

## 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.

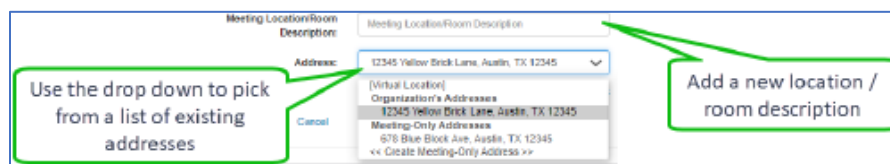
Board Room (second floor)	12345 Yellow Brick Lane, Austin, TX 12345
Cafetorium - Main Campus	12345 Yellow Brick Lane, Austin, TX 12345
Library - North Campus Second Floor	678 Blue Block Ave, Austin, TX 12345

### 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:



The screenshot shows a form titled "Meeting Location/Room Description". It has a dropdown menu for "Address" and a text input field for "Meeting Location/Room Description".

Callout 1 (left): "Use the drop down to pick from a list of existing addresses" points to the "Address" dropdown menu.

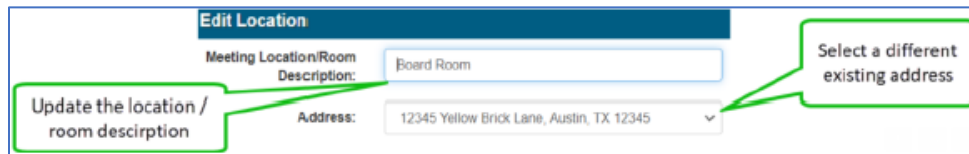
Callout 2 (right): "Add a new location / room description" points to the "Meeting Location/Room Description" text input field.

The "Address" dropdown menu is open, showing a list of addresses:

- (Virtual Location)
- Organization's Addresses
- 12345 Yellow Brick Lane, Austin, TX 12345
- Meeting-Only Addresses
- 678 Blue Block Ave, Austin, TX 12345
- << Create Meeting-Only Address >>

## How to Update an Existing Location or Meeting-Only Address

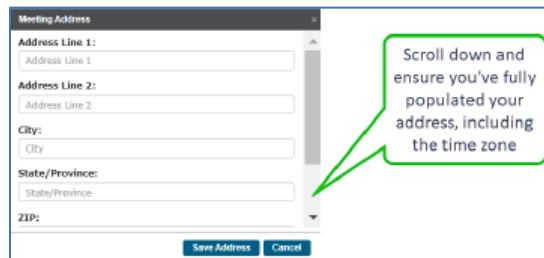
Navigate to the Locations screen by clicking on 'Meetings' in the gray menu bar and then selecting 'Meeting Locations'. In most cases you'll be adding a new location rather than updating one that exists, however if you need to do this follow the steps below:



The screenshot shows the 'Edit Location' form. It has a title bar 'Edit Location' in a dark blue box. Below it, there are two main input fields: 'Meeting Location/Room Description' and 'Address'. The 'Meeting Location/Room Description' field contains the text 'Board Room'. The 'Address' field contains '12345 Yellow Brick Lane, Austin, TX 12345'. There are two callout boxes with green borders and arrows pointing to the form. The first callout, on the left, points to the 'Meeting Location/Room Description' field and contains the text 'Update the location / room description'. The second callout, on the right, points to the 'Address' field and contains the text 'Select a different existing address'.

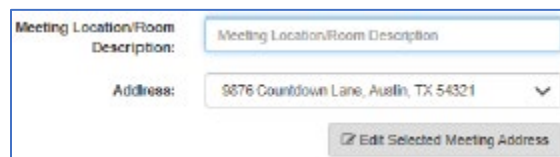
## How to Add a New Meeting-Only Address

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.



The screenshot shows the 'Meeting Address' form. It has a title bar 'Meeting Address' in a dark gray box. Below it, there are several input fields: 'Address Line 1', 'Address Line 2', 'City', 'State/Province', and 'ZIP'. The 'Address Line 1' field is currently empty. At the bottom of the form, there are two buttons: 'Save Address' and 'Cancel'. A callout box with a green border and an arrow points to the 'Address Line 1' field and contains the text 'Scroll down and ensure you've fully populated your address, including the time zone'.

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



The screenshot shows the 'Meeting Location/Room' form. It has a title bar 'Meeting Location/Room' in a dark gray box. Below it, there are two main input fields: 'Meeting Location/Room Description' and 'Address'. The 'Meeting Location/Room Description' field contains the text 'Meeting Location/Room Description'. The 'Address' field contains '9876 Countdown Lane, Austin, TX 54321'. At the bottom right of the form, there is a button labeled 'Edit Selected Meeting Address'.