Meetings User Guide

October, 2025

SENTRAL

Contents

Getting started

Target audience

- Teachers
- Administration staff

Content

The topics in this section cover how to:

- add a new meeting
- add content to a meeting
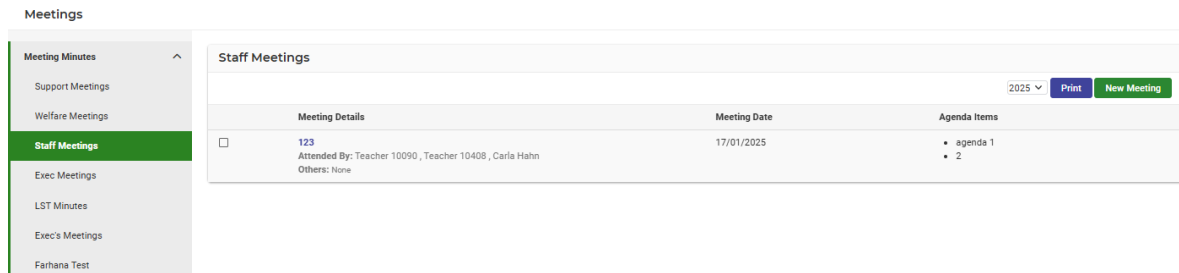- print a meeting.

Add a meeting

Overview

Use the information in this topic to a meeting.

Steps

1. Select the menu icon ⣿ and then under Communication, choose **Meetings**.

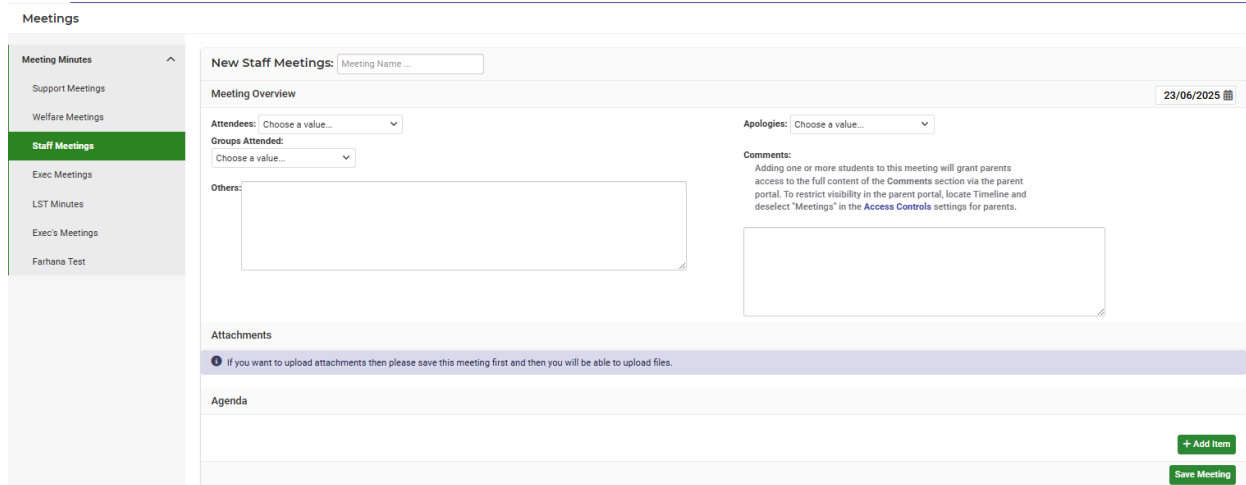   The Meetings home screen displays. The default screen is Staff Meetings.

2. Check the Meeting type displayed, and select a different meeting type in the left menu if required.

   > ℹ️ **Note:** Sentral has pre-defined (built-in) meeting types ready for use in the left menu.

3. Select **New Meeting**.

4. Enter meeting details.

5. Enter a name for the meeting.

6. Specify a date for the meeting.

7. Under Meeting Overview, do any of the following:

   a. Select attendees from the list.

   b. Select groups of attendees from the list.

   c. Enter the name of additional attendees in the **Other** box.

   d. Select attendees who are 'Apologies' for the meeting.

8. Select **Save Meeting**.

> 💡 **Tip:** If you want to upload attachments, save the meeting first and then you will be able to upload files.

9. Open the meeting and select **Edit**.
10. Under **Attachments**, select **Upload File** and choose a file to attach.
11. Under Agenda:

    a. Enter agenda items and assign responsibility.

    b. Use the Notes and Action text box to capture details.

    c. Select **Add Items** to add extra agenda items.

12. Select **Save Meeting**.
13. If any students need to be added to your meeting, select **Add Student** at the bottom right of the screen.

> 💡 **Tip:** Your school's configuration of the Meeting Type determines if you can add students.

> ⚠️ **Warning:** You may see a warning regarding visibility of the Comments section in the parent portal. Refer to a Sentral Administrator at your school if access control settings for parents need to be adjusted.

14. When you have entered all your Agenda items, Responsibilities, Notes and Actions, select S**ave Meeting**.

Edit a meeting

Overview

Use the information in this topic to edit meeting details.

Steps

1. Select the menu icon ⠿ and then under Communication, choose **Meetings**.

    The Meetings home screen displays.

2. Select **Meeting Minutes** in the left menu and choose a meeting type.

    Meetings for the selected Meeting Type are listed.

3. Open the meeting that you want to edit.

4. Select **Edit**.

5. Update details and select **Save Meeting**.

Print meeting minutes

Overview

Use the information in this topic to print meeting minutes.

Steps

1. Select the menu icon ⣿ and then under Communication, choose **Meetings**.

    The Meetings home screen displays.

2. Select Meeting Minutes in the left menu and choose a meeting type.

    Meetings for the selected Meeting Type are listed.

3. View the list of meetings - filtered by year.

4. Select checkboxes for the meeting minutes you want to print.

5. Select **Print**.

    The report is generated - giving you the option to print or download the minutes in PDF format.