Accessing Electronic Board Meeting Packages

Instructions for Desktop & Laptop Computers

*Users must download Adobe Acrobat Reader to view PDFs (http://www.adobe.com/).
*Steps for mobile device users begin on page 4.

1. Go to www.eips.ca/board-meeting-documents.

2. Click the title of the applicable Board Package to open the file.

Agendas, Minutes & Highlights

Board Meeting minutes will be posted following ratification. For archived information please contact the Recording Secretary at (780) 417-8203.

For the 2013/2014 School Year

Dates	Agendas	Board Packages	Minutes	Highlights
Aug. 29, 2013	Agenda Aug 29, 2013		Minutes Aug 29, 2013	Board Highlights Aug 29/13
Sept. 19, 2013	Agenda Sept. 19, 2013		Minutes September 19, 2013	Board Highlights Sep 19/13
Oct. 25, 2013 Special Meeting	Agenda Oct. 25, 2013		Minutes Special Meeting October 3, 2013	Board Highlights Oct 25/13
Oct. 31, 2013	Agenda Oct. 31, 2013 - Reg		TBD	Board Highlights Oct 31/13
Oct. 31, 2013 Organizational Meeting	Agenda Oct. 31, 2013 - Org		TBD	
Nov. 20, 2013 (Wed)	TBD	Board Package Nov. 20, 2013	TBD	TBD

