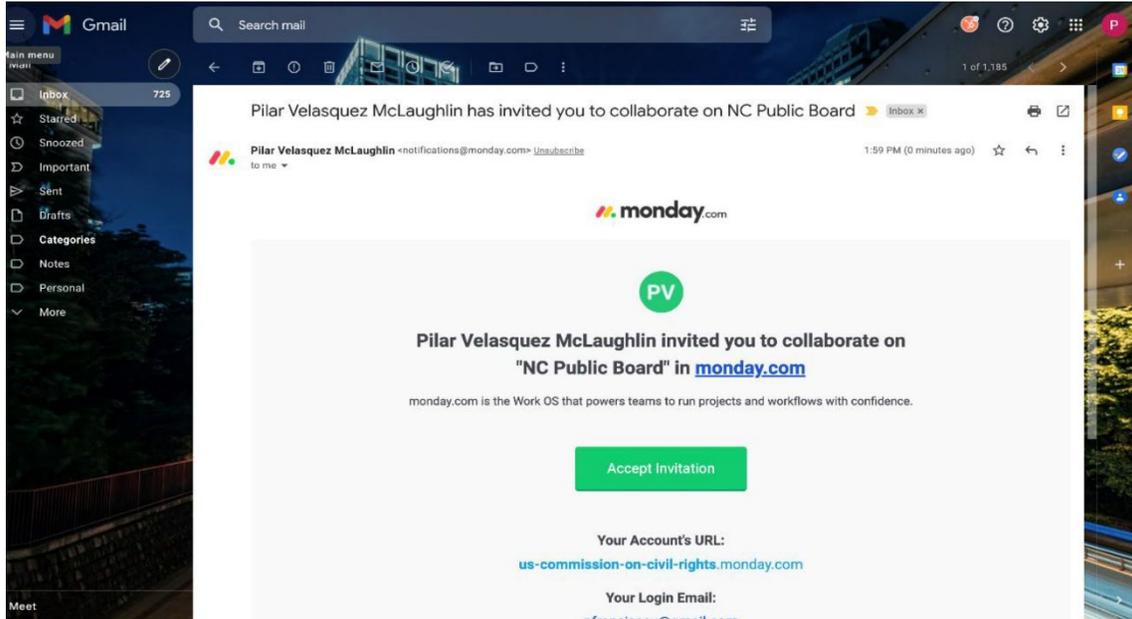
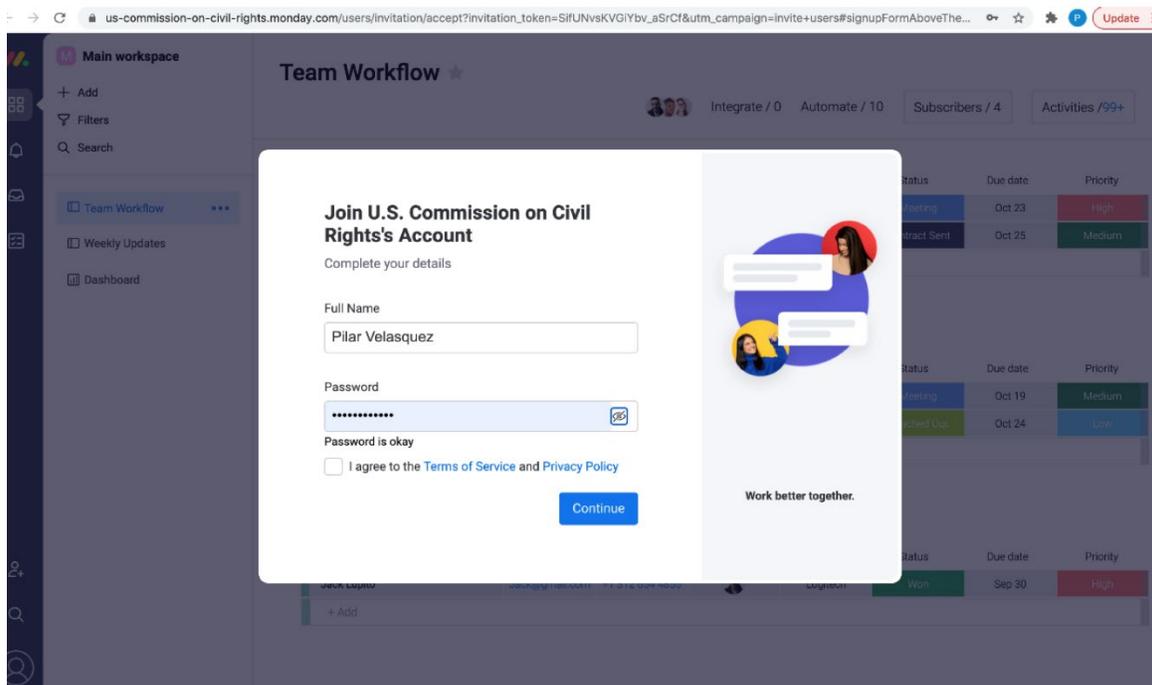


