

# GAMUT MEETING

Features

QR Code Integration



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## // HOW TO ADD A QR CODE TO MEETING AGENDA //

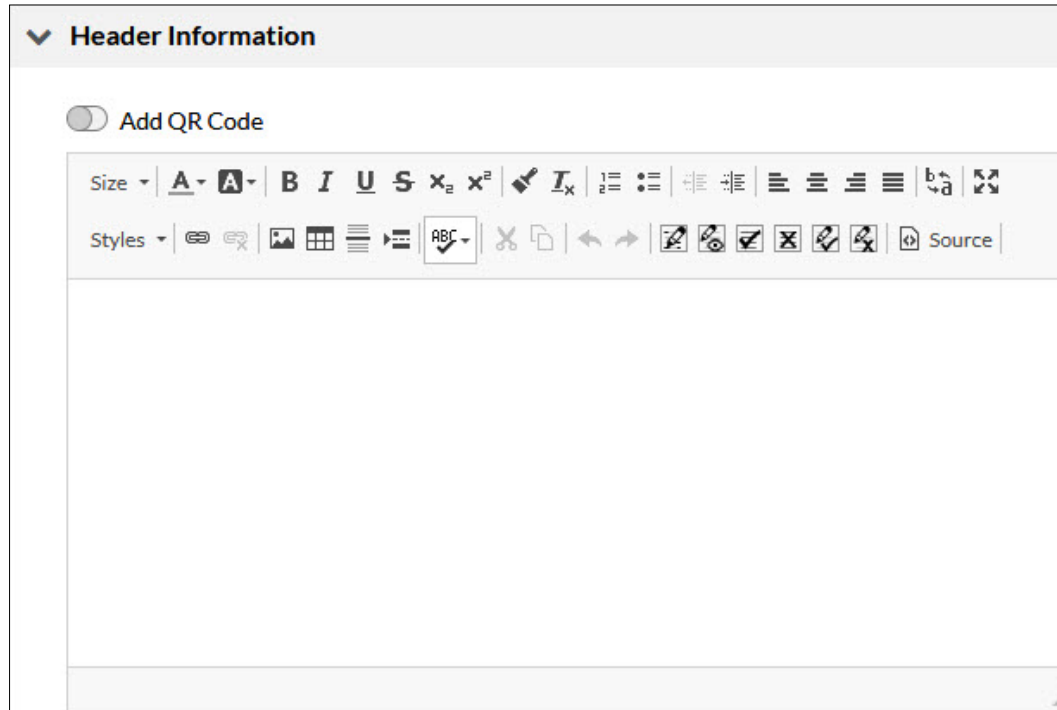
Districts can provide quick and easy access to their meeting agenda by adding a QR code to their agenda. In the GAMUT meeting setup, the secretary can elect to add a QR code to their agenda. This will automatically add a QR code to the meeting header for both onscreen and printing purposes. Users can then simply hold their phone up to the QR code to be taken straight to the meeting agenda on their mobile device.

- 1) Click on the **Meetings** tab
- 2) Click on **Add New Meeting**
- 3) Click **Create** in the desired Option Box
- 4) Meeting Setup screen will display
- 5) Click on **Header Information** to expand the section

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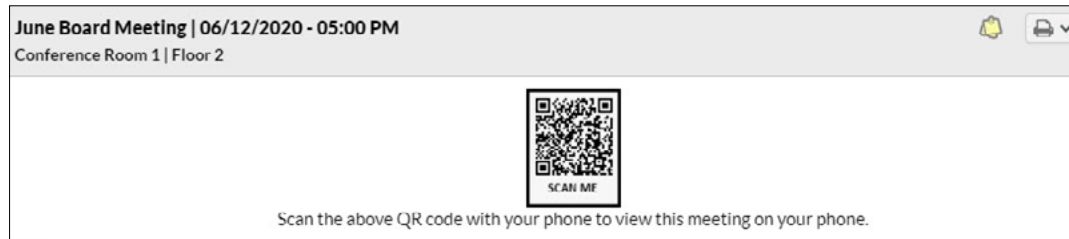
- 6) Slide bar if you would like to display a QR code on meeting agenda



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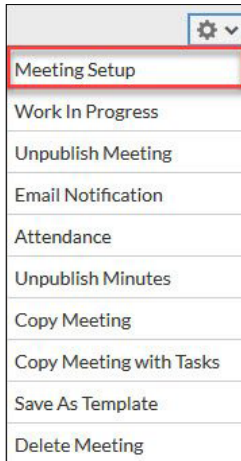
- 7) When finished entering all necessary information, click **Save** or **Save and Close**
- 8) QR code and message will display in meeting header



continued »

# // HOW TO LINK A STRATEGIC PLAN TO A MEETING – EXISTING MEETING //

- 1) On the **Meetings** tab, click on **Meetings Listing**
- 2) Click the Name of the Meeting
- 3) In the settings wheel drop-down, click on **Meeting Setup**



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## // HOW TO LINK A STRATEGIC PLAN TO A MEETING – EXISTING MEETING //

- 4) On the Meeting Setup screen, click on **Meeting Header** to expand the section
- 5) Slide the bar if you would like to display a QR code on meeting agenda
- 6) When finished entering all necessary information, click **Save** or **Save and Close**

*Last Updated: June 2020*

# // QUESTIONS? //

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