown.
3. View individual responses by clicking on the ‘Results By Member’ tab.
4. Print results by clicking on the print icon above the list of voters.

Task Management

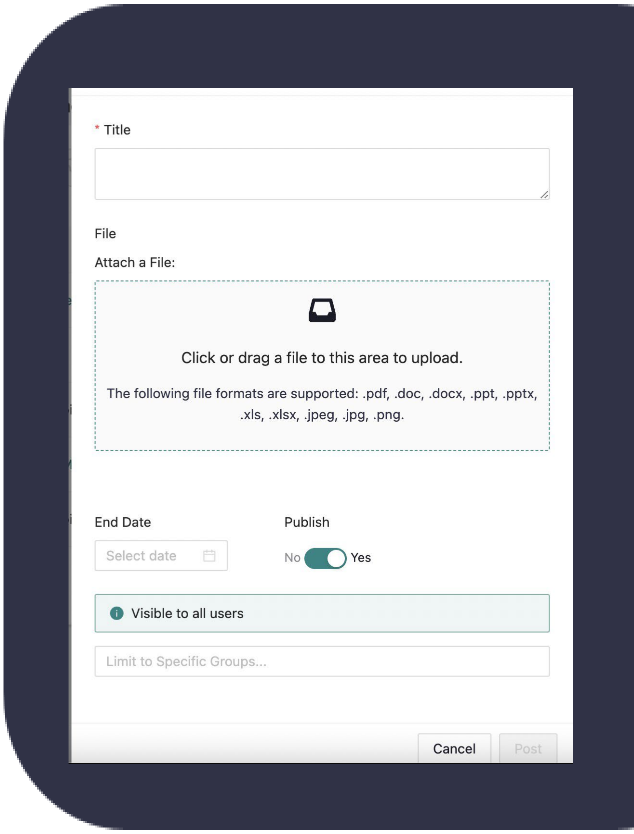
Govenda’s Tasks organizational tool allows admins to assign tasks to members before, during and after meetings. Assigned tasks are associated with a meeting and are visible to the assigned member as long as the meeting is published. For details on how to assign tasks, see our Admin Tasks Guide.

eSignatures

Allows you to gather signatures on documents or vote on important issues between in-person meetings. The eSignature functionality is to be used when all users must sign the document. For details on creating and managing approvals view our eSignatures Usage Guide.



News & Announcements



The News & Announcements section is a great place to share information with your users.

Creating a News & Announcement

1. Choose ‘News & Announcements’ from the left navigation menu.
2. Click on the 'New Announcement' Button. Choose how you want to Upload the file from the drop down menu. You can select from no file, URL, Upload file, Copy from Govenda, New word, excel or Powerpoint file.
3. The New Announcement form shown, will appear. Fill in the Title.
4. Click on the ‘Document’ Tab to choose to select a document to be associated to the Announcement. If You selected from a URL follow the same steps and Add the URL and go to step 7.

5. If you selected no file, then you would fill in the title,
   Then follow steps 7-9
6. If you selected New file from word,excel or powerpoint
   Give the file a title, and name the new file. A new tab will open in Govenda where you can create the file. Follow the remaining steps.
7. Check the 'Publish' box if you are prepared for users to see the Announcement. Users will not be able to see the News & Announcement until the Publish box is checked.
8. If you would like the Announcement to automatically 'Unpublish' enter an 'End Date' (optional)
9. Set Permissions to limit access to the announcement to certain groups.

Click the 'Post' button.

Notifications

Notifications are sent to board members so you can ensure they are receiving the most up-to-date information. The following information outlines which notifications are immediate and which notifications are daily.

Immediate Notifications

The following are notifications that are sent out immediately once they are created in admin.Govenda.com

- **RSVP for a Published Meeting**: As soon as a meeting is published, an RSVP Email is sent to all the groups invited to the meeting. To prevent this notification from being sent, click the RSVP toggle to off.
- **Proposed Meeting Dates**: As soon as proposed meeting dates are created and saved, an Input Email soliciting feedback is sent to all the groups invited to the meeting.
- **Approval Signature Requests:** As soon as the approval is published, an email will be sent to the designated signers and reviewers.

Auto Daily Digest

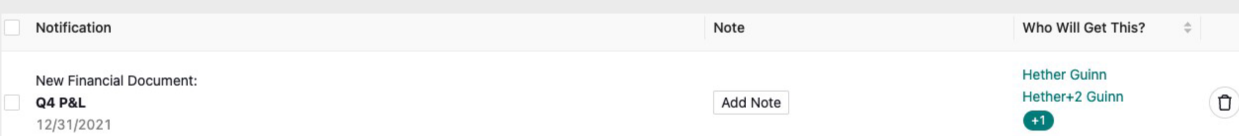
Notifications are sent out within the Auto Daily Digest at 6am EST every morning for actions performed the previous day in admin.Govenda.com. To learn more about what creates a notification, check out our Notifications Guide.

These automatic notifications can be disabled by clicking Disable Auto Delivery on the right. Notifications will still show up on the page, but admins now have the capability of sending them out on-demand to members instead of automatically.

