

Uploading Agenda and/or Minutes to SuiteOne

Follow these steps to upload your agenda or minutes document to SuiteOne:

1. Login to your SuiteOne Admin Portal
2. Browse to the appropriate Event (i.e. meeting)
3. Click on the Agenda/Minutes Tab
4. Next to Agenda or Minutes click the purple upload button
5. Set Published to Yes—Immediately or Yes—As Of Date
6. If set to Yes-As Of Date, enter the Publish Date
7. Click the Select button, browse to your document, and click Open
8. Once document has uploaded, click Save and then Save on the Event

