Meetings Admin Guide

October, 2025

SENTRAL

Contents

Getting started

Overview

The topics in this section describe key steps for successfully setting up the Sentral Meetings module and the default settings and configuration for all staff.

Considerations, dependencies and prerequisites

This section highlights the key areas that school administration staff need to consider prior to setting up the Sentral Meetings module.

Meeting types

There are several built-in Meeting Types available within the Meetings module:

- Support Meetings
- Welfare Meetings
- Staff Meetings
- Exec Meetings
- LST Minutes.

Tip: You cannot remove built-in Meeting Types, but you can disable them.

Staff access

For the Meetings module to operate and be useful, you must have user accounts created for staff members at your school.

Roles and responsibilities setup

The Meetings module is a useful module with basic features and functions that can address your school's meeting needs. Administration of the Meetings module is usually assigned to a select group of staff with access to all the functionality in the module. Your school is responsible for applying access levels for staff, and this will determine what actions they can perform in the module.

Configure meeting types

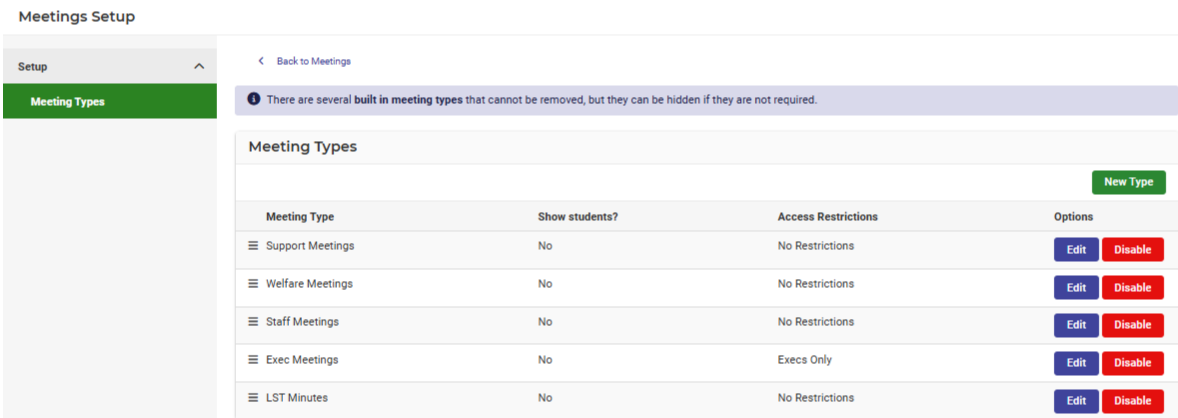
Overview

Use the information in this topic to configure Meeting Types.

