USING DIRECTORCYCLE: ATTENDEE/CONTRIBUTOR BASICS

Basic Overview

- **What is DirectorCycle?** DirectorCycle is an easy solution for distributing secure information via a collaboration portal. DirectorCycle includes several tools to automate and organize the varied aspects of board and committees. More than just meeting management and document distribution, this system provides functions from electronic voting/approvals to automated document assembly.
- **How do I get to my DirectorCycle?** There is no software to install, just open your Web browser and go to https://www.DirectorCycle.net or http://www.DirectorCycle.com then select "login" in the upper right hand corner of the screen and enter your login information.
- **Can I access DirectorCycle from my tablet or smart phone?** Yes, you can access this solution from your computer, tablet, or phone.
- **Will I have to download documents/files once I access my meeting?** No, DirectorCycle's document viewer allows you to view documents without downloading them. Plus, this functionality greatly optimizes the speed and resources needed to view presentations and other documents, especially from tablets.
- **How safe is my interaction with DirectorCycle; is it secure?** This solution utilizes the same security measures as online banking.

Logging In

To access DirectorCycle, go to https://www.DirectorCycle.net .

Finding/Accessing Meetings

The main dashboard is the first screen you see after login and provides "at a glance" information and options.

Your Pending Meetings (meetings that have not occurred) are listed here. Just click on the meeting to access its information.

Your Completed and Cancelled Meetings are listed here.

In addition to meetings, there is also a library of viewable files sorted by category.

Meetings

This is the meeting page; it will show all pertinent options for attending/interacting with a specific meeting.

If you have unique comments that only you and the Meeting Organizer need to see, click here and enter your comments.

If you have personal files that only you and the Meeting Organizer should see, click Attach File and upload them here for future reference.

The Meeting Team list helps you know who is helping with this Meeting.

Your Organizer can set up a series of vote topics for each meeting. Clicking on a topic will take you to a place where you can electronically vote and comment on the vote topic.
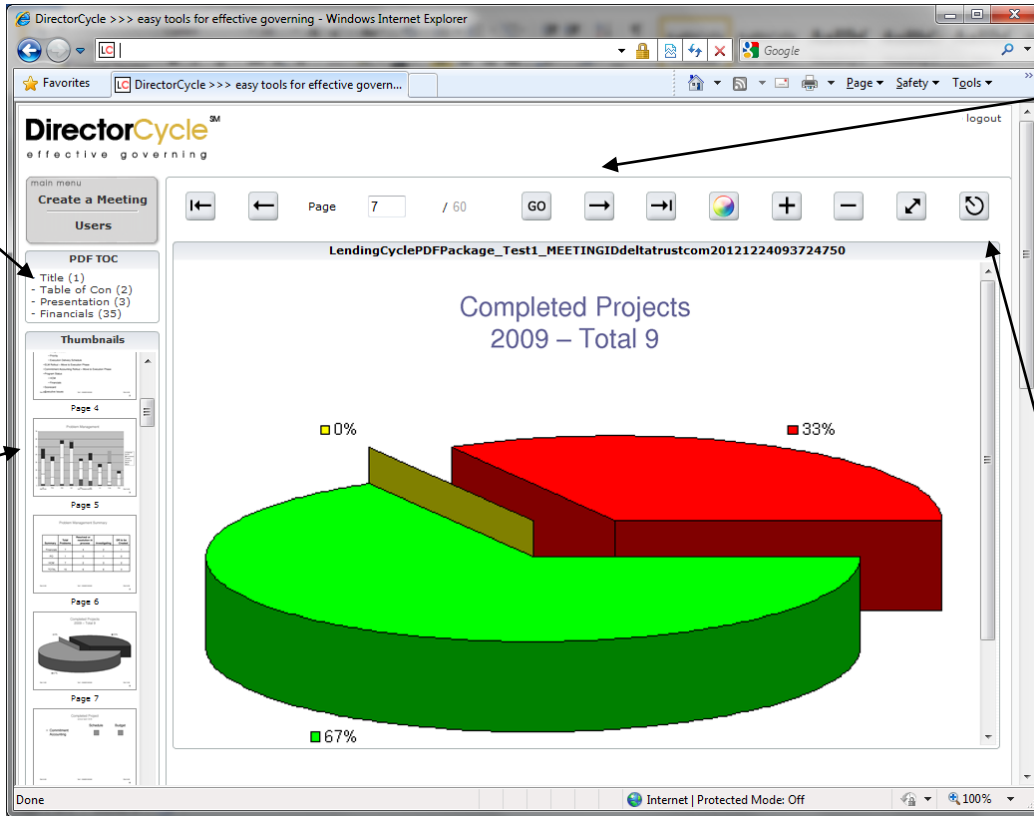

If your Organizer has produced a meeting package (a collection of documents), clicking on the PDF Package will take you to the document viewer page so you can review this material.

