

How to Log a Successful Committee Meeting with Nike on NRF All People

13 Steps [View most recent version](#) 

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STEP 1

Click on Organizations

A screenshot of a navigation menu. The menu items are: Enrollments, Instructors, Members, Non-Members, Public, Staff, Organizations (highlighted with an orange box), Committees, Groups Management, Communication, Library, and Revenue. To the right of the menu is a list of users with their roles.

User	Role
Nadal, Rafa	Legislative
Federer, Roger	Legislative
Williams, Serena	3 Positions
Sillyman, Ben	Administrator
Kyrgios, Nick	District Coordinator
Johnson, De'na	Administrator
Williams, Venus	2 Positions
Admin, Crescerance	Administrator
Smith, Nicole	Clerk

STEP 2

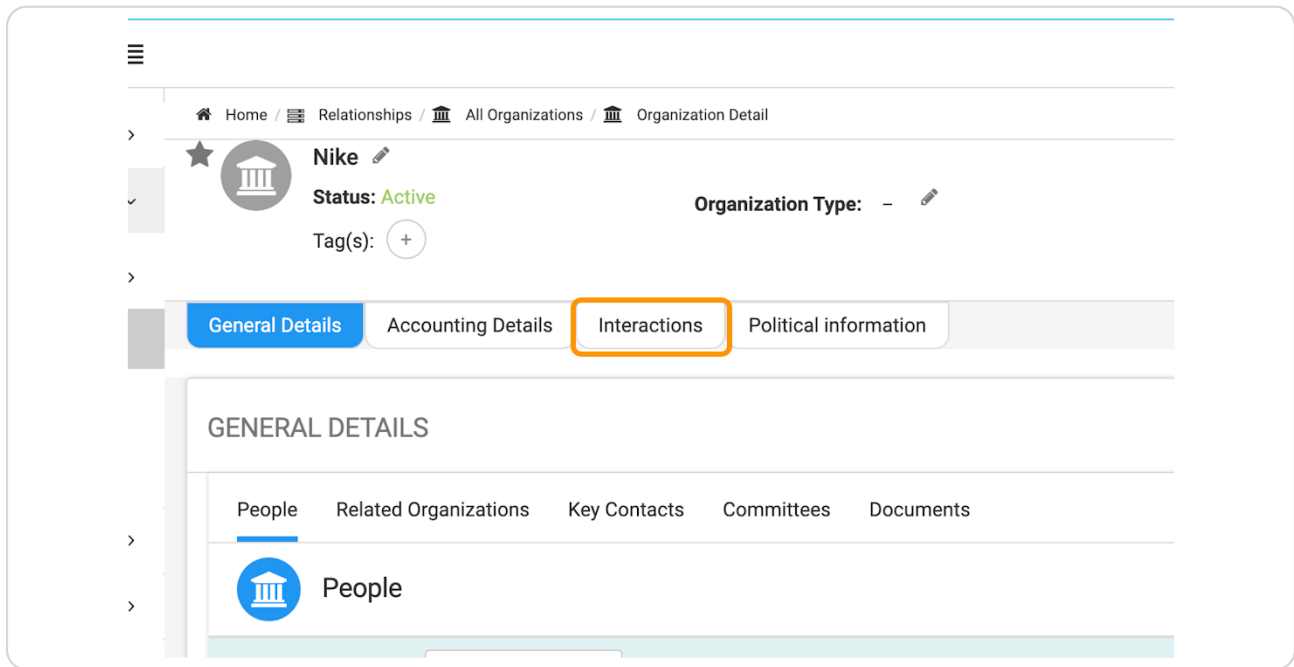
Click on the person you wish to record an interaction

A screenshot of the 'All Organizations' page. At the top, there is a search bar and an 'Add Organization' button. Below is a table of organizations with columns for Favorites, Search Parent Organizations, and Active/Total Members. The 'Nike' organization is highlighted with an orange box.

