boardable

2017 October 2.5 Release Notes
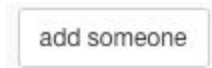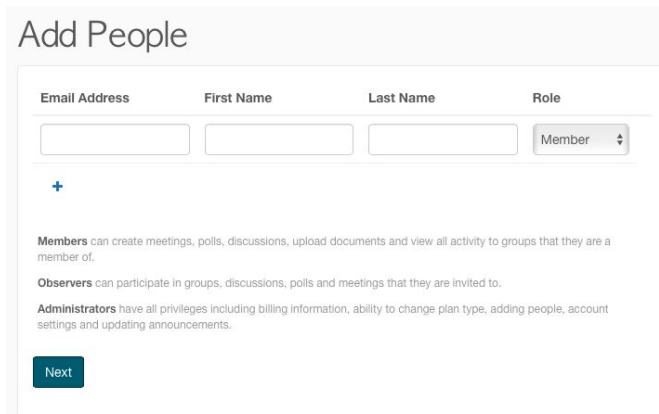
People Directory

Updates have been made to the add someone feature in the People Directory. Admins can now add multiple people in one form to speed up data entry!
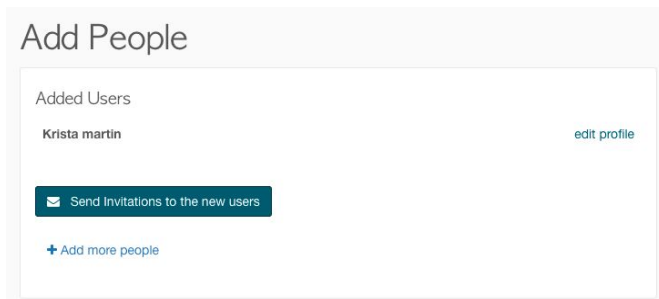
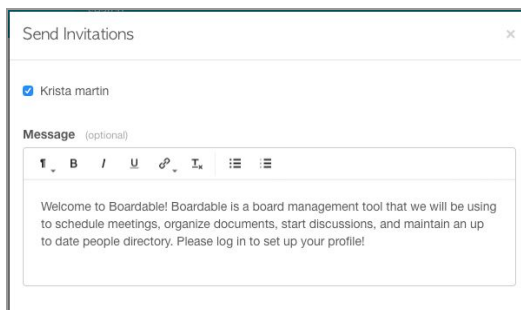## Add someone

1. Go to People Directory
2. Click on add someone

   add someone

3. Enter Email Address, First Name, Last Name and assign a permission level each user

   ### Add People

Email Address	First Name	Last Name	Role
			Member

   +

   Members can create meetings, polls, discussions, upload documents and view all activity to groups that they are a member of.

   Observers can participate in groups, discussions, polls and meetings that they are invited to.

   Administrators have all privileges including billing information, ability to change plan type, adding people, account settings and updating announcements.

   Next

4. After you have added your team you will have the option to send the new users a welcome invitation or to edit and add more information to each profile.

   ### Add People

   Added Users

   Krista martin   edit profile

   ✉ Send Invitations to the new users

   ✚ Add more people

5. If you choose to send the invitation a list of users will be displayed that will receive the email. You can also add in a custom message with the welcome invite.

   Send Invitations   ×

   ☑ Krista martin

   Message (optional)

   ¶ ▾ B *I* U̲ 𝒫 ▾ I̲ₓ   ☰ ☰

   Welcome to Boardable! Boardable is a board management tool that we will be using to schedule meetings, organize documents, start discussions, and maintain an up to date people directory. Please log in to set up your profile!

Settings

Profile settings and login settings have been combined into one feature. Under the Calendar settings there is now an option to sync your Google Calendar or add an iCalendar subscription to Outlook, Apple or Google.

About me

- First Name
- Last Name
- Profile Image
- Board Role
- Job Title
- Company
- About

Contact and Social

- Contact Email Address
- Contact Phone Number
- Twitter Profile URL
- Facebook Profile URL
- LinkedIn Profile URL

Personal Info (Private)

- Address
- City
- State
- Zip
- Phone

Login and Password

- Login Email Address
- Password

Calendar

- Google Calendar
- iCalendar Subscription

Settings

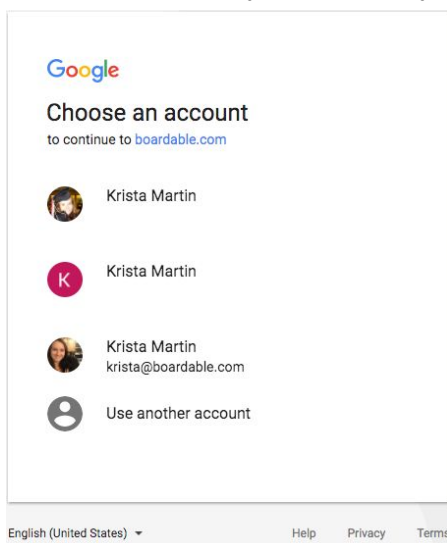- Email Address for Notifications
- Meeting Reminders
- Timezone Settings
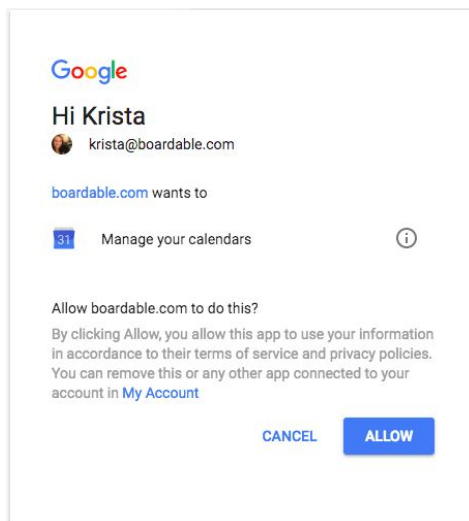
Calendar Integration