PDF Packages and the Document Viewer

If you click on the PDF Package option in a Meeting, you will be taken to the Document Viewer. This functionality greatly optimizes the speed and resources needed to view presentations/material (especially from tablets) and helps ensure that sensitive information is not left on a computer or tablet by accident.

This viewer functionality includes a clickable table of contents (TOC).

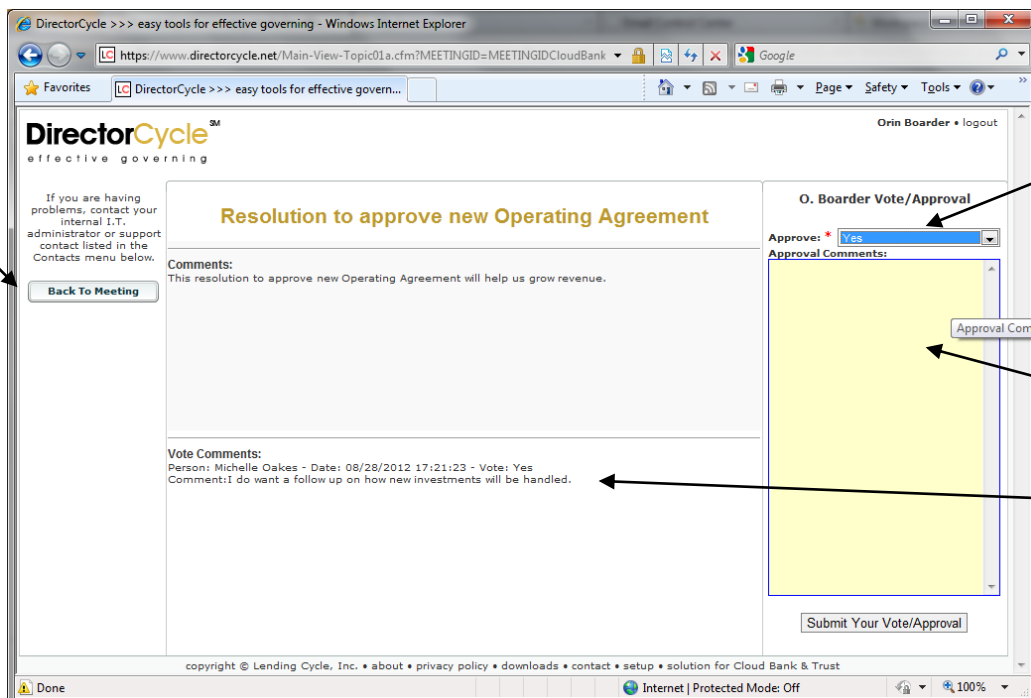You can also find pages by using the Thumbnail viewer.

To go from page to page in this document, just click the different navigation buttons. If you don't know what a button does, hover over it and explanation text will appear.

Click here to return to your Meeting.

Vote Topics

By clicking on a vote topic from the Meeting page, you will come to the vote/approval page for that topic.

On most pages related to a meeting, you will see a "Back to Meeting" button that will take you to the main meeting page.
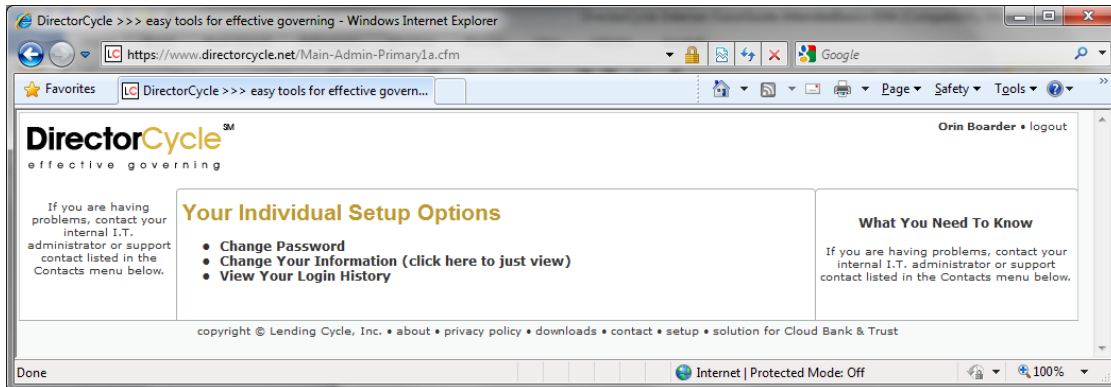

To place your vote, just choose your approval inclination "yes", "no", or "pending".