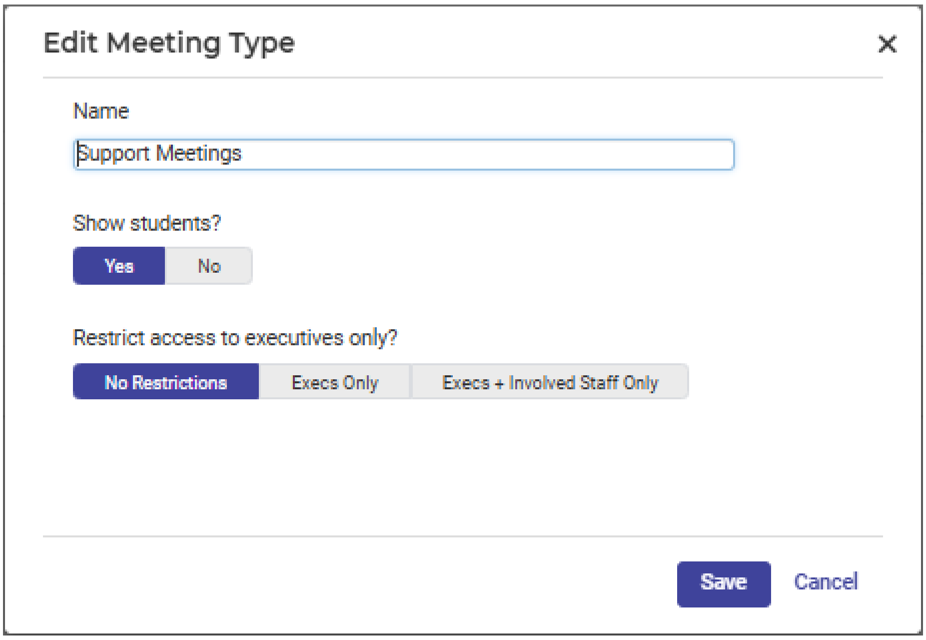
Steps

1. Select the menu icon and then under Communication, choose **Meetings**.
2. Select Setup and choose **Meetings Setup**.
3. Select **Setup** in the left menu and choose **Meeting Types**.

   The Meeting Types screen displays- with the built-in meeting types listed.

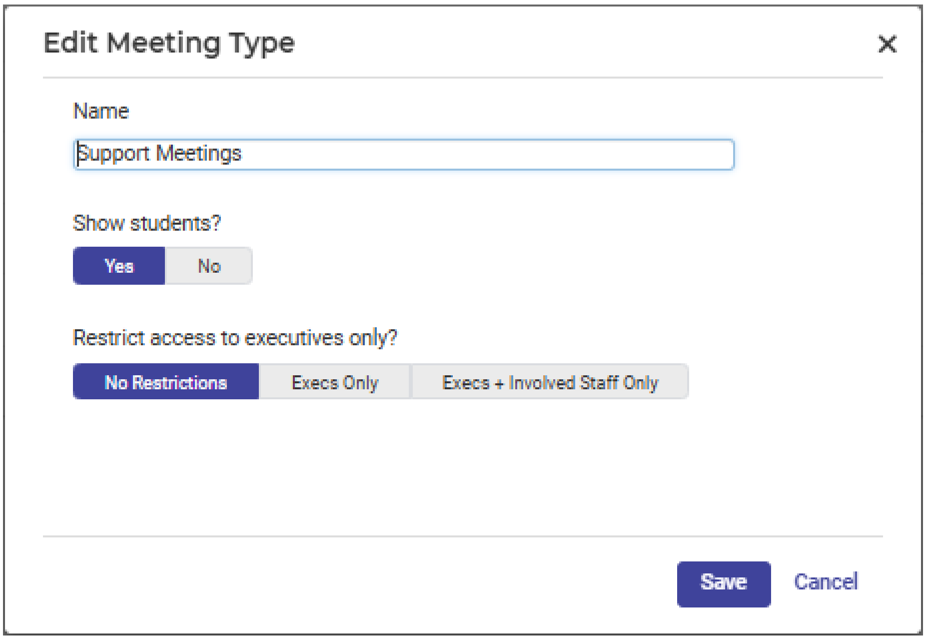


4. To make it possible to add students to a meeting:
   a. Select **Edit** next to a meeting type.



   b. Select **Yes** for Show students?
   c. Select **Save**.

