

New Meeting

While on your main page (dashboard), scroll down to the meetings section and hit new.

Select the appropriate grant.

Enter a title and description of what the meeting is meant to accomplish.

Select the entity involved in the meeting or N/A as well as the location in which the meeting will take place. If choosing a custom location, be sure to note the mileage traveled.

Enter the assumed start and end date/times.

Click create and your new meeting will now appear on your dashboard.

Revision #3

Created 2025-02-09 00:38:42 UTC by Jacob Cook

Updated 2025-12-02 13:45:43 UTC by Jacob Cook