# WELCOME TO YOUR GAMUT SITE

Instructions for Board Members

**csba** GAMUT

www.csba.org
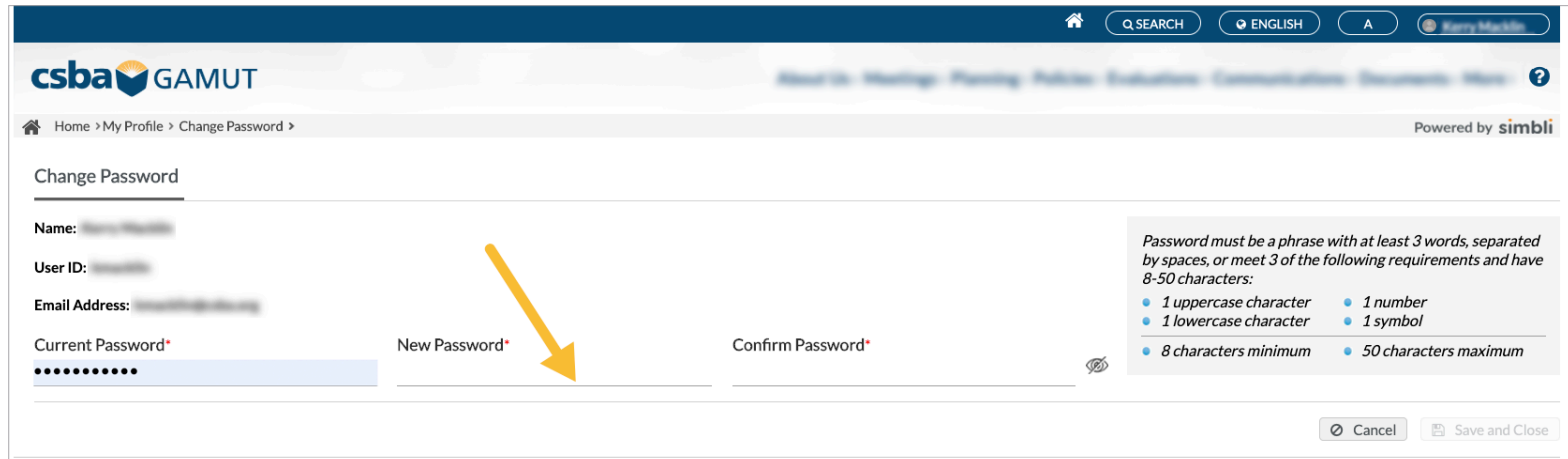
# // ACCESS YOUR GAMUT SITE //

From your Activation email, click on the Activate button to be taken to your GAMUT site.