Accessing Electronic Board Meeting Packages

3. Click the *bookmark icon* along the left-hand side to open the bookmarks navigation menu.
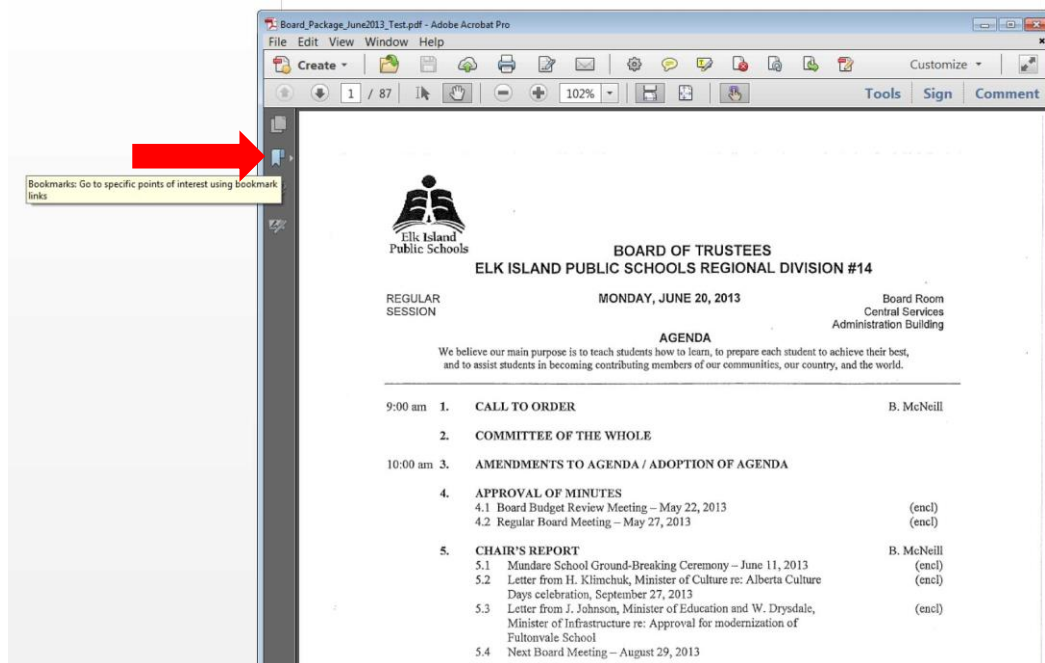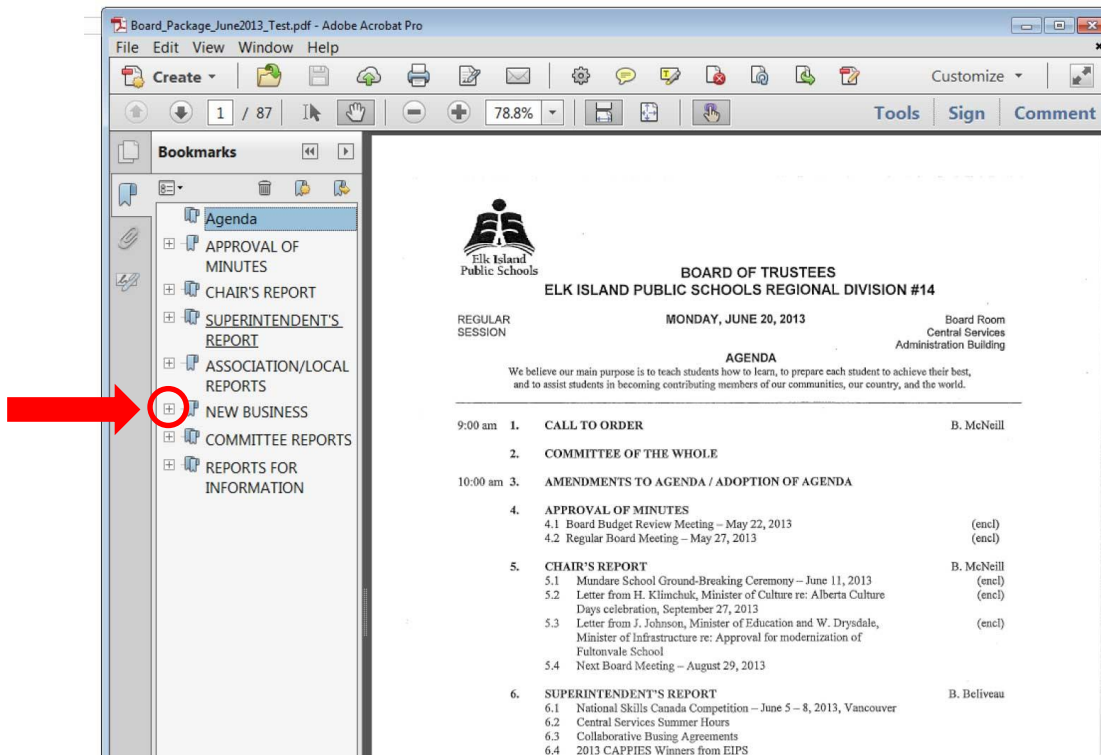

