Version 0.1, January 12, 2018

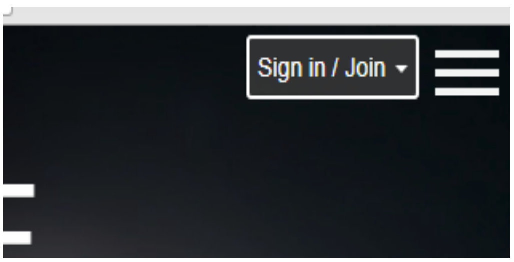
Quick and Dirty Guide to the eLiberate Admin System

Follow these instructions to start a meeting in eLiberate. A video guide to using the meeting space is also available.

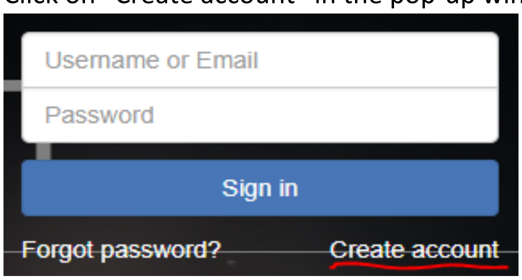
Note: We know that the admin UI is horrible. It will be fixed. Our priority has been to create a meeting space for organizations that use Robert's Rules of Order and we have hope you can forgive us for the temporarily messy admin system during our initial testing phase.

Step 1 – Create an Account

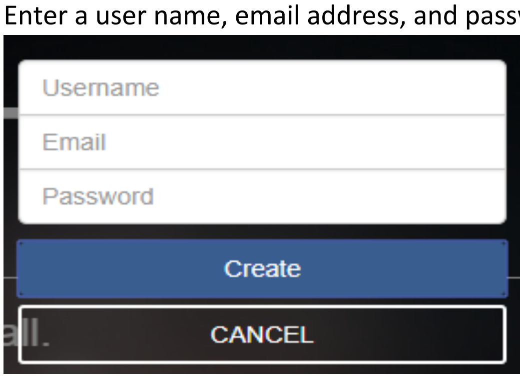
1. Click on "Sign in / Join" at the top right of the screen.



2. Click on "Create account" in the pop-up window.



3. Enter a user name, email address, and password and click "Create."

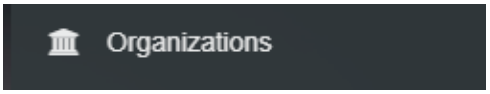


Note: If you have been invited into an organization, make sure you use the same e-mail address that was entered by your organization administrator. If you received an invitation e-mail from the system, you will see all of the organization's meetings as soon as you create your account.

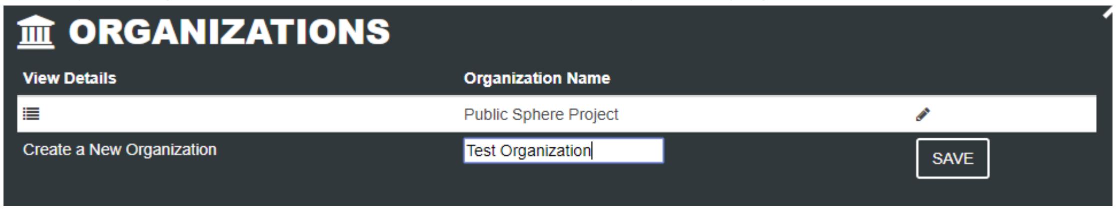
Step 2 – Create an Organization

1. Make sure you are logged in.
2. Click the "Menu" icon at the top right of the page.

3. Click on "Organizations."

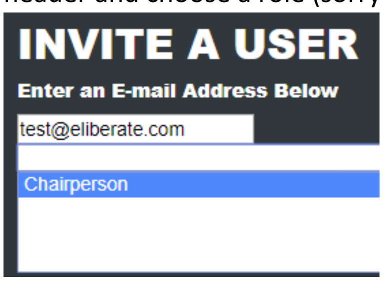


4. Enter your organization's name in the table at the top of the page and click "Save."



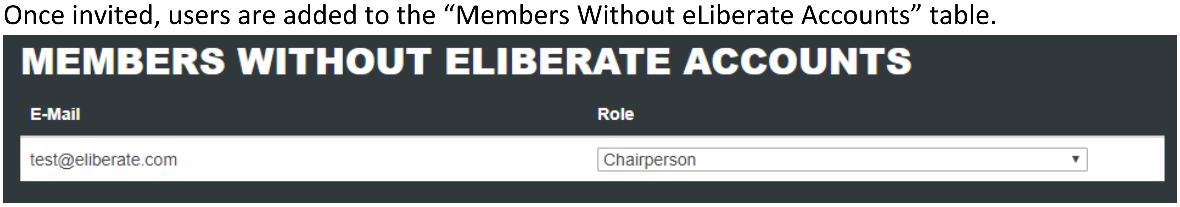
5. Click the "edit" button to the left of the new Organization entry in the table.

6. Add members to your organization by entering their Email address into the text box under the "Invite a User" header and choose a role (sorry about the white text on the white drop-down list. This will be fixed soon.)



Note: Your organization must always have at least one administrator. The user that creates the organization is assigned that role. A Chairperson is considered an administrator. You must also always have at least one chairperson user account as they are essential for running the meeting room space.

7. Once invited, users are added to the "Members Without eLiberate Accounts" table.

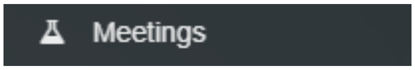


8. Once they have an account, they will be added to the "Membership" table. You can change a user's role any time by clicking the dropdown list in the "Role" column of the "Membership" table.
9. Close the menu by clicking the large X at the top right of the page.