# // ON THE GAMUT SITE //

1) Bookmark the site

1) Make note of your User ID

1) Change your password
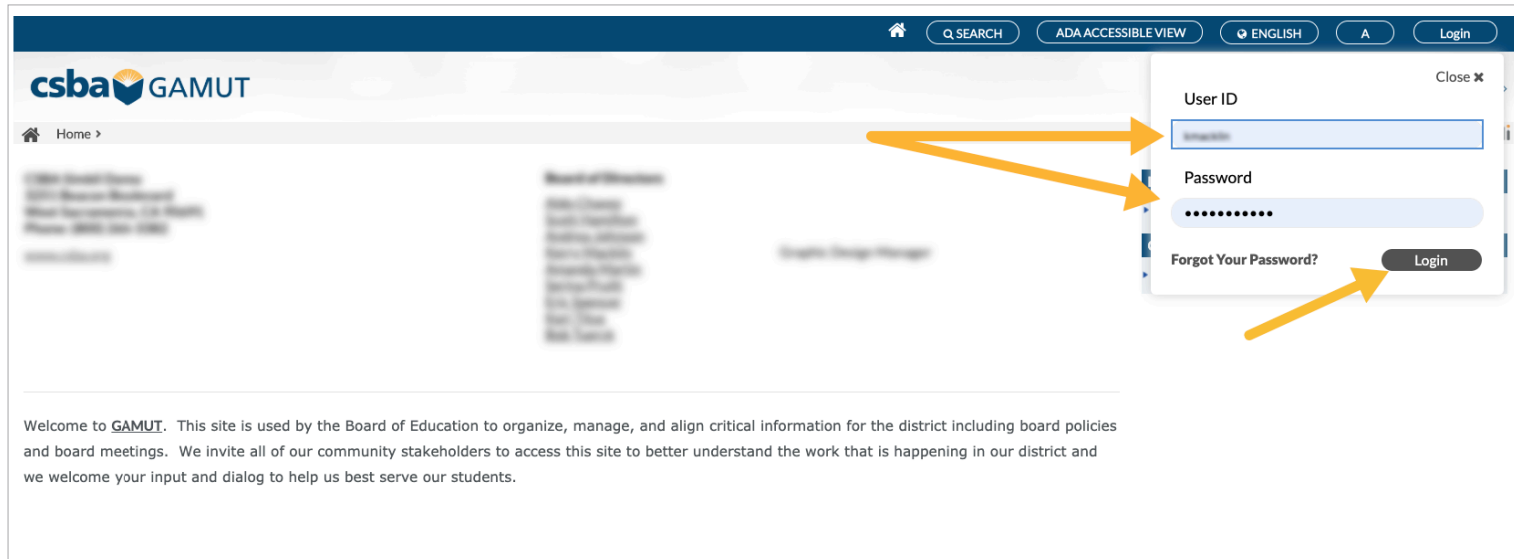
# // LOGIN TO GAMUT //

Type in your User ID and Password here, then click LOGIN.

# // LOGIN, continued //

You know you are logged in when you see your name listed on the top right of the screen.
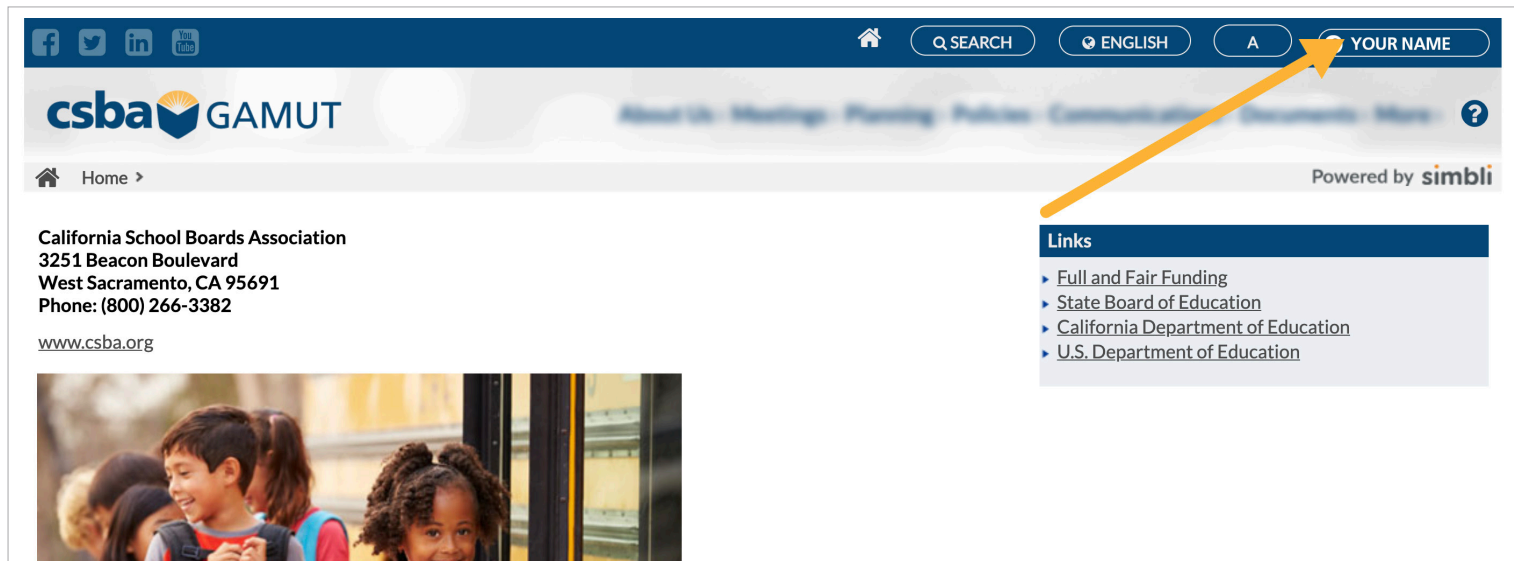
# // UPDATE YOUR INFORMATION //