Organization	Active/Total Members
Wilson	0/0
Nike	1/2
World Tennis Association	3/3
Tennis Instructors Academy	0/1
European Association	4/5

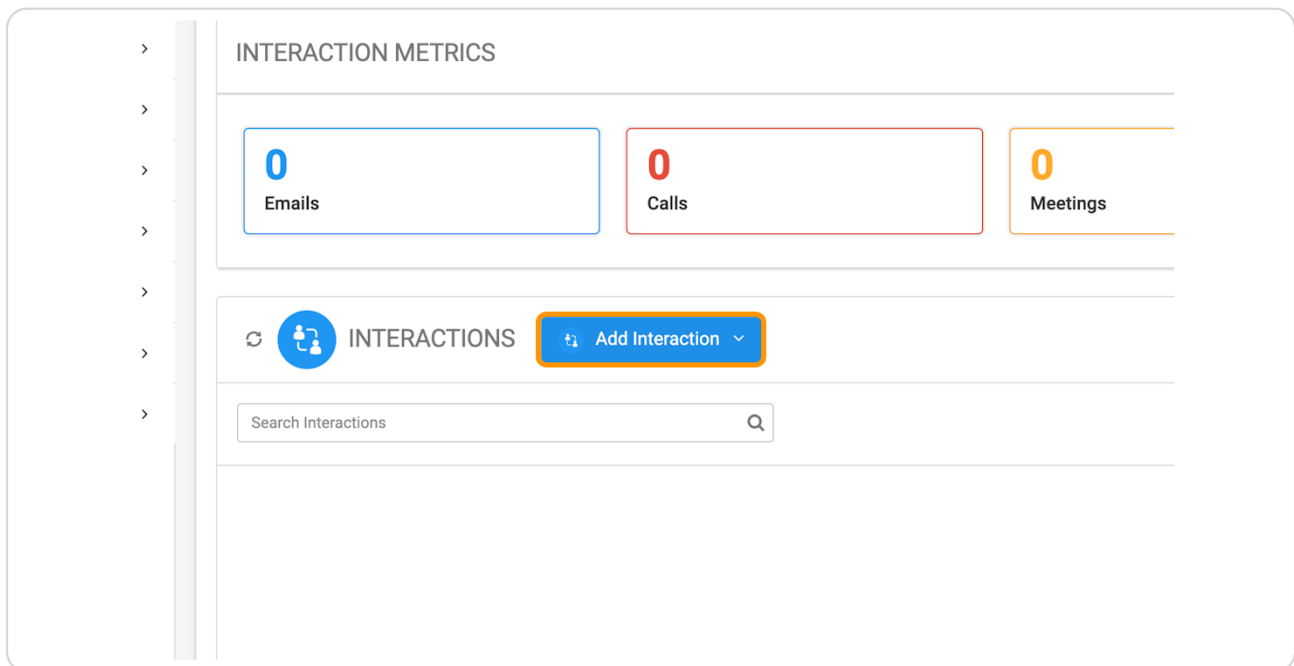
STEP 3