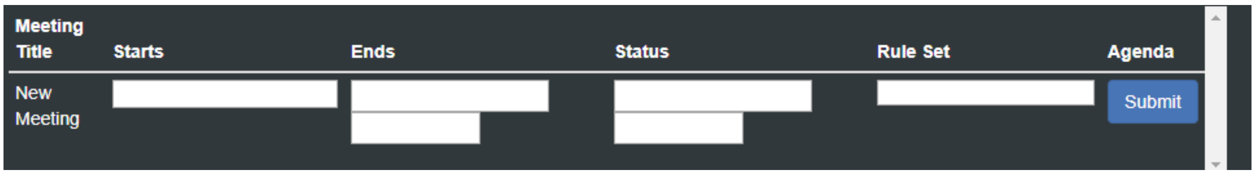
Step 3 – Create a meeting

1. Click the “Menu” icon at the top right of the page.

2. Click on the “Meetings” menu item.



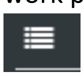
3. Enter the title of the meeting, the start and end date, and select “Robert’s Rules of Order” from the “Rule Set” drop down.



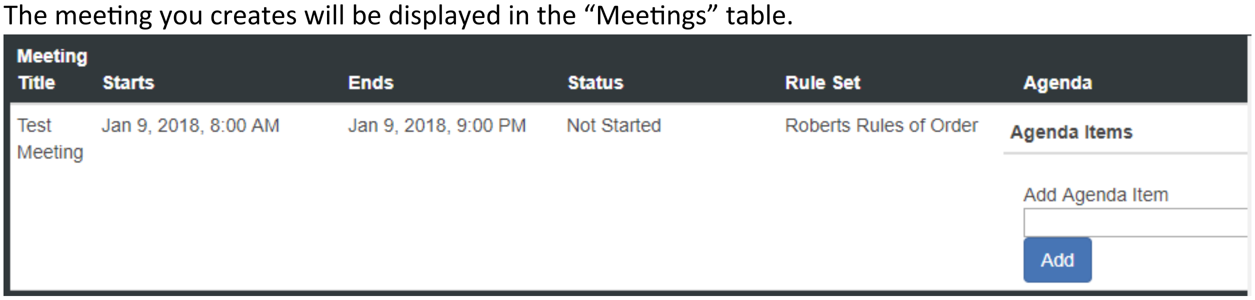
Note: This UI is very buggy right now. Note that the first text box next to the “New meeting” label is the “Meeting Title” textbox, followed by the “Starts” date and time fields. Also, the “Starts,” “Ends,” and “Rule Set” fields are set to a white font.

4. Click “Submit.”

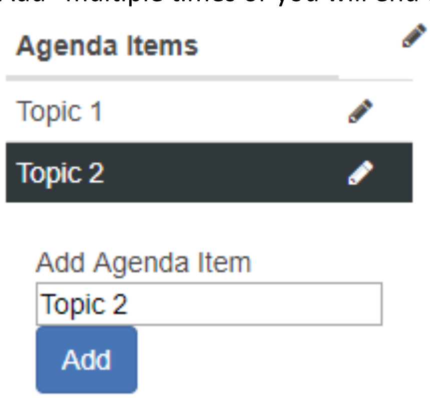
5. Refresh the page (I know, another bug) and go back to the “Meetings” page.
Note: If you are a member of multiple organization in eLiberate, you must first go to the “Organization” page and click the “Details” icon next to an organization at the top of the page in order for the “Meetings” page to work properly.



6. The meeting you creates will be displayed in the “Meetings” table.

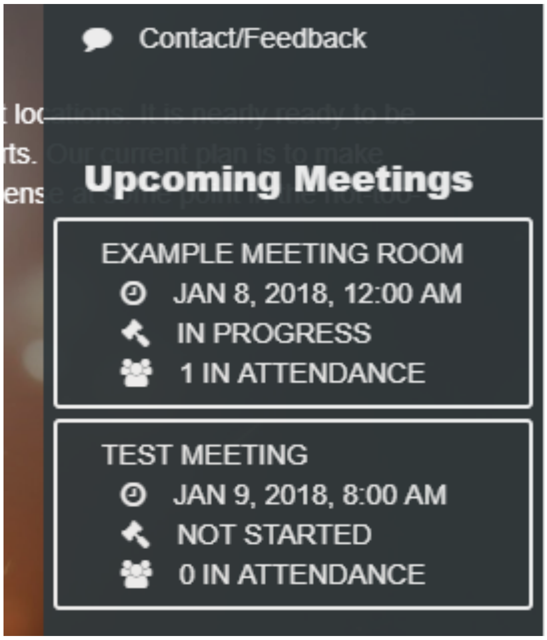


7. Create agenda items by entering the agenda text in the “Add Agenda Item” text box then clicking “Add.”
Note: There is a bug with this feature. When you click “Add,” it should display the agenda item in the “Agenda Items” sub-table, but you must refresh the page for them to appear. They are saved, however, so do not click “Add” multiple times or you will end up with multiple agenda items. Also, the “Edit” buttons do not work right.



Step 4 – Start your meeting

1. When it's time to start the meeting, all members can enter the meeting room by clicking the menu icon at the top right of the page, then clicking on the meeting in the "Upcoming Meetings" list.



2. Once it is past the meeting start time, the Chairperson can call the meeting to order.

To learn how to use the eLiberate meeting space, watch this instructional video.