Click More, select My Profile, update any fields, click Save and Close.
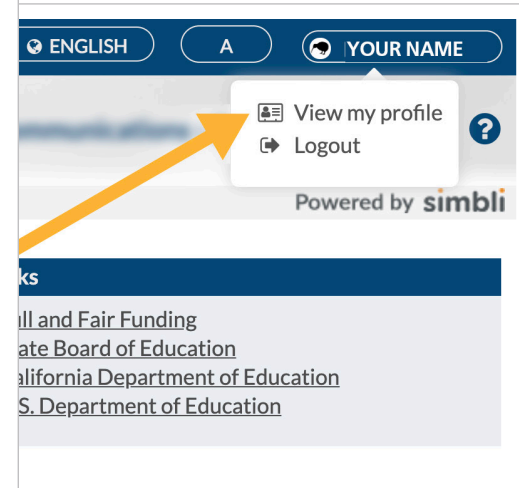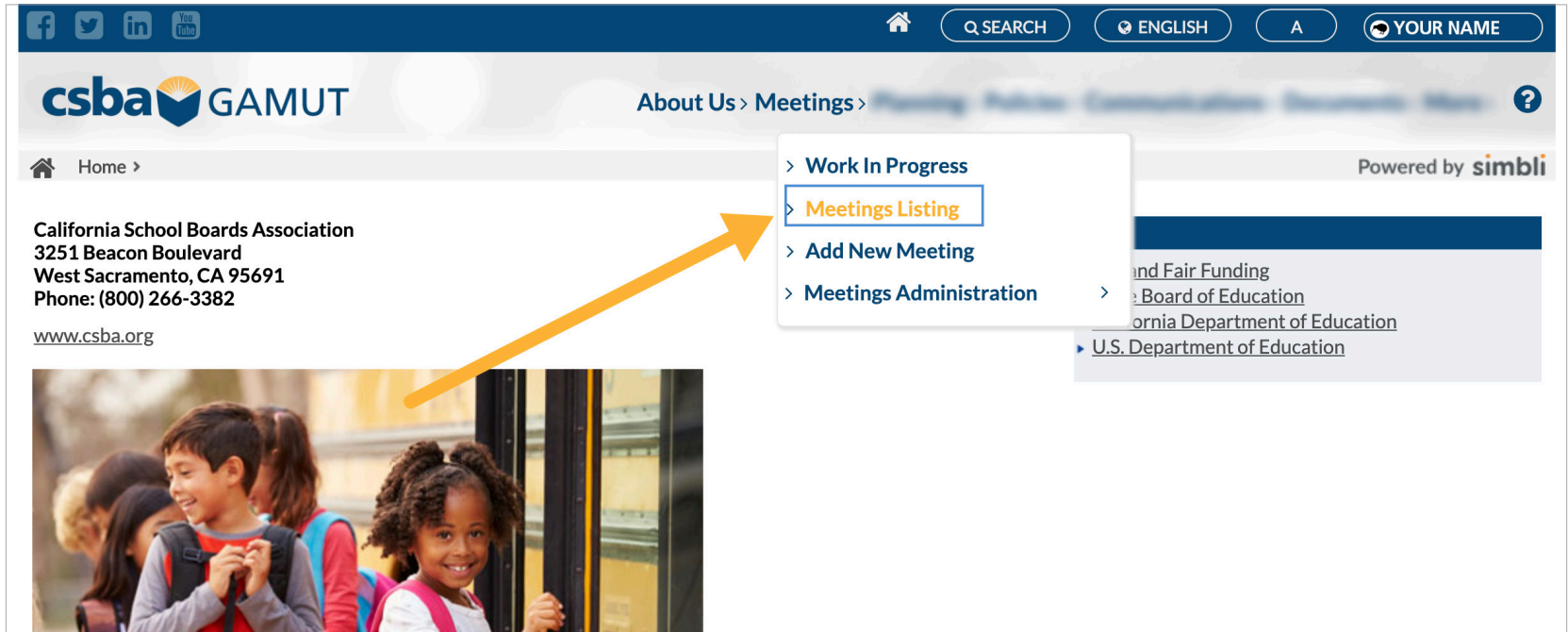
# // MEETINGS LISTING //

Click on the Meetings tab to go to the Meetings Listing page.