How to send out 'On-Demand' Notifications

The Daily Digest will be sent out every morning at 6am EST notifying your members of any changes that have occurred in the board portal in the last 24 hours. However, as the admin you have the ability to send out those notifications immediately as opposed to waiting for the next morning. Once you have made a change, follow these steps to send out the notifications immediately:

- Go to the 'Notifications' section found in the top bar
- View the list of notifications that will be sent out the next day at 6 a.m.
- Click the top left checkbox to select all or click the checkbox next to the notifications you want to send out immediately
- Click the Send Notifications Now' button .
- The notifications that you have not selected to be sent On Demand will be sent out the next morning at 6 a.m. EST
- Click on the 'Add Note' button to make any additional remarks on the affiliated notification



Messaging

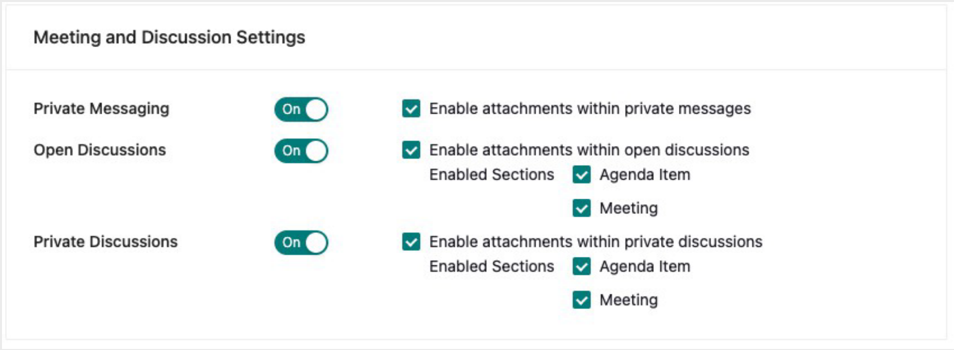
Messaging allows members in Govenda to share information with each other in a secure manner. To see how Messaging works from the Member perspective, see the Govenda Member Messaging Guide.

Messaging is made up of two types:

- **Private messages** - messages that are not related to a specific piece of content and are simply communication between two or more people
- **Discussions** - messages related to either a meeting or an agenda item. Discussions can be open, meaning they will be seen by everyone that has access to that piece of content. Or they can be private, between yourself and any other members you choose who has access to that piece of content

Messaging Settings

Within the Member App Settings area, you have several options as displayed below:



Private Messaging - Enabling this will allow members to send private messages to each other which are not attached to a specific meeting or agenda item.

If Private Messaging is enabled, you can also select to allow attachments in those messages

Open Discussions - These are discussions related to a meeting or agenda item that are open to all users who have access to that piece of information. In other words, anyone with access to the meeting or agenda will be able to see all comments made in Open Discussions as long as the meeting or agenda are published.

If Open Discussions are enabled, you can also select to allow attachments in those messages.

If Open Discussions are enabled, you can choose to allow on meetings or agenda items or both.

Private Discussions - These are discussions related to a meeting or agenda item that are private between two or more individuals. Only members who have access to the meeting or agenda can start or be included in a private discussion.

If Private Discussions are enabled, you can also select to allow attachments in those messages.

If Private Discussions are enabled, you can choose to allow on meetings or agenda items, or both.

Auto Deletion Settings

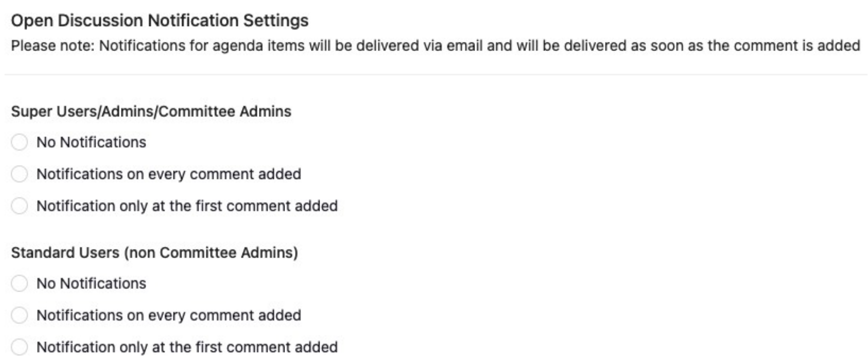
If Private Messages or Discussions are enabled, the Administrator has the ability to auto-delete comments.

For Private Messages, the auto-deletion is based on the creation date of the private message.
For Private Discussions, the auto-deletion date is based on the date of the meeting.

Notification Settings

For Private Messages and Private Discussions, members will receive a notification once per day of any unread messages.

For Open Discussions, the Administrator can determine how often both Admins and Members are notified. The choices are displayed in the image below.



Administrator Deletion Abilities

Any user with Admin access can view and delete Open Discussions on a Meeting or Agenda Item. Administrators do not have the ability to view or delete Private Messages or Private Discussions unless they are included in the thread.

If Private Messaging is enabled, you can also select to allow attachments in those messages

Open Discussions - These are discussions related to a meeting or agenda item that are open to all users who have access to that piece of information. In other words, anyone with access to the meeting or agenda will be able to see all comments made in Open Discussions as long as the meeting or agenda are published.

If Open Discussions are enabled, you can also select to allow attachments in those messages.

If Open Discussions are enabled, you can choose to allow on meetings or agenda items or both.

Private Discussions - These are discussions related to a meeting or agenda item that are private between two or more individuals. Only members who have access to the meeting or agenda can start or be included in a private discussion.

If Private Discussions are enabled, you can also select to allow attachments in those messages.

If Private Discussions are enabled, you can choose to allow on meetings or agenda items or both.

Auto Deletion Settings

If Private Messages or Discussions are enabled, the Administrator has the ability to auto-delete comments.

For Private Messages, the auto deletion is based on the creation date of the private message. For Private Discussions, the auto deletion date is based on the date of the meeting.