Click on the Interactions tab



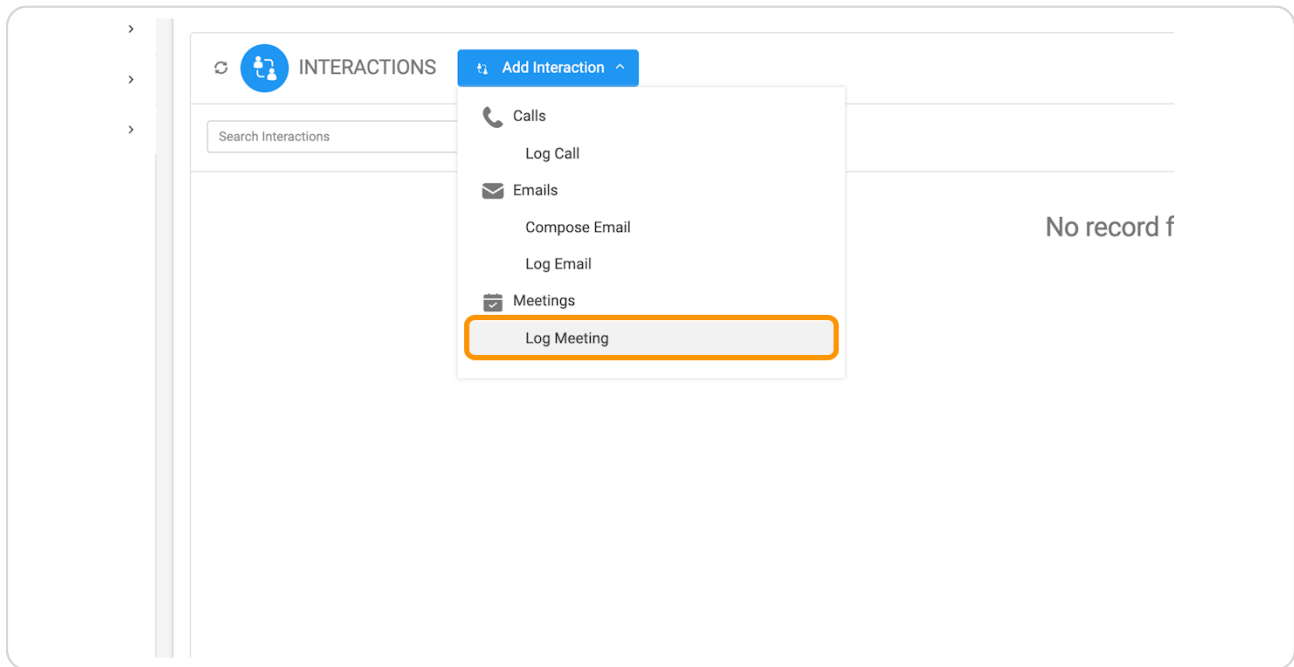
STEP 4

Click on Add Interaction



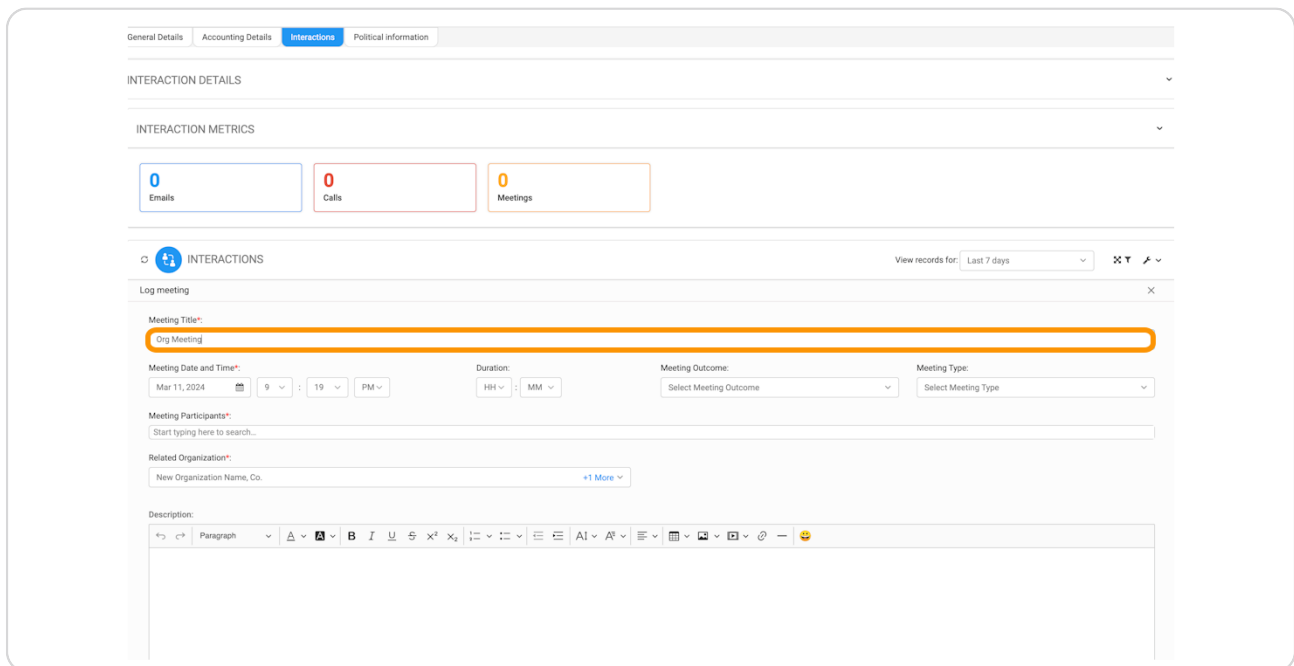
STEP 5

Click on the type of interaction you wish to create - Call, Email or Meeting



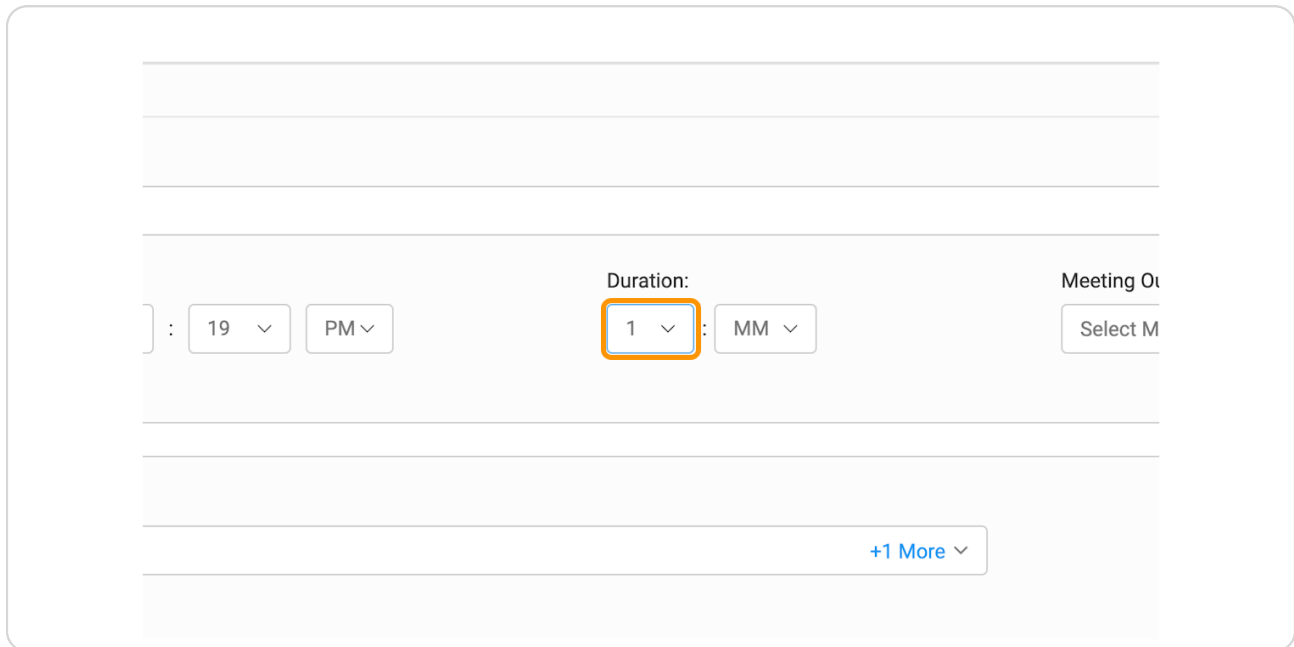
STEP 6

Type your Meeting Title



STEP 7

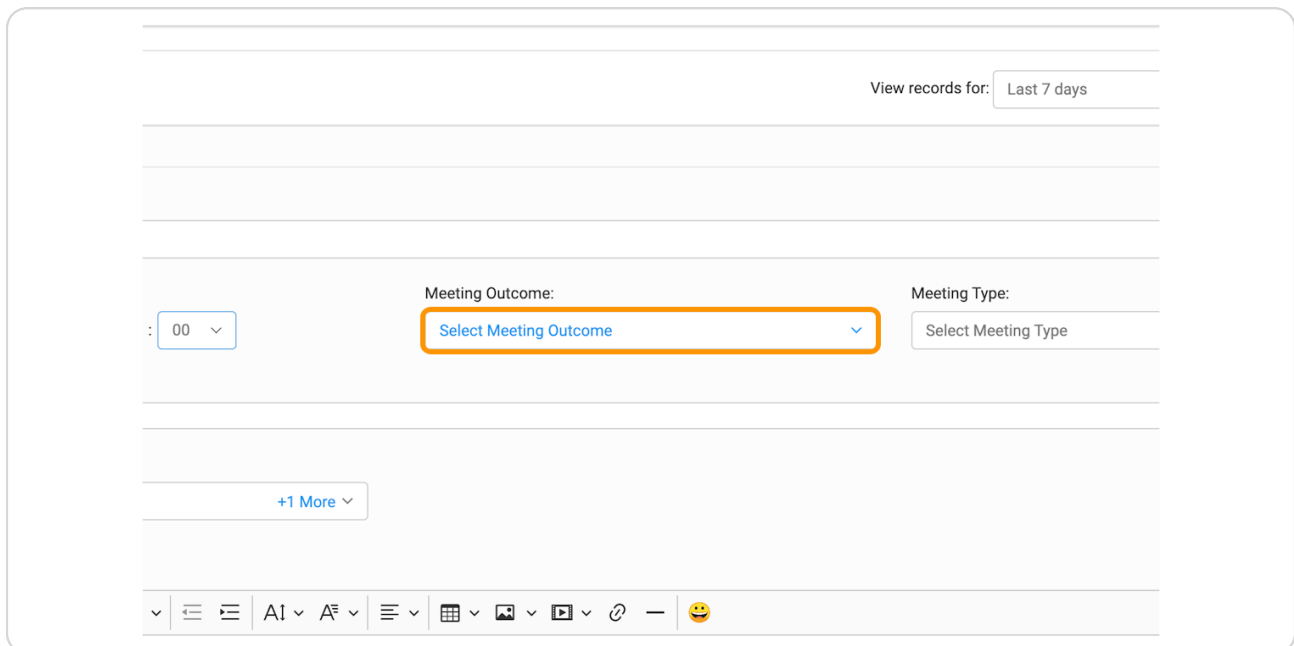
Add your meeting date, time and duration