# // **MEETINGS LISTING, continued** //

This screen displays the list of Meetings and shows the Meeting Type.
Filter by type or select your meeting by clicking on the title.

# // MEETINGS AGENDA //

Click on the first item to begin following the agenda.
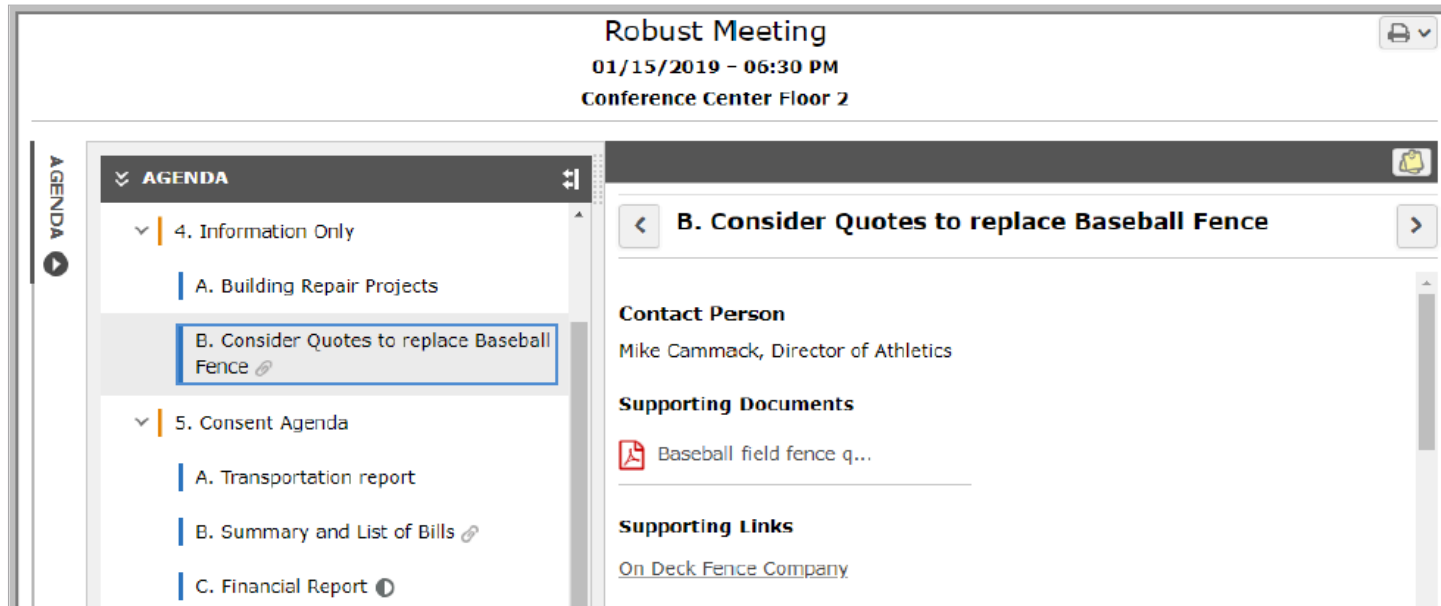
# // NAVIGATE THE AGENDA //

Click the next arrow to navigate through the agenda, or click any item.

# // AGENDA ITEMS //

Content Fields and Supporting Documents will display, once you click on the agenda item.
Use the scroll bar on the right to see all content on an item.

