



## ARC Board Portal

# Quick-Start Guide



## Welcome to the ARC Board Portal

This quickstart guide will help you get up and running by providing an overview of the **member profile page** and how to use the **interactive meeting pages**.

# Accessing the Board Portal



The Board Portal may be accessed from any page on the ARC website through a link in the main menu or a link in the footer menu.



## PORTAL LINK IN THE MAIN MENU

This link is at the end of the main navigation bar located on the homepage and at the top of every page on the website.

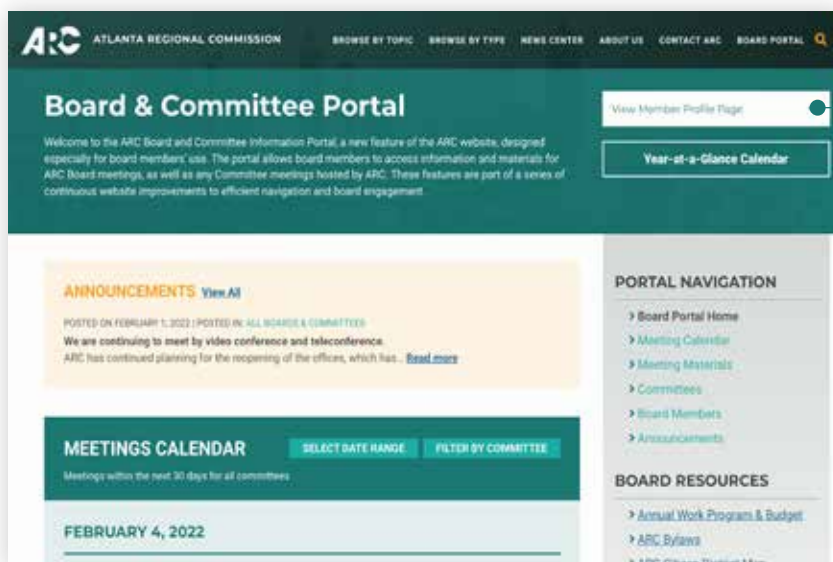
## PORTAL LINK IN THE FOOTER

This link is located in the footer which is at the bottom of every page. You will find it under the About Us heading.



## ACCESSING YOUR MEMBER PROFILE PAGE

From any page within the Board Portal section, you can access your Member Profile page through the **View Member Profile Page** dropdown menu.



# The Member Profile Page



Your Member Profile page provides a snapshot of the items most relevant to you and serves as a way for your fellow board members to get to know you better. Here's Douglasville Mayor Rochelle Robinson's profile page as an example.

## BIO AREA

View profile information including name, board title, elected or professional title, a brief bio, and a link to their website.

## ANNOUNCEMENTS

The latest announcements will be shown here. Click **Read More** to view the full announcement, or click **View All** to see all archived announcements.

## MEETINGS CALENDAR

View personalized list of upcoming meetings by quarter. Click on meeting name to access meeting details, agenda, and materials. Or use the committee and date filter to find other meetings.

## COMMITTEES TABLE

Provides high-level view of the member's ARC committees. Click on links to access committee pages, recent meeting materials, and information about upcoming meetings.

**ANNOUNCEMENTS** View All

POSTED ON FEBRUARY 1, 2022 | POSTED IN ALL BOARD & COMMITTEE

We are continuing to meet by video conference and teleconference. ARC has continued planning for the reopening of the offices, which has... [Read more](#)

**MEETINGS CALENDAR** SELECT DATE RANGE FILTER BY COMMITTEE

Meetings within the next 90 days for: [ARC Board](#) [ARC Board](#) [Community Resources Committee](#) [Community Resources Committee](#) [Governance Committee](#) [Governance Committee](#) [Transportation & Air Quality Committee](#) [Transportation & Air Quality Committee](#)

**FEBRUARY 9, 2022**

9:00-10:30 AM | Community Resources Committee

10:30-12:00 PM | Transportation & Air Quality Committee

12:00-1:30 PM | ARC Governance Committee

**MARCH 9, 2022**

9:00-10:30 AM | Community Resources Committee

10:30-12:00 PM | Transportation & Air Quality Committee

12:00-1:30 PM | ARC Governance Committee

1:30-3:30 PM | ARC Board Meeting

**COMMITTEES for Rochelle Robinson**

COMMITTEE	NEXT MEETING	RECENT MEETING MATERIALS
ARC Board	02/09/22	<a href="#">Explore Public/Private Business Strategies in Agric. Presentation</a> <a href="#">ARC Citizen District Election Ballot with Full Adopted State (November)</a> <a href="#">Announcement of Election</a>
Community Resources Committee	02/09/22	<a href="#">Development of Regional Transit Update</a> <a href="#">Regional Leadership Institute Update</a> <a href="#">Regional SmartStart Home Ownership in the Atlanta Region</a>