Monday.com Set Up Guide for Advisory Committee Members

Step 1: Check your email for an invitation to collaborate on your Advisory Committee Public Board on Monday.com. The email will likely come from your Support Specialist but may come from someone else at the Commission. Please open this email and accept the invitation to collaborate by clicking on “Accept Invitation” in green. If you do not receive this email, check your spam folder.

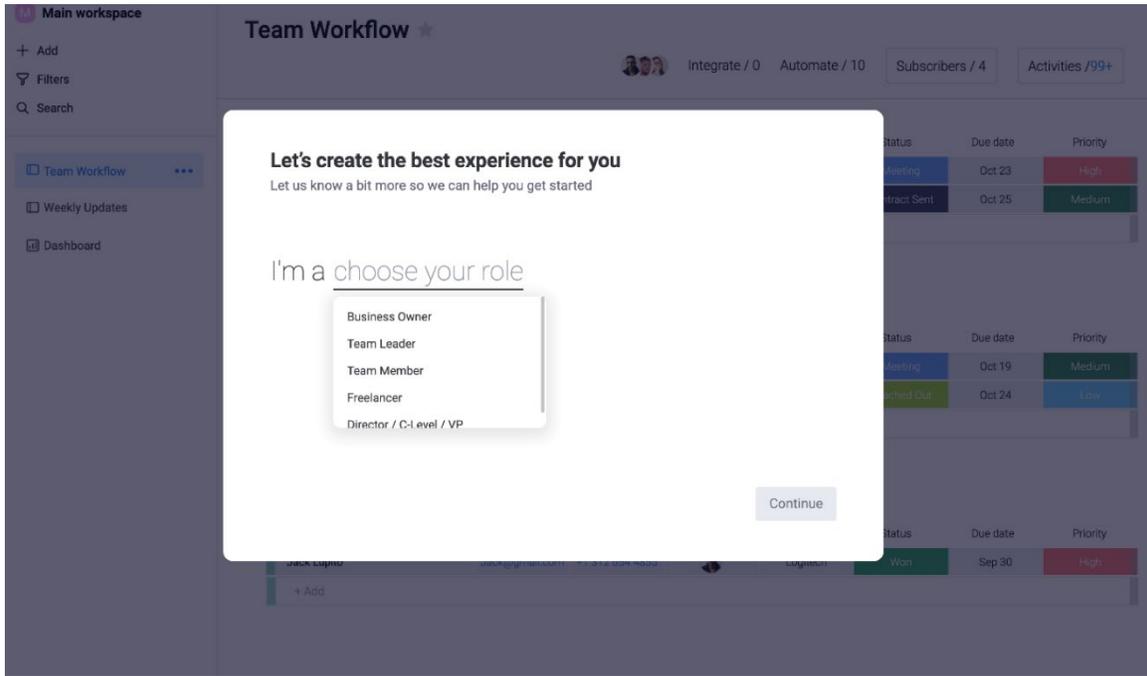


Step 2: Set up your Monday.com account. Once you accept the invitation, a new window will open prompting you to join the Commission’s account on Monday.com. Complete your account set up by entering your full name and creating a secure password. Agree to the Terms of Service and Privacy Policy and click “Continue.”