# // SUPPORTING DOCUMENTS //

Click on any supporting document to view it or download it.
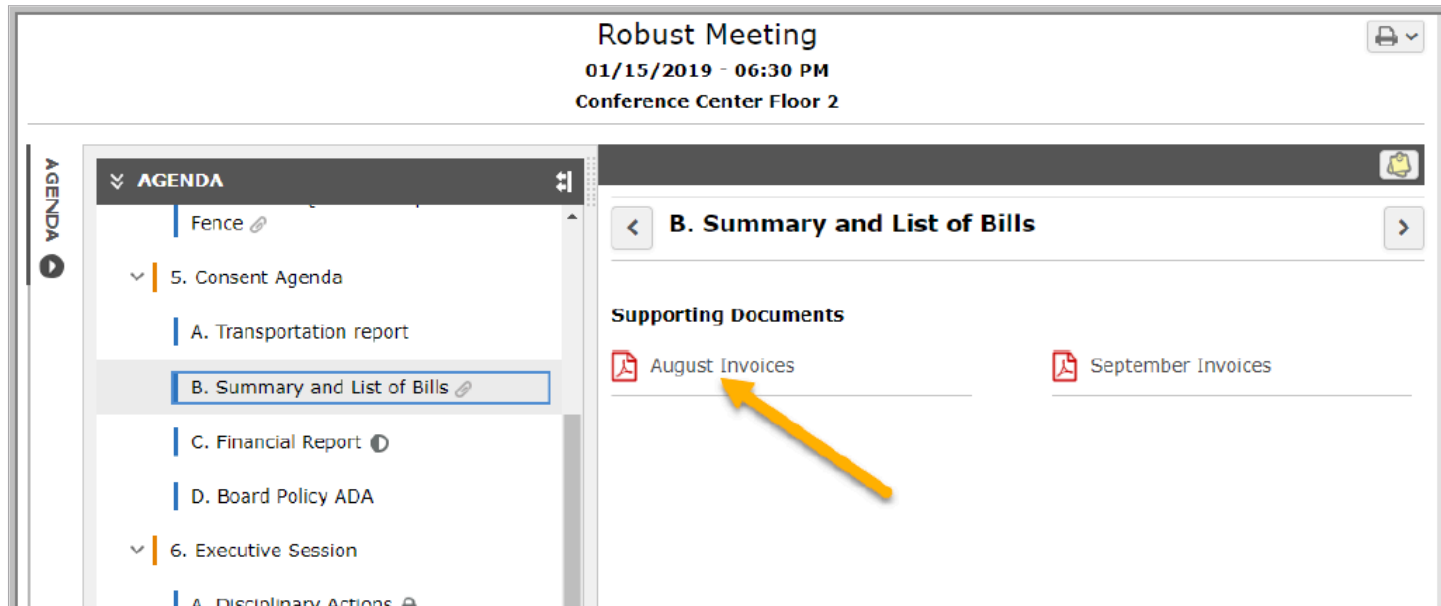
# // STICKY NOTES //

Click on the Sticky Note to capture your thoughts or questions.

# // ITEM ICONS //

Explanation of icons next to agenda items.

# // PRINTING //

Click Print Options to Print Agenda.