A screenshot of a meeting form. The form has several horizontal input fields. In the middle, there are two dropdown menus for time: one with '19' and another with 'PM'. To the right, there is a 'Duration:' label followed by a dropdown menu with '1' (highlighted with an orange box) and another dropdown menu with 'MM'. Further right, there is a 'Meeting Outcome:' label and a dropdown menu with 'Select Meeting Outcome'. At the bottom right, there is a '+1 More' button with a downward arrow.

STEP 8

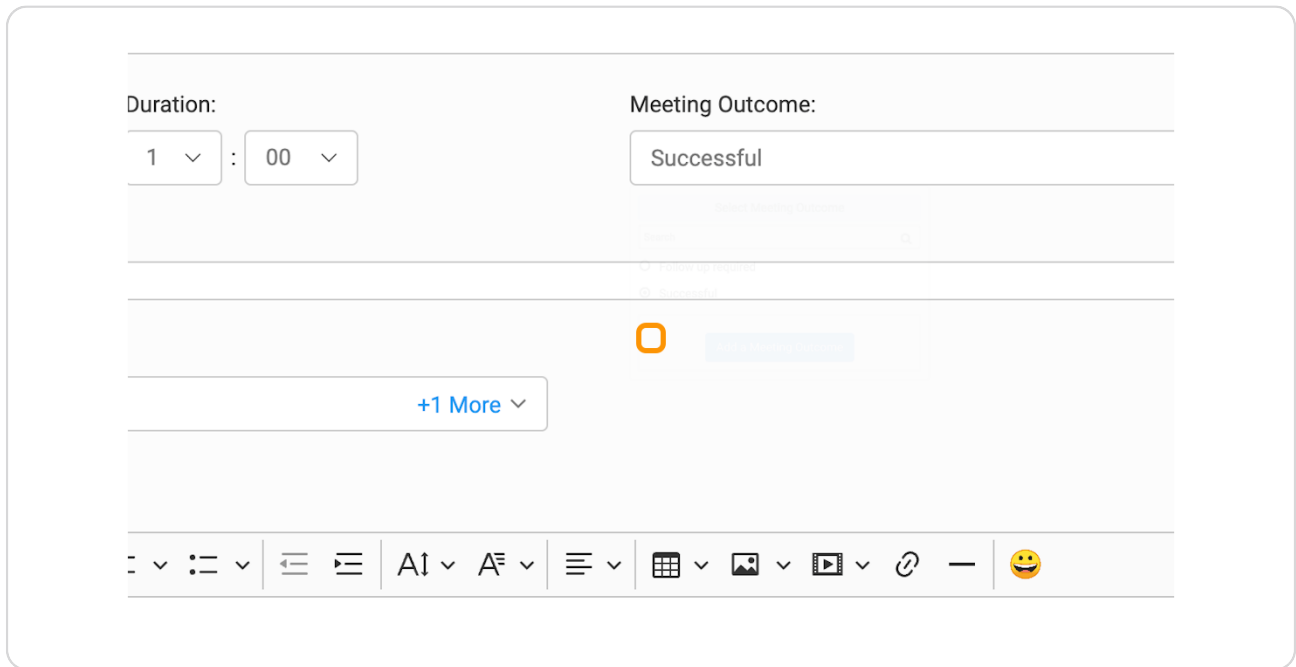
Click on Select Meeting Outcome to enter the correct outcome or add a new one



A screenshot of a meeting form, similar to the one in Step 7. It includes a 'View records for:' dropdown menu with 'Last 7 days' selected. Below that, there is a dropdown menu with '00'. To the right, there is a 'Meeting Outcome:' label and a dropdown menu with 'Select Meeting Outcome' (highlighted with an orange box). Further right, there is a 'Meeting Type:' label and a dropdown menu with 'Select Meeting Type'. At the bottom left, there is a '+1 More' button with a downward arrow. At the bottom of the form, there is a toolbar with various icons for editing and sharing.