4. Click the applicable section title to jump directly to a specific portion of the meeting package.
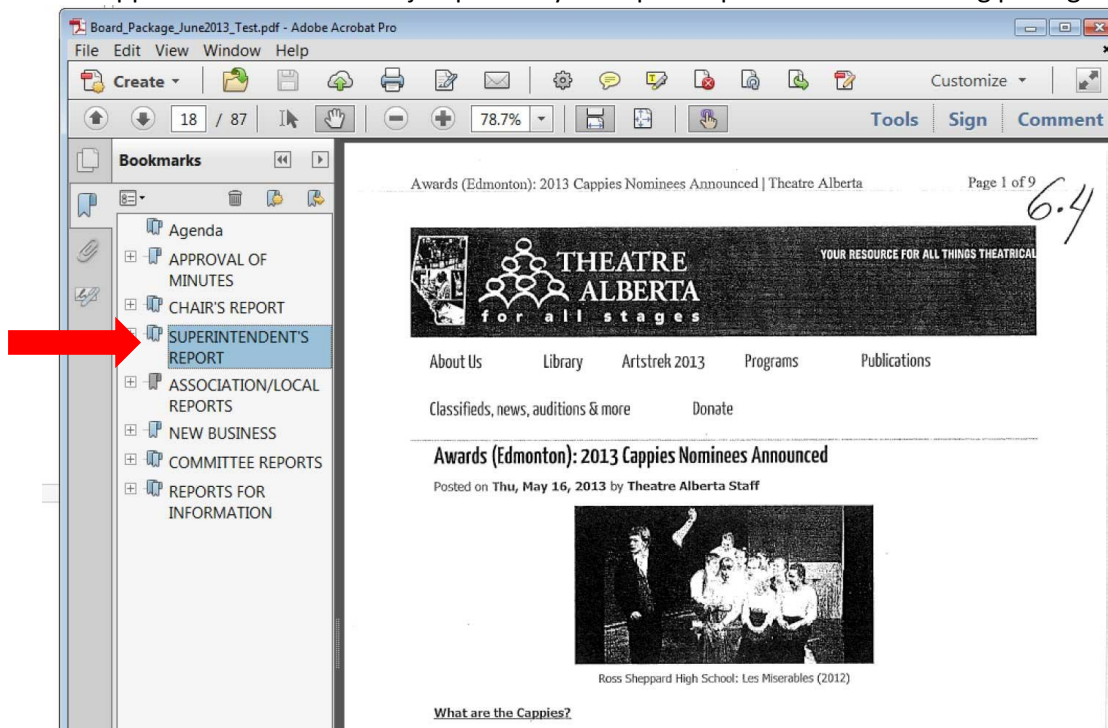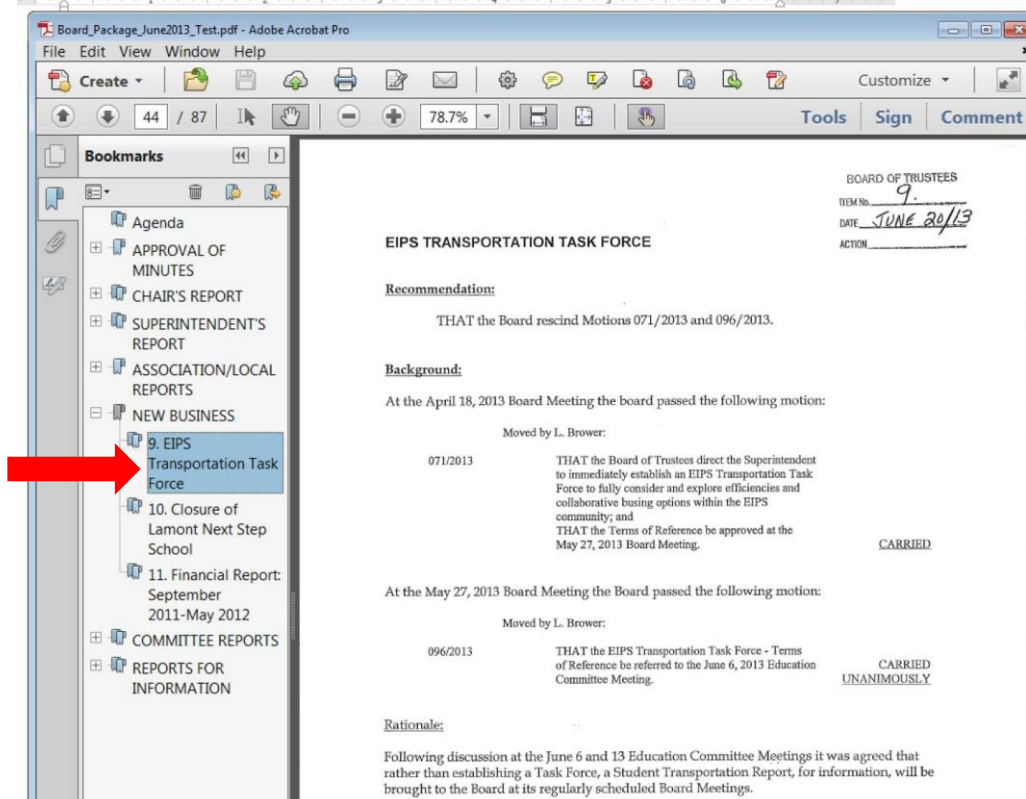
Accessing Electronic Board Meeting Packages

