

## **Boards, Commissions and Task Force Legistar Instructions – July 22, 2025**

### **Training Objective:**

- Logging into Legistar
- Making the BCTF Meeting Schedule in Legistar
- Logging into Insight and Creating/Updating your Insight Password
- Uploading Agendas in Insight
- Uploading Meeting Minutes in Insight
- Sending Agenda and Minutes Link to BCTF members

### **1:30 pm – 2:00 pm - Basic BCTF Legistar Training:**

1. Opening and logging into Legistar
2. The Home Screen Layout
3. Create a new agenda
4. Making the BCTF Meeting Schedule in Legistar
5. Updating Insight Password
6. Uploading Agendas into Insight
7. Uploading Meeting Minutes into Insight
8. Uploading Meeting Recordings into Insight
9. Q & A and share your favorite hints