You can include comments with your approval that will get time stamped and listed for the other meeting attendees to review.
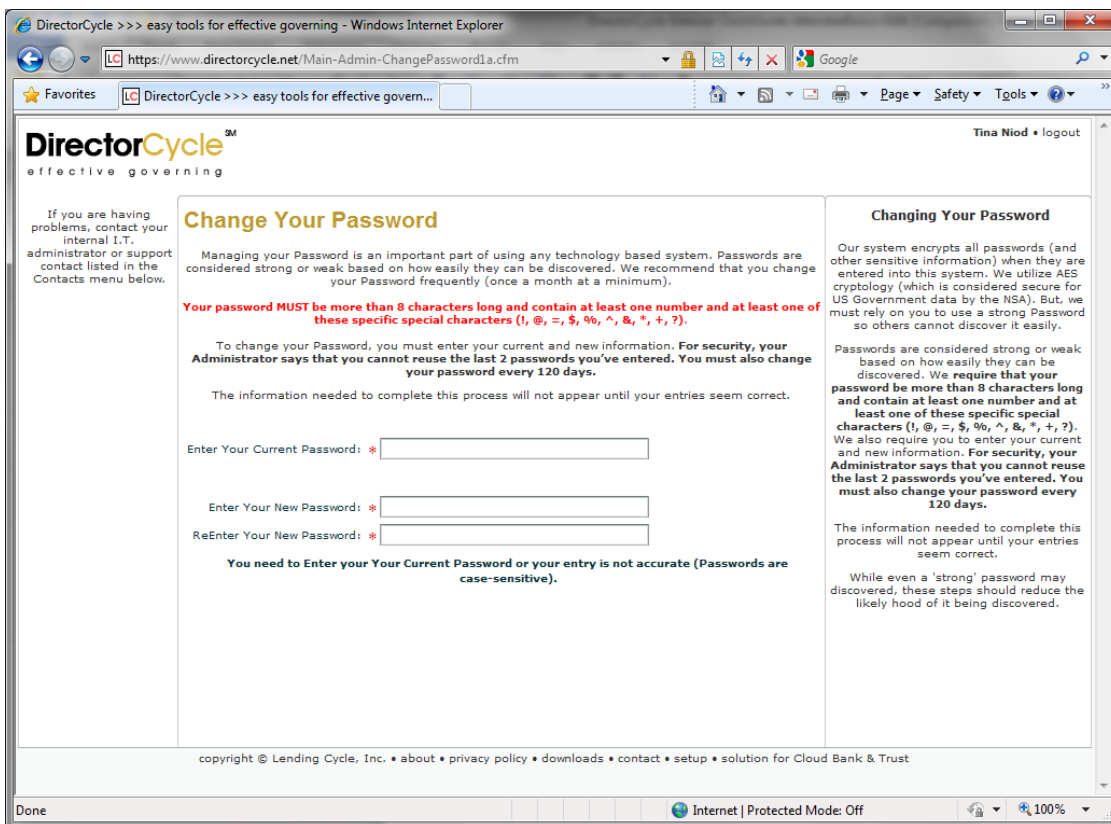
Setup & Administration

The bottom menu on most pages in DirectorCycle provides access to setup options. By clicking "setup", you can change your password and personal information.

Changing Your Password

Managing your Password in DirectorCycle is generally easy. Your password must be more than 8 characters long and contain at least one number and at least one of these specific special characters (!, @, =, $, %, ^, &, *, +, ?). You cannot use the # sign. To change your Password, you must enter your current and new information.

Be Fearless

This solution is designed to be as easy as possible. Be fearless, most of your actions can be un-done and you will quickly find that this technology will save you time and help you increase your effectiveness. Your success with DirectorCycle will be greater if you are comfortable with its functionality.