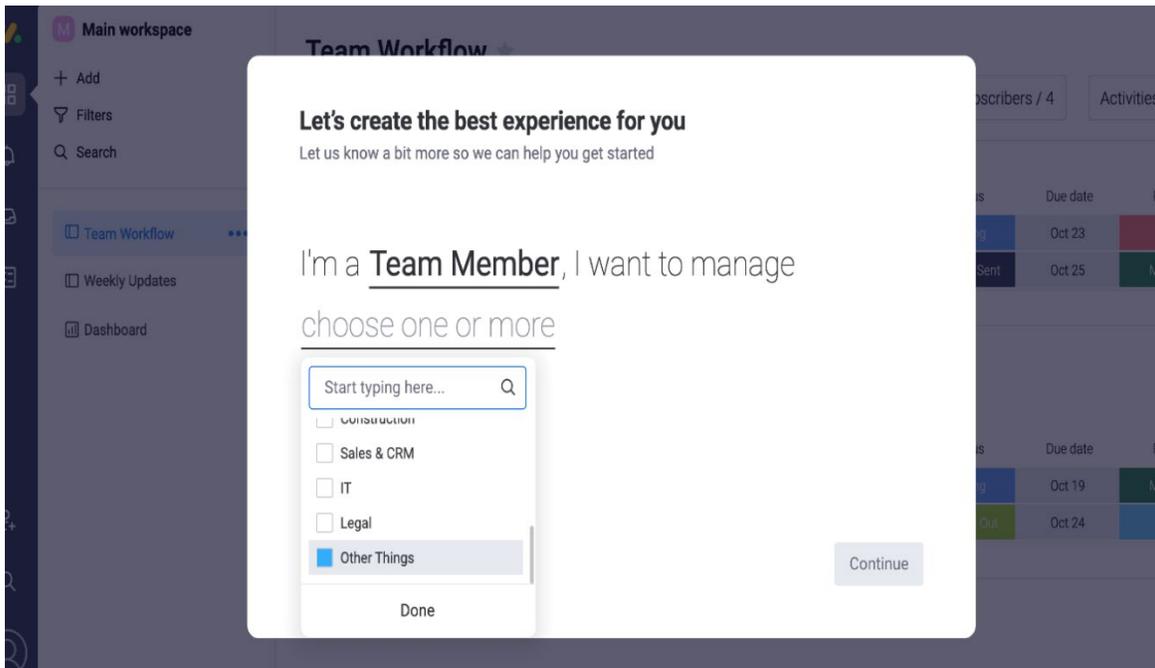


Step 3: Follow the prompts to continue the account set up process.

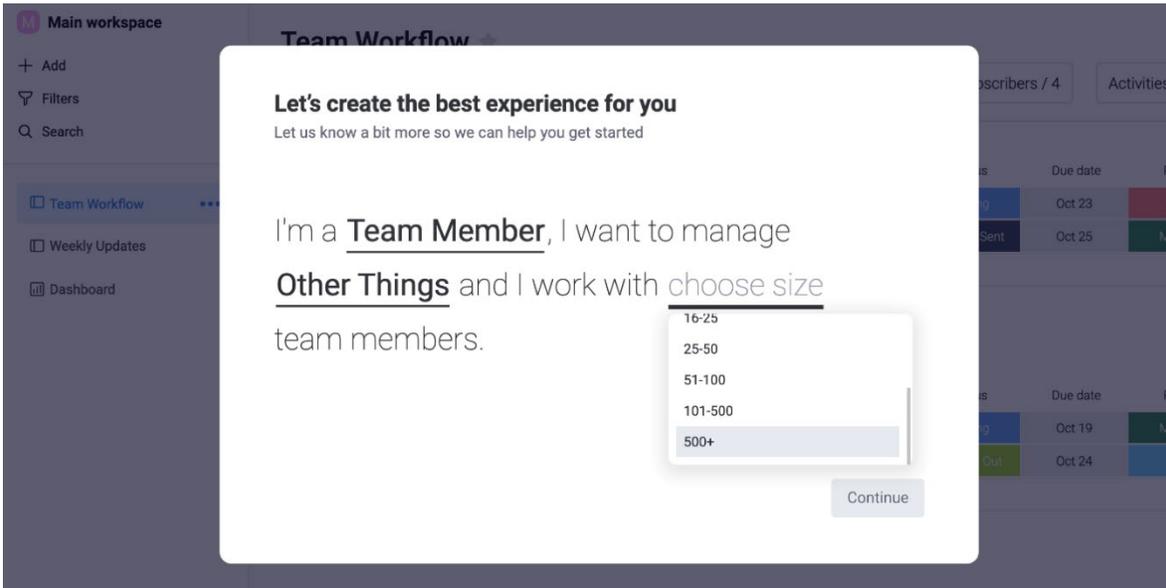
From the first drop-down menu, choose “Team Member” as your roll.