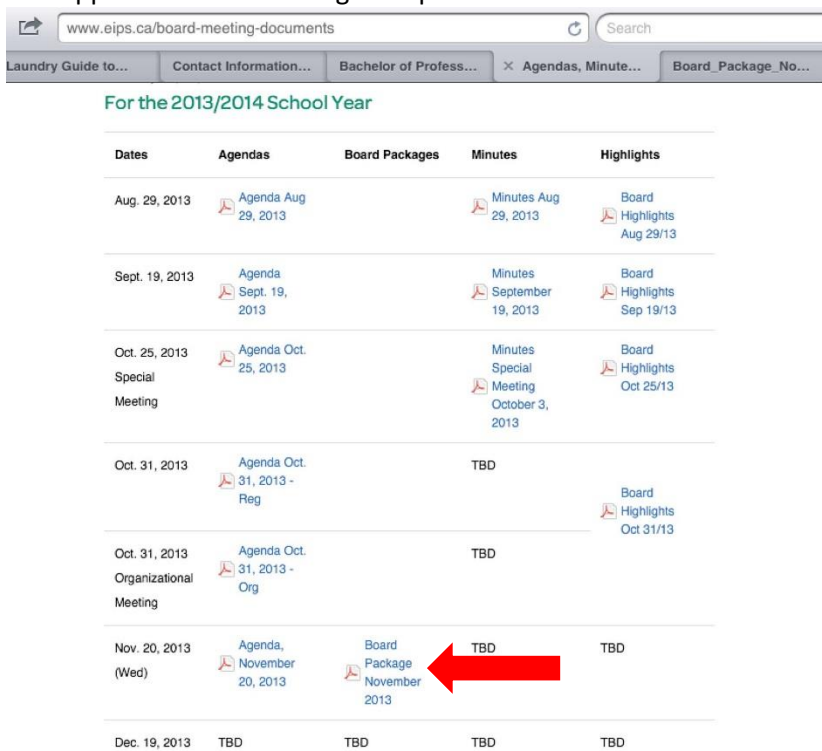5. Click the *+ icon* beside any section title to view the list of individual agenda items within that section.

6. Click the applicable agenda item title to jump directly to that portion of the meeting package.

Accessing Electronic Board Meeting Packages

Instructions for Mobile Devices

*Bookmarks will only be visible on large-scale mobile devices (e.g., iPads). To ensure you are able to access and navigate the bookmarks in these PDFs, please download an app to read Adobe files (e.g., *Adobe Reader* for iPad or *iBooks*).
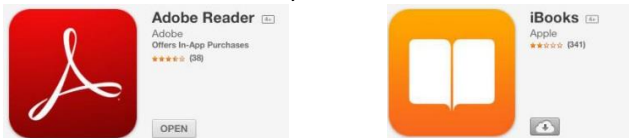
*Without an appropriate app, or on smaller devices such as iPhones, you will not be able to quickly move from section to section using the bookmarks. You will still be able to read the file; however, you will have to scroll through the full document manually.

