# EduPortal® e-Convene™

## Paperless Board Meetings
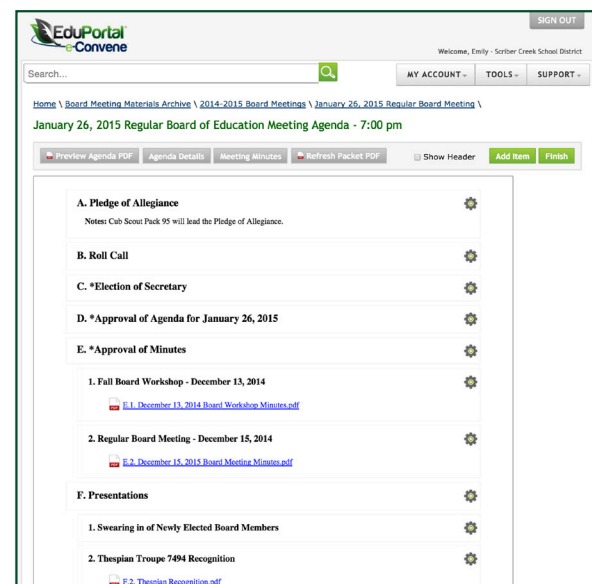
*Get More... Spend Less.*



## Improve Board Meeting Effectiveness

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Manage Board Packets
Create & Distribute Agendas
Conduct Meetings with Real-Time Voting
Generate & Archive Minutes
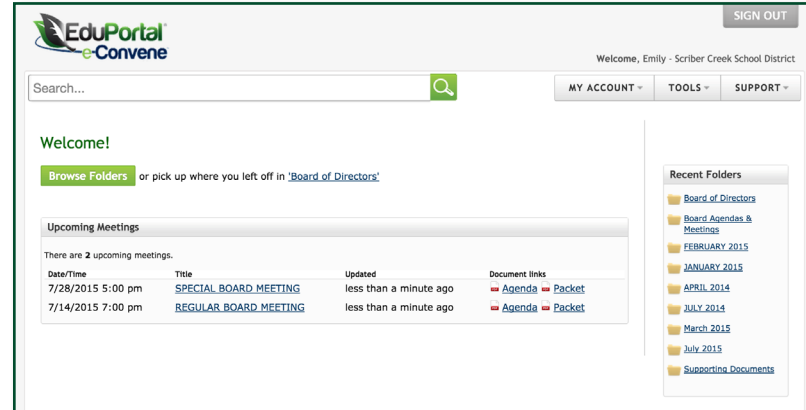
# Welcome to EduPortal® e-Convene!

Welcome to a better way of managing board meetings. Whether you're looking to go completely paperless or not, e-Convene will save you time creating and maintaining agendas, board packets, managing document archives, and more.

Why spend more time and money when you don't have to?

## Agenda Details & Outline

Make your agenda your way! With the flexible e-Convene agenda builder, you can add items and sub items, add attachments, add descriptions, confidential notes, and more. You can also customize your header and footer with your district logo and any additional information you want to appear. Designing how your agenda is displayed is easy, including many options such as confidential text, cover letter, watermarks and styles.

Like the agenda you made? Make it a template to make next months agenda easier and faster to create!
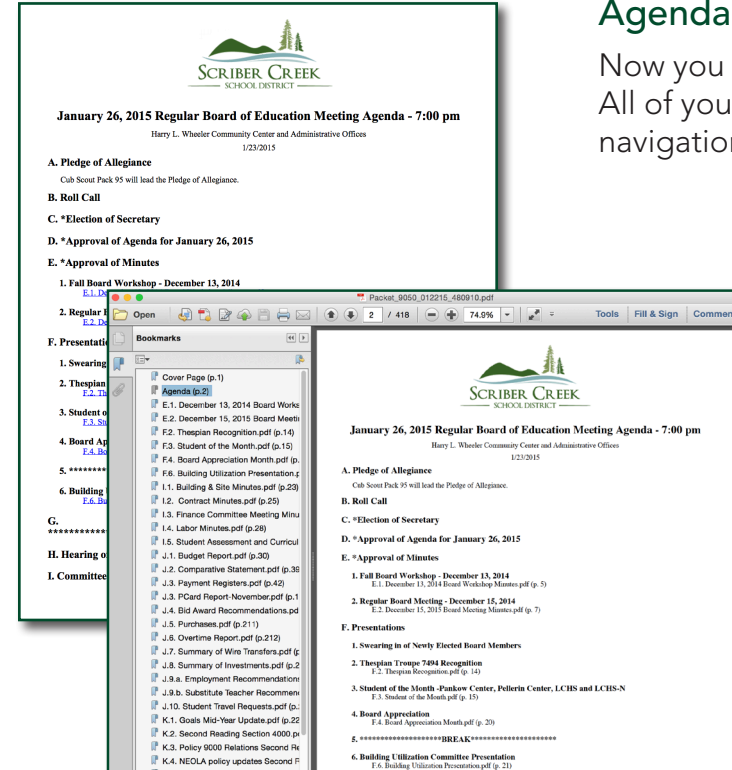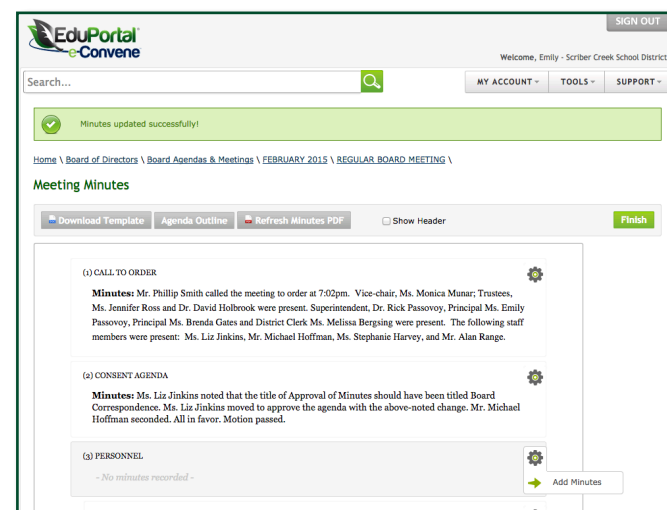
## Meeting Minutes