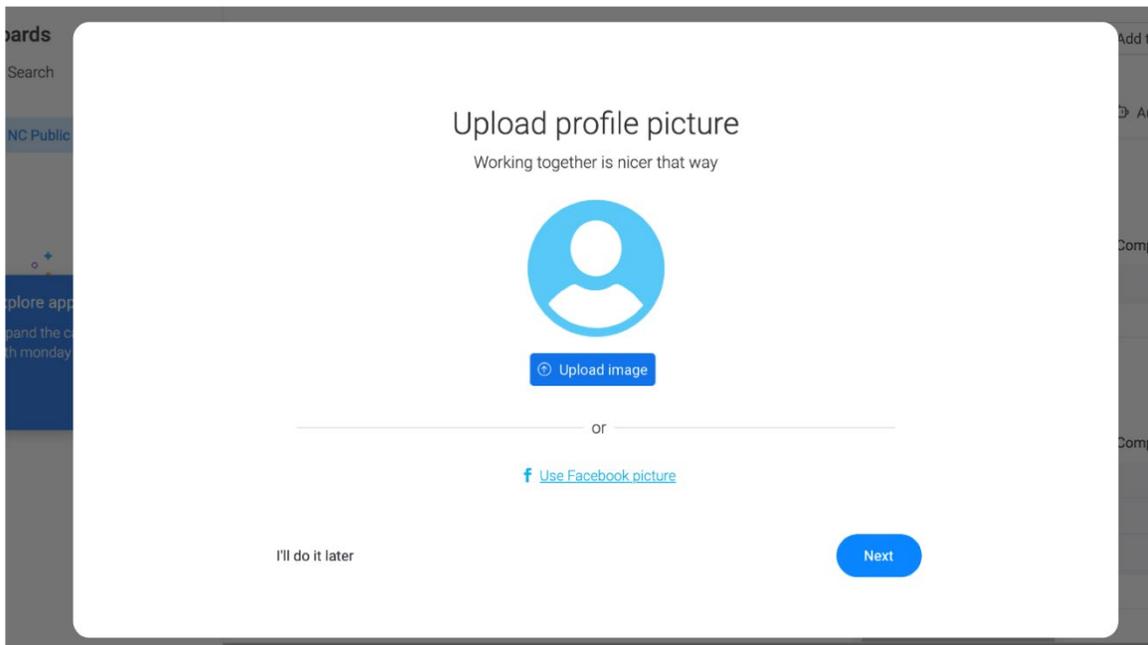
From the next drop-down menu, select “Other Things” and click “Done.”