1. Go to www.eips.ca/board-meeting-documents.

2. Click the title of the applicable Board Package to open the file.

Accessing Electronic Board Meeting Packages

3. If you want to navigate using the bookmarks created, open the file in *Adobe Reader* or *iBooks*.
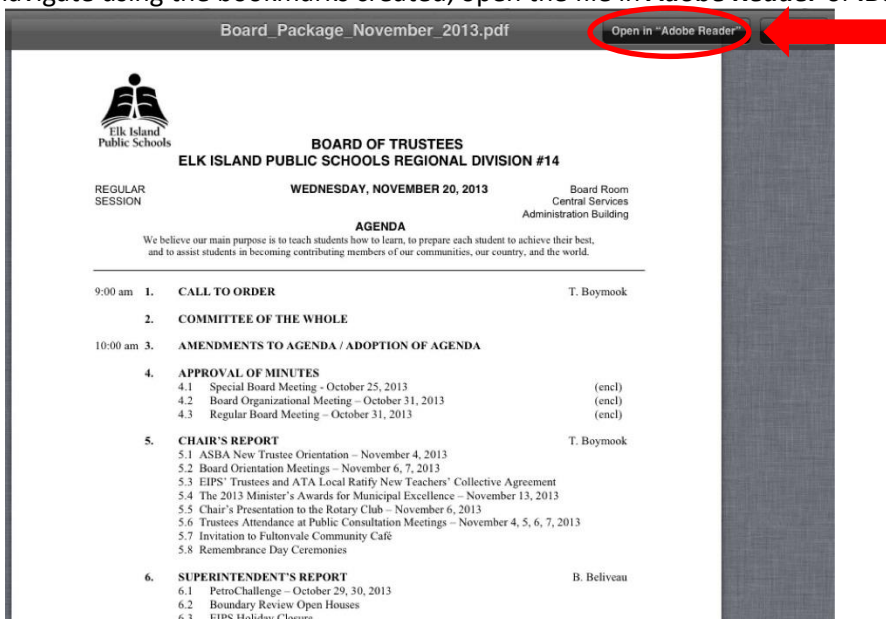
4. Click the *bookmark icon* (in Adobe Reader: near the bottom, right-hand corner) or the *bookmark menu* (in iBooks: near the top, right-hand corner) to open the bookmarks navigation menu.

Adobe Reader

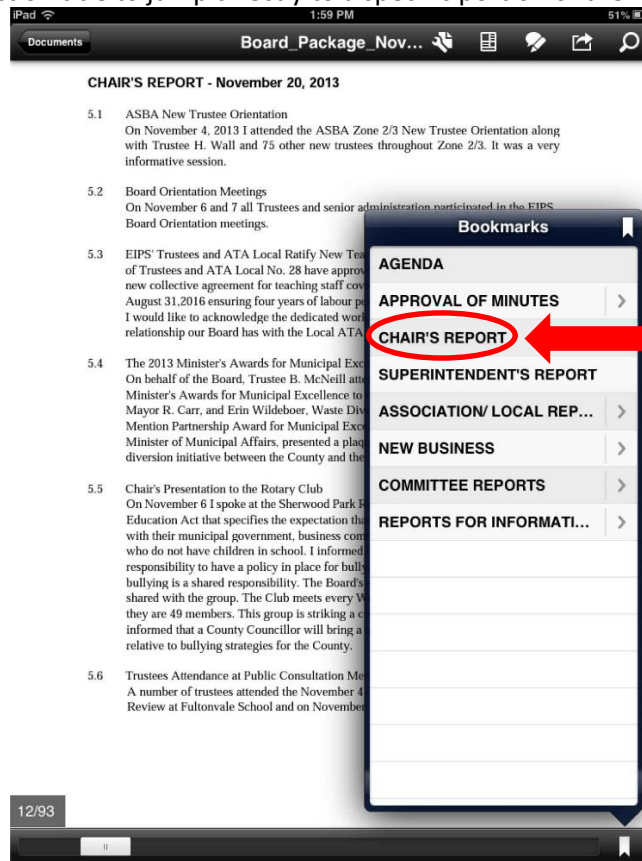# Accessing Electronic Board Meeting Packages

iBooks

5. Click the applicable section title to jump directly to a specific portion of the meeting package.

Accessing Electronic Board Meeting Packages

6. Click the **> *icon*** beside any section title to view the list of individual agenda items within that section.

7. Click the applicable agenda item title to jump directly to that portion of the meeting package.