



Using the Bear Valley AgendaOnline site

How to access your site





1. Type <http://bigbear.csbaagendaonline.net> into your Internet browser's address bar.
2. Bookmark the site or "Add site to Favorites" before logging in.

To view a meeting

- Click **MEETINGS** in the upper-left corner of the screen to access the *most current* meeting agenda.
- Click **CALENDAR** to see a list of meetings.
 - Click on a date from the right-hand side list or an underlined meeting name on the actual calendar to access the meeting agenda.
- Use the   button to change the agenda view. Expanded agendas show all section and item titles along with any item summaries. Collapsed agendas show only the section titles. If you view an agenda in collapsed mode, click on the underlined section titles to show that section's items.

> MEETINGS > CALENDAR > POLICIES

Navigating within an agenda

- Underlined item titles mean an item has more information. Click on the underlined item title to view more details.
- Use the  button within Agenda Online to return to the main agenda after looking at an item detail page.
- Use the  or  buttons to navigate item to item on the agenda. This is a good way to follow along during a meeting.
- To return to the Home page, click  in the upper-right corner of the screen.
- At the bottom of the meeting agendas, there may be documents added to meeting as a whole. Click on the "Additional Documents" to view those documents.


Want to search for a particular item?

Use the   in the upper-right corner of the page to perform a keyword search.

- Enter a word.
- Click Go.
 - If your keyword is found in an item title or detail, a page will appear with links to the matched items. Click on the underlined item title to view that items details.

Need to print an agenda?



- Click **AGENDA** on the  button on the top-right side of the main agenda screen.
- From the Print Options menu, leave the "Include Abstracts" box checked to see the item summaries with the agenda titles. You can check the "Use Condensed Spacing" box to save paper when printing.
- Use the File menu to print. (If you do not have a file menu, right-click to see the File menu).

Note: If you do not touch the screen for thirty minutes, the system will automatically log you out, for security purposes. If you see the "Re-enter Agenda" message, click on it to return to the home page a login.