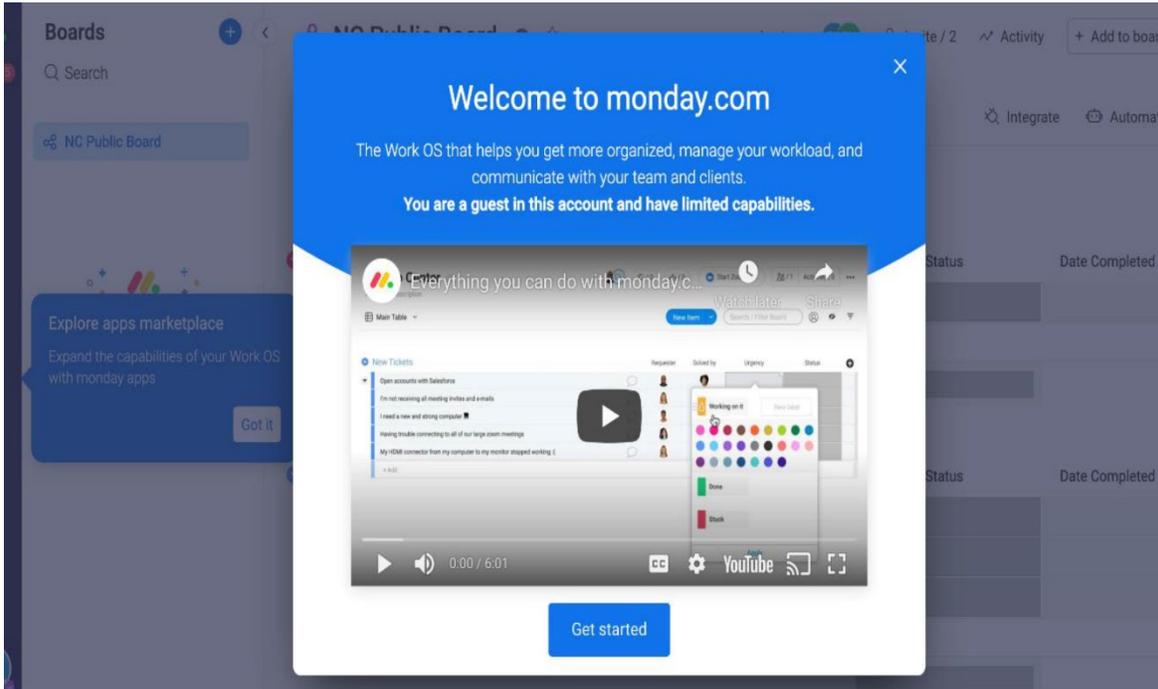
From the next drop-down menu, select “500+” and click “Continue.”



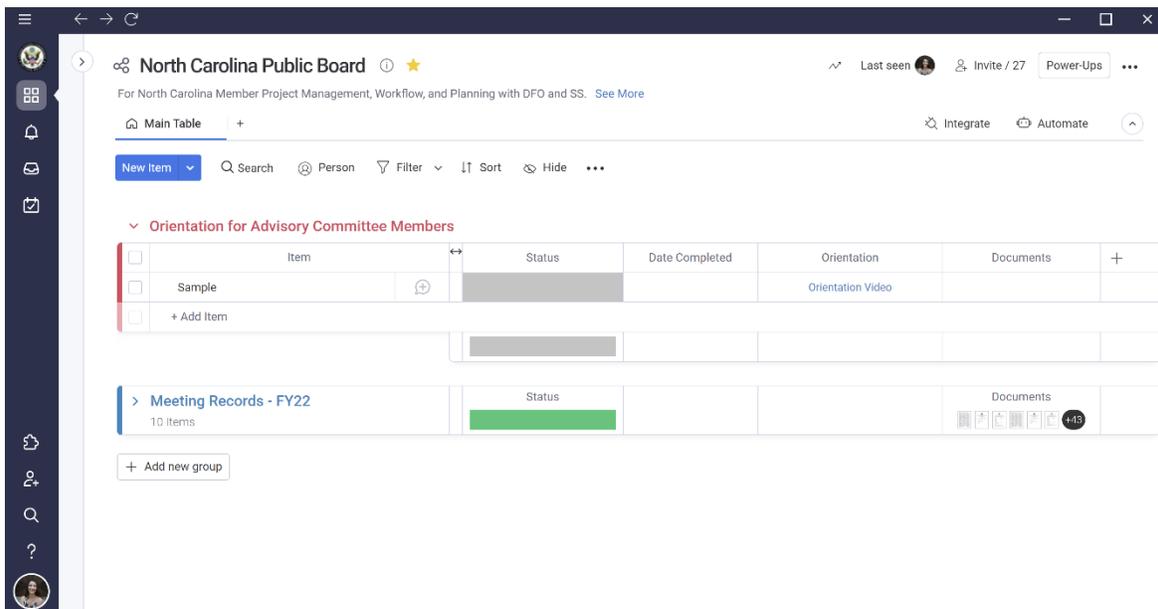
Upload a photo and click “Next.” This step is optional, but a photo would help Commission staff in getting to know new advisory committee members.



