Adding or Updating Meeting Locations

In BoardBook Premier you can setup and update as many meeting locations as you might need.

In this document we will cover the following subjects:

- How Addresses and Locations differ
- Difference between the Organizational Address and Meeting Addresses
- How to add a new Location at an existing Address
- How to update an existing Location
- How to add a new Meeting Address

How Addresses and Locations differ

In BoardBook Premier, an address such as the Organizational or Meeting Only Address is simply that, a physical address. A Location can be considered a specific place at a specific address. This might be a building, a suite or conference room. For example, the screenshot below, AAA and BBB and CCC are all different locations however, note that AAA and BBB are at the same address.

Note in the screenshot below we have three different locations, the information in the left column, in two different physical addresses, the information in the right column.

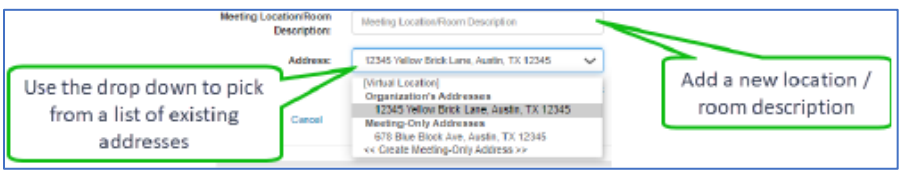
Board Room (second floor)	12345 Yellow Brick Lane, Austin, TX 12345
Cafetorium - Main Campus	12345 Yellow Brick Lane, Austin, TX 12345
Library - North Campus Second Floor	678 Blue Block Ave, Austin, TX 12345

Difference between the Organizational Address and Meeting Only Addresses

In BoardBook Premier, we have two types of addresses, which is typically either the organization's main business address, or the address where most meetings occur. In most cases the organization address will rarely if ever change. A Meeting Address is specifically an address, other than the organization address, where meetings occur.

How to Add a New Location at an Existing Address

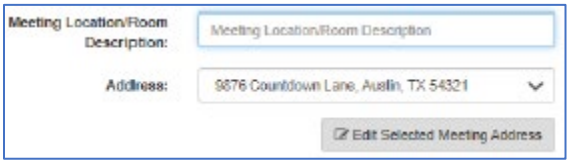
If you're going to have a meeting at a new location, the first thing to check is will that meeting be held at an address that you already have listed under Organizational Address, or Meeting Address. To find out we'll navigate to the Locations screen by clicking on 'Meetings' in the gray menu bar and then selecting 'Meeting Locations'. If already have the address listed, we'll use the 'Add New Location' button, pick an address then add the specific location information as shown below:



How to Update an Existing Location or Meeting-Only Address

Navigate to the Locations screen by clicking on 'Meetings' in the gray menu bar and then selecting 'Meeting Locations'. In most cases you'll be adding a new location rather than updating one that exists, however if you need to do this follow the steps below:

How to Add a New Meeting-Only Address

In BoardBook Premier, navigate to the Locations screen by clicking on 'Meetings' in the gray menu bar and then selecting 'Meeting Locations'. Now, in the lower right click on the 'Create a New Meeting-Only Address' button. In the screen fill in the complete address starting with the street number and name.

Once you've completed the address, click 'Save Address'. You'll now be directed to add a meeting location / room description.