# // PRINTING, continued //

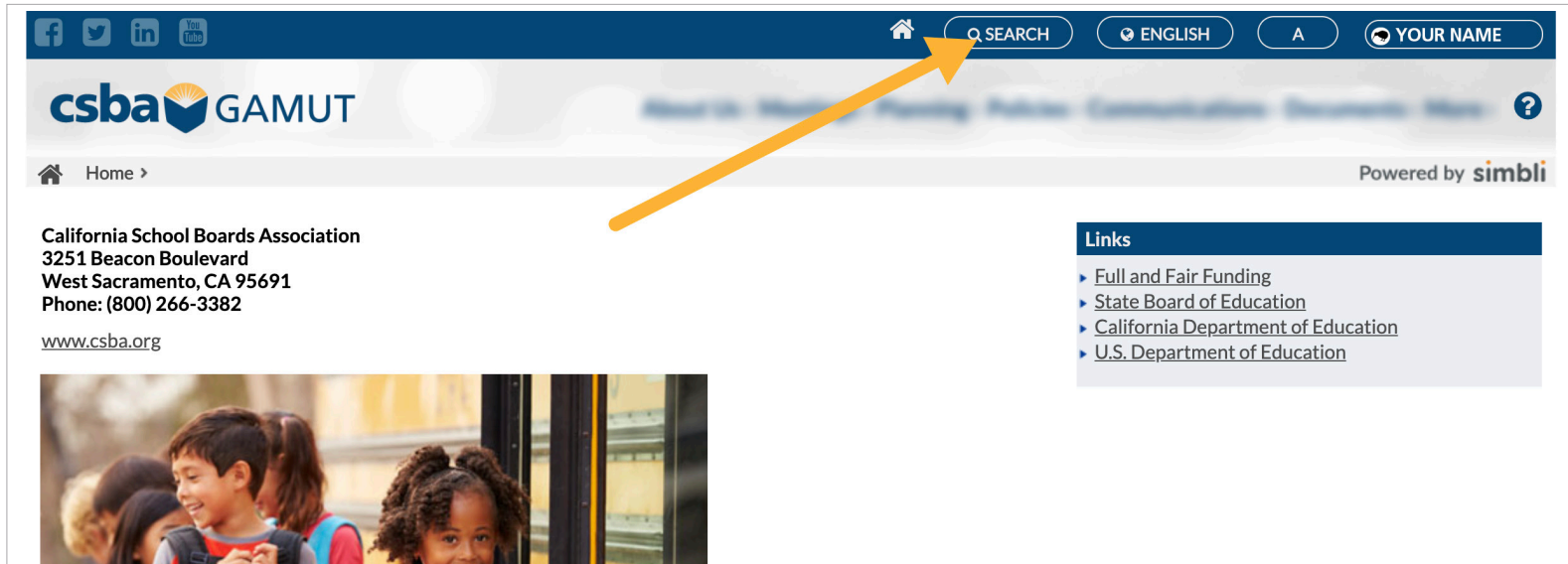In the Print Options pop-up, you can choose to Include Sticky Notes.

**Print Options**

☐ Include Quick Summary / Abstracts (if Available)

☐ Include Recommendations (if Available)

☑ Include Sticky Notes

☐ Use Condensed Spacing

GENERATE PRINTABLE VERSION 🖨

# // SEARCHING YOUR GAMUT SITE //

All content is searchable. There are different result sets
based on the security of logged in vs. guest user.

# // SEARCHING, continued //

Enter keywords, a date range, and select the areas to search.

Close ✖

Enter Keyword(s)

⦿ Exact Phrase   ◯ All of these words   ◯ Any of these words

Date Range:

⦿ 2 Years   ◯ 5 Years   ◯ All Years

Narrow my search to the following Simbli areas:

☐ Meetings   ☐ Policies

Advanced Search

Search

# // SEARCHING, continued //

Enter keywords, a date range, and select the areas to search.

# // HELP //

Click on the blue question mark icon in the upper right hand corner,
to be taken to the GAMUT knowledge base.

# // FORGOT YOUR PASSWORD? //

To receive a password reset link:

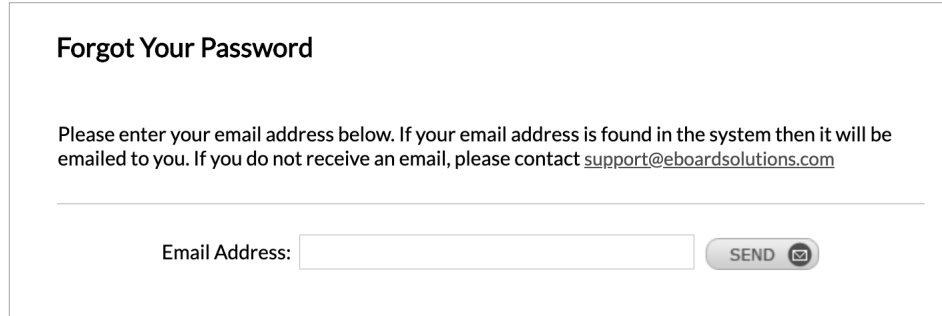1) Click on the LOGIN button on the top right of your screen
2) Click **Forgot Your Password**?
3) Enter your email address to receive a password reset email

# // CONTACT US //

gamut@csba.org

800-266-3382

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