The meeting minute generator will automatically clone your agenda into an easy to transcribe format. During your meeting, simply click the gear symbol next to the agenda item, select "Add Minutes", enter your text, and save. It's that easy. Once your meeting is done, select the "Generate Minutes PDF" button. If you've made any changes to your minutes, simply select the "Refresh Minutes PDF" button, and you're done!

## Agenda PDF

Now you can run your meeting from your agenda! All of your attachments are now hyperlinked for easy navigation.
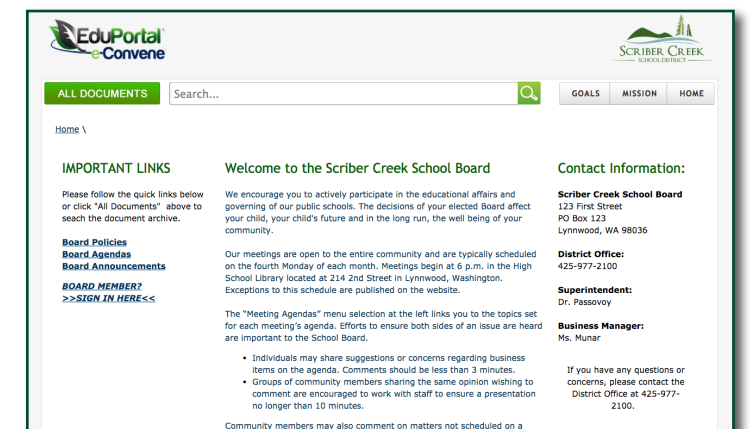
## Agenda Packet PDF

Agenda packets made easy! Your agenda packet PDF includes a cover letter, your agenda, and all of your attachments with page numbers. On the agenda, your attachments are automatically bookmarked for easy navigation in Adobe® Reader.

## Document Management Powerhouse

Store all of your policies, procedures, agendas, packets, minutes, and more inside e-Convene.

## Public Site

At your option, you can share policies, procedures, agendas, minutes, and more with the public. Customize your site with your district logo, links to your homepage, contact information, important links and messages, and more.

## More Features!

But wait... there's more! Upload documents one at a time, or several using our advanced uploader. Manage users, assign groups, create meeting templates, manage how your e-Convene acts with folder sorting, document sorting, enabling document comments, embedding titles in PDFs, and more.

# EduPortal e-Convene

## Paperless Board Meetings & Document Management System

### www.eduportal.com

## Try e-Convene Free!

Sign-up for a free, no-obligation 90-day trial of EduPortal e-Convene Paperless Board Meetings online at:

### www.eduportal.com/free-trial

No payment information is required to participate. All training & support is included at no-charge.

## Annual Subscription

Subscribe to EduPortal e-Convene today! Your annual license includes training, support, unlimited use license, unlimited storage, and the public site.

Each subscription is $2,400/yr and can be prorated to align with your budget cycle.

## Customized to you

Want us to set up your agenda templates, public site, and archives? No problem. Simply provide us with your previous agendas and we'll do the rest.

Let us do all the up-front work for you for just $750.

### How to order:

Submit a PO to TransACT:
Fax: (425) 776-3377
Scan: jennifer@transact.com
Call: 425.977.2113
- or -
Order online:
www.eduportal.com

TransACT Tax ID: 91-1623341

## More from TransACT

**GenEd** Translation Library

The **GenEd Translation Library** includes more than 300 parent notices professionally translated into 20+ languages.

**ESEA/NCLB** Compliance Collection

The **ESEA (NCLB) Compliance Collection** includes 80+ parent notices in 6 languages that meet the parent communication mandates of the No Child Left Behind Act.

## About TransACT

TransACT is best known in the K-12 market for its translated parent notices, providing legally-required parent notices in 22 languages through its web-based subscription system. The company is 21 years old and is based just north of Seattle in Lynnwood, WA. For more information, go to www.transact.com.

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**TransAct**
confidence in action®