5. To restrict access to a meeting type:
   a. Select **Edit** next to a meeting type.

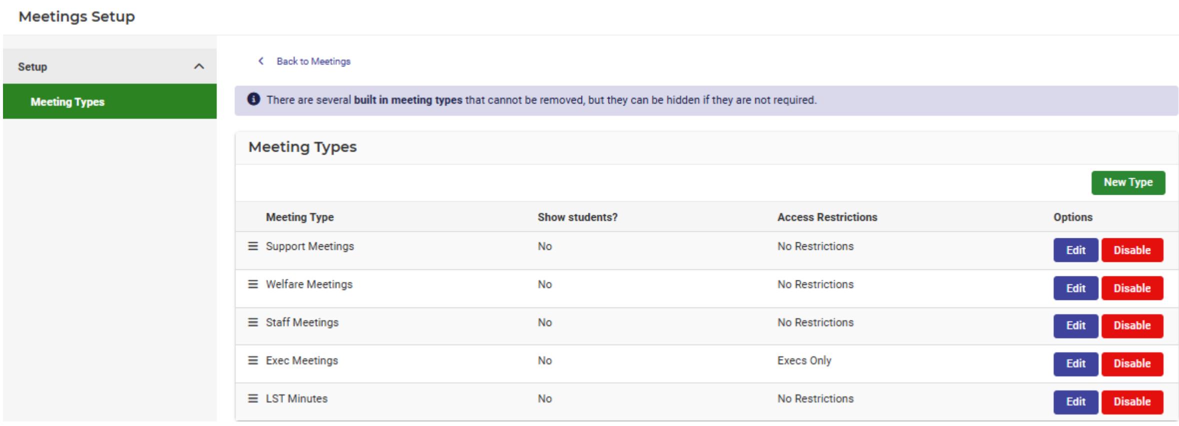


   b. Under **Restrict access to executives only**, select an option - No Restrictions, Execs Only, or Execs + Involved Staff Only.
   c. Select **Save**.

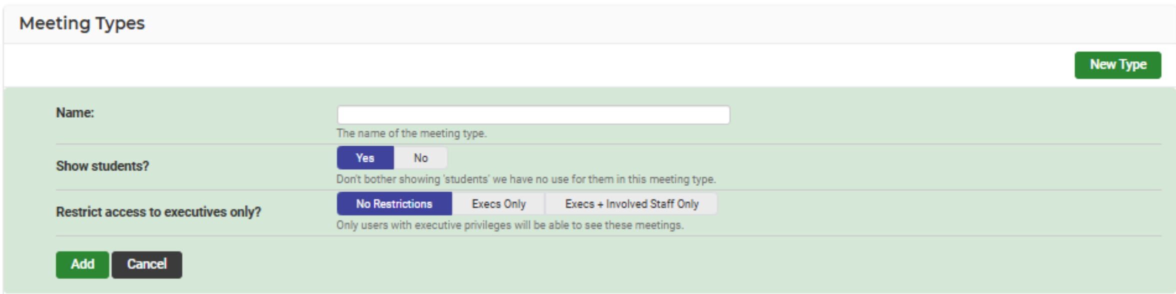
Add your own meeting type

1. Select the menu icon and then under Communication, choose **Meetings**.
2. Select Setup and choose **Meetings Setup**.
3. Select **Setup** in the left menu and choose **Meeting Types**.

   The Meeting Types screen displays- with the built-in meeting types listed.



4. Select **New Type**.



   a. Enter a name for the meeting type.
   b. Specify whether to show students for the meeting type.
   c. Specify whether to restrict access to executives only.
   d. Select **Add**.

Summary checklist

So, you've scanned the detailed document and are wondering what's next? This table gives you a road map in concise, easy to read steps of how to get your Meetings module up and running in no time.

Module	Checklist	Review frequency
Meeting types	Review built-in Meeting Types and/or add schools's own meeting types.	On an annual basis.

Meetings FAQs

How to set up or edit a group list?

Steps

To add or edit a group list of staff:

1. Select **Sentral Setup**.
2. Select **Manage User Accounts** from the dropdown.
3. Below **User Accounts** heading select **Groups**.
4. Do one of the following:
    a. To edit the group name:
        i. Select **Edit** on the Group you wish to edit.
        ii. Edit the name and select **Save**.
    b. To edit the Staff member/s attached the group:
        i. Select the blue **Users** button.
        ii. Choose the staff member and use the arrows to add or remove.
        iii. Select **Save**.
    c. To delete the group:
        i. Select 

x Remove on the group.
    d. To create a new group:
        i. Select 

+ New Group located in the top right.
        ii. Enter group name and choose **Group Type**, Staff Group or Security Group.
        iii. Select **Save**.
        iv. Select the blue **Users** button, choose the staff member/s using the arrows to add to the group.
        v. Select **Save**.