**PORTAL NAVIGATION**

- Board Portal Home
- Meeting Calendar
- Meeting Materials
- Committees
- Board Members
- Announcements

**BOARD RESOURCES**

- Annual Work Program & Budget
- ARC Bylaws
- ARC Citizen District Map
- Standards of Ethical Conduct
- Officers and Committees
- ARC Board Member Roster
- ARC Organizational Structure and Contacts
- Board and Committee Meetings: 2022 Year at a Glance
- 2020 Annual Comprehensive Financial Report
- 2019 Single Audit Report

**BOARD CONTACT**

Charissa White-Fulks  
ARC Board Secretary

## MEMBER PROFILE PAGE MENU

Access any board member profile page via dropdown menu.

## PORTAL NAVIGATION

Quickly access main sections of the Board Portal. This menu is available on every portal page.

## BOARD RESOURCES

Find key board materials. If there are committee resources, they will be shown here as well.



**QUICK TIP**

Directly access your member profile page by adding your **first initial and last name** at the end of our website address. For example, to access Chairman Armstrong's profile page type, **"https://atlantaregional.org/karmstrong"** in the browser.

# The Meeting Page



This 'one-stop shop' provides all the information you need to attend an ARC Board or committee meeting. Meeting pages can be accessed in two ways: through the "Meeting Calendar" on your main profile page, and through the general ARC Events and Meetings calendar.

## MEETING DETAILS

View meeting name, date, and time of occurrence.

## MEETING ACCESS

View meeting location, find link for remote access, add link to your personal calendar, view previous meeting details, and contact ARC staff for questions.

## INTERACTIVE MEETING AGENDA AND PACKET

Easily access materials formerly accessible from your board binder or from your committee pages. It allows you to follow along during the meeting through an interactive meeting agenda.

» Agenda items with a blue bar let you know that that this item has additional items under it. Click the agenda item to view those additional items.

» Items with a document icon indicate a connected file to view. Click on this link to display that file in the document viewer to the right of the interactive agenda.

» Download each document item by clicking the download arrow to the right of the file name.

» Download the entire meeting packet by clicking the "Download Meeting Packet" link at the bottom of the agenda.

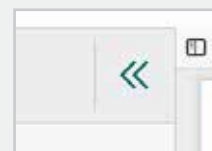
» From within the document viewer, you can scroll through the file's pages, download, and print the file.

The screenshot displays the ARC Board Portal interface. At the top, the header includes the ARC logo and navigation links. The main section is titled "ARC Board Meeting – March 2021" with the date "Wed, March 10, 2021" and time "1:30-3:00 PM". Below this, a "Virtual" section indicates the meeting has passed. The "MEETING AGENDA AND PACKET" section lists various items, including "Welcome and Pledge of Allegiance", "Oath of Office to New Board Members", "Chairman's Comments", "Consent Agenda", "February 10, 2021 Meeting Summary", "Treasurer's Report - February & March 2021", "Action Items", "Discussion/Information Items", "Executive Director's Report and Announcements", and "Adjourn". A "DOWNLOAD MEETING PACKET" link is at the bottom. On the right, a "MONTHLY AGENDA" document viewer is shown, displaying the meeting agenda for March 2021.



## QUICK TIP

If you need more room on your screen to view a file, you can minimize the agenda items by clicking the double-arrows located at the top-right of the agenda.



# In Conclusion



We hope this guide provides the information you need to get started on the ARC Board Portal. It was designed as a response to recommendations from the ARC Board Engagement Task Force. Our commitment is to enhance your experience as a member of the ARC Board. To this end, your ideas, requests and general feedback are most welcome. We would love to hear from you and learn about your experience using this feature of the ARC Website.

## Board Portal Quick Links

» [ARC Board Portal start page](#)

» [Committees](#)

» [Board Members](#)

## Questions and Comments

For any questions and comments regarding the Board Portal, please contact Liz Sanford at [esanford@atlantaregional.org](mailto:esanford@atlantaregional.org).