**Supporter Donation System Quick Tips**
**Meetings**

Meetings can be created for Board or Staff Meetings or any meetings having to do with your Campaigns, Appeals or Sub-Appeals



1.  From the Main Menu, click on Meetings
2.  Click on the Find Meeting by Name or Date dropdown to see what meetings you have available
3.  If the Meeting you need is not available then
4.  Click on the Add Meeting button in the bottom left
5.  Fill in the Meeting name, date and time
6.  Choose the Invitees by clicking on the white Supporter/Role field
7.  Click on the dropdown and choose a supporter from the list OR;
8.  Click on the Add Invitees by Classification button on the bottom
9.  Choose a classification from the dropdown
10. Click on the Add Supporters to Meeting button
11. For each supporter choose Unknown, Yes or No for the Will Attend option
12. Click on the Topic & Location tab and fill in any information here as needed
13. Click on the Agenda tab and type in your meeting agenda here
14. Click on the Expenses tab and fill in any expenses related to this meeting
15. Click on the Minutes tab and type in your meeting minutes here
16. Click the Misc. tab to attach files/documents such as copied of the Agenda or Minutes to the meeting

Use the Attendance List button on the bottom to preview or print a list of meeting attendees
Click on the Meeting Report button to print all or part of the information regarding a specific meeting