Sync Google Calendar

1. Go to Settings
2. Go to Calendar Tab
3. Select 'connect' to sync Google calendar

4. Select the calendar you want to sync with your Boardable events

5. Allow Boardable to sync with your calendar

After you allow access your Google Calendar should now receive all Boardable events!

iCal Subscription

If you would like to add your Boardable events to your Outlook or Apple Calendars you can add an iCalendar subscription feed.

iCalendar Subscription

iCalendar feeds can be used with Apple Calendar, Google Calendar, Outlook, and any other service that supports the iCalendar format.

webcal://staging.boardable.com/feed/ical/15b7988f2d8a4aac92f5b200f4015789/events.ics

Copy To Clipboard

Be careful with this link. It is not password protected. Anyone with this link can see your Boardable events.
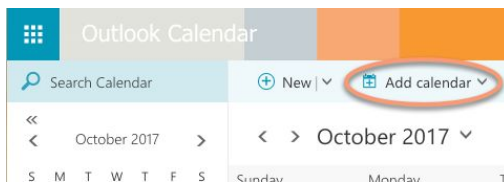
Outlook

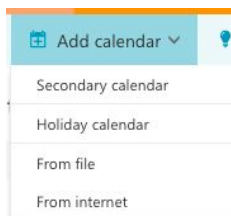To add an iCal subscription for Boardable to your Outlook
1. Copy iCalendar Link
2. Go to your Outlook calendar

Calendar

3. Click on Add Calendar

Outlook Calendar
Search Calendar   New   Add calendar
October 2017   October 2017
S M T W T F S   Sunday   Monday

4. Select from internet

Add calendar
Secondary calendar
Holiday calendar
From file
From internet

5. Paste the iCalendar link into the 'link to calendar' field, name your new calendar and save!

Save   Discard

Calendar subscription
Subscribe online and keep up to date.

Link to the calendar
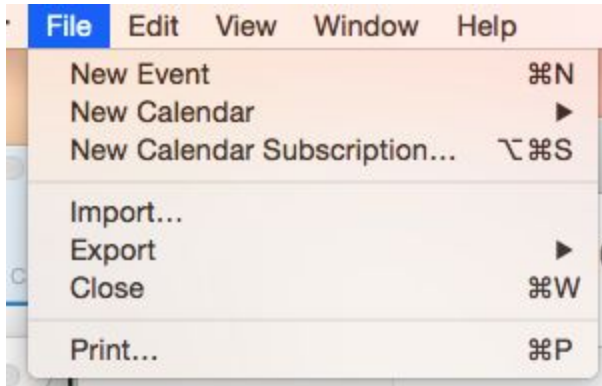Example: webcal://www.contoso.com/calendar.ics

Calendar name
Enter a name

Apple Calendar

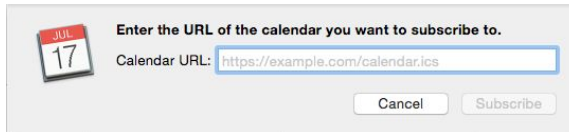To add an iCal subscription to you Apple Calendar
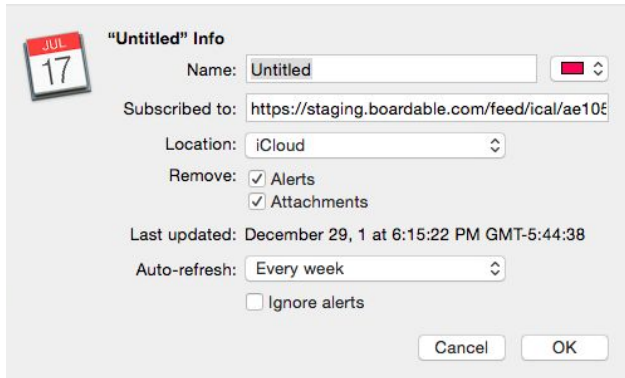1. Copy iCalendar link
2. Go to your Apple Calendar

3. Go to File and select 'New Calendar Subscription'

4. Paste in the iCal subscription link from Boardable in the Calendar URL field and subscribe.

5. Give your new Boardable subscription a name and set your calendar preferences!
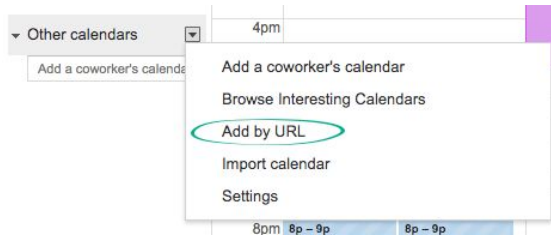
To add an iCal subscription to your Google Calendar
1. Copy iCalendar link
2. Go to your Google Calendar

Calendar

3. Go to 'Other Calendars' and select Add by URL

4. Paste the iCalendar link into the URL field and click Add Calendar

5. To rename your new icalendar subscription go to calendar settings and enter a new name!