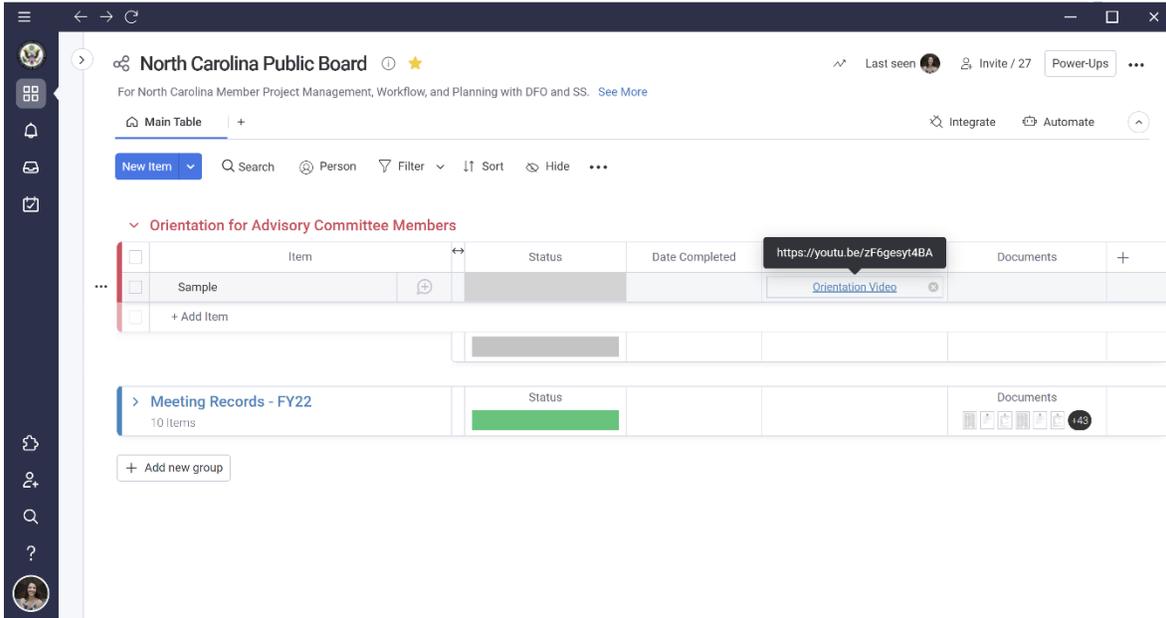
Watch the “Welcome to Monday.com” YouTube video (optional).