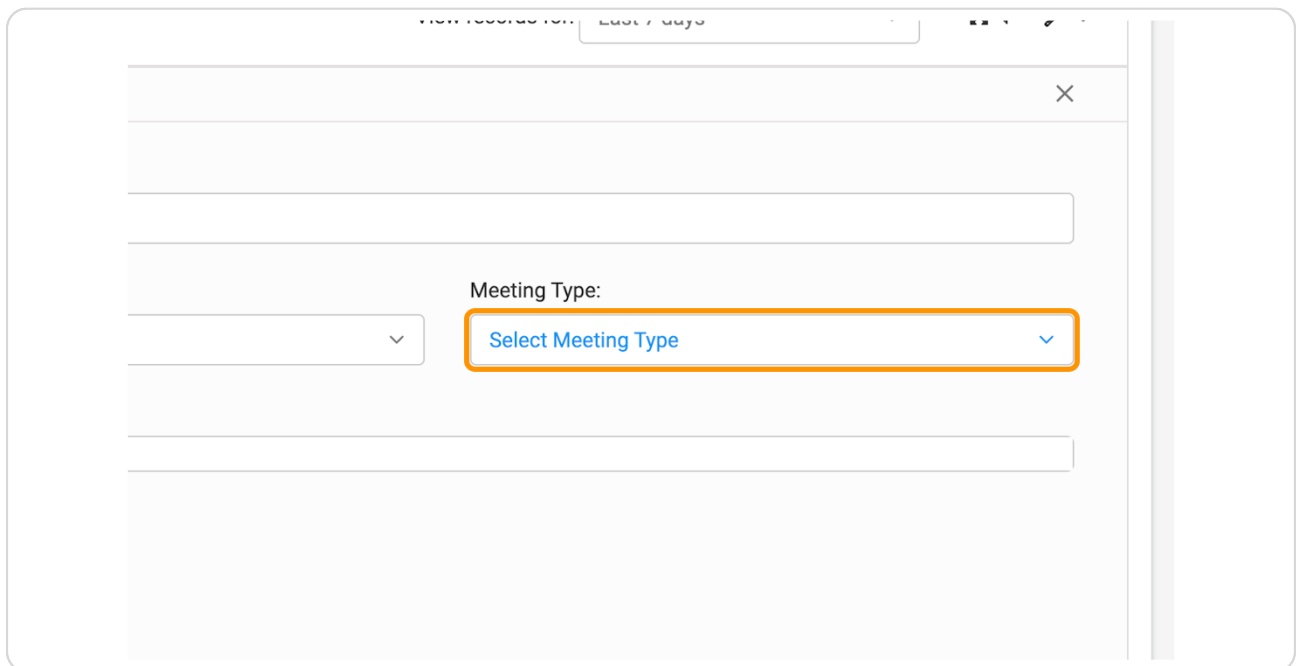
STEP 9

Click on Select Meeting Type to add or create a meeting type



STEP 10

Click on Select Meeting Type



STEP 11

Search for the related Organization Name

The screenshot shows the 'Log meeting' form in the Engagifiji system. The form is titled 'INTERACTIONS' and includes a sidebar with navigation options: Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. At the top, there are three counters: '0 Emails', '0 Calls', and '0 Meetings'. The form fields include: Meeting Title* (Org Meeting), Meeting Date and Time* (Mar 11, 2024, 9:19 PM), Duration (1:00), Meeting Outcome (Successful), Meeting Participants* (Start typing here to search...), Related Organization* (New Organization Name, Co, +1 More), and Description* (a rich text editor with a toolbar). A red circle highlights the 'Related Organization' field.

STEP 12

Type any description in the text editor box

The screenshot shows the 'Log meeting' form in the Engagifiji system. The form is titled 'INTERACTIONS' and includes a sidebar with navigation options: Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. At the top, there are three counters: '0 Emails', '0 Calls', and '0 Meetings'. The form fields include: Meeting Title* (Org Meeting), Meeting Date and Time* (Mar 11, 2024, 9:19 PM), Duration (1:00), Meeting Outcome (Successful), Meeting Type (Committee Meeting), Meeting Participants* (Start typing here to search...), Related Organization* (European Association, +2 More), and Description* (a rich text editor with a toolbar). A red circle highlights the 'Description' field, which contains the text 'fffvvv'.

STEP 13

Click on Log Meeting when Nnished