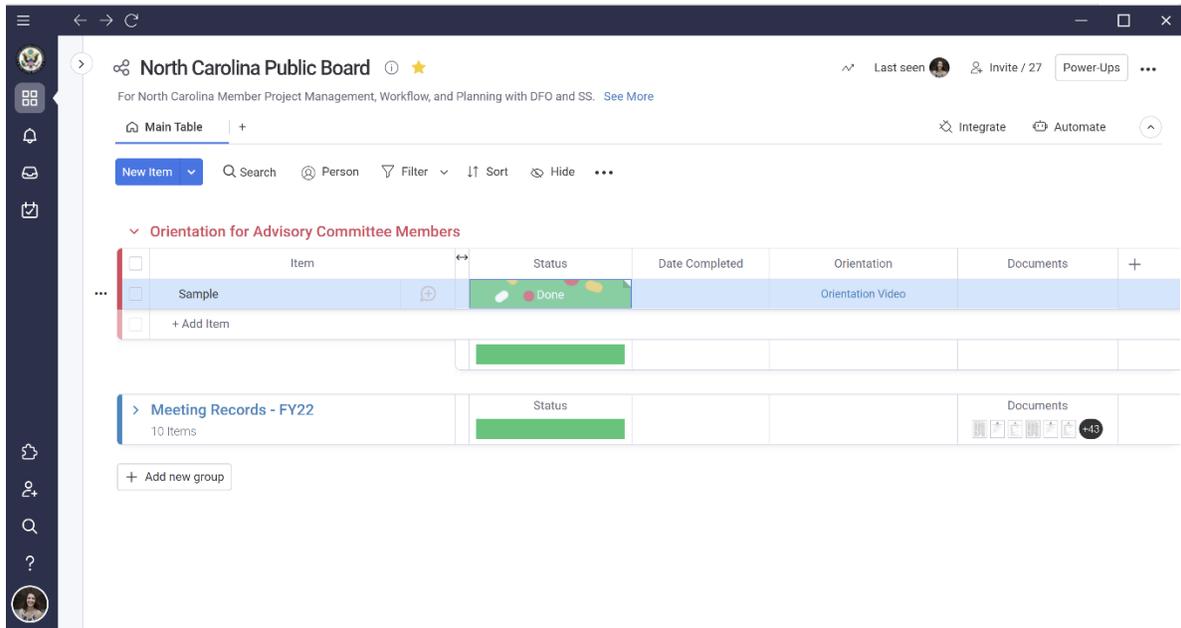
You should now have access to your Advisory Committee Public Board and the “Orientation for Advisory Committee Members.”



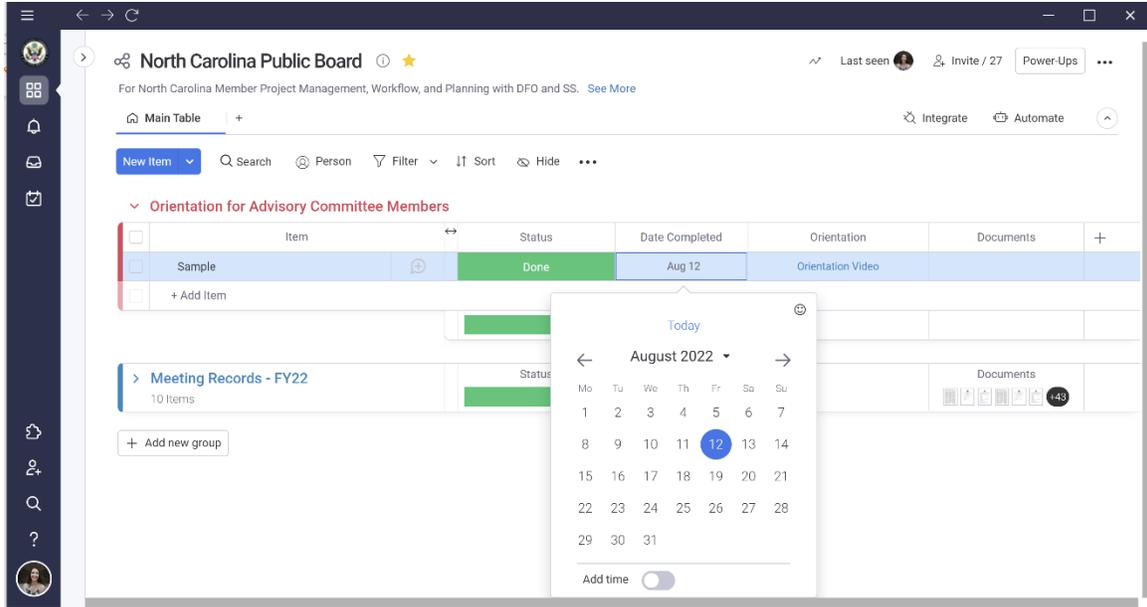
Step 4: Watch the Orientation. Click “Orientation Video.” This will open to YouTube.



Step 5: Certify that you watched the orientation. Once you watched the orientation, in the row with your name, click the box in the “Status” column and change the status to “Done.”



Step 6: Insert the date completed. In the row with your name, click the box under “Date Completed” and using the drop-down calendar, select the date you watched the orientation.



Thank you for accepting the Monday.com invitation and for watching the Orientation!