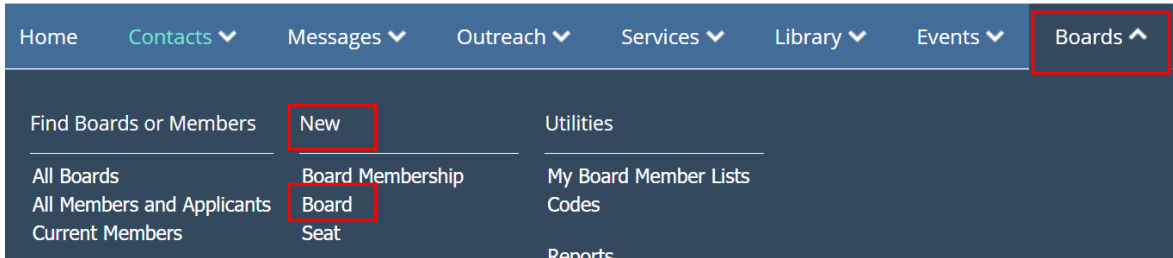


Creating a Board

Market: Federal/State/Local

1. Navigate to **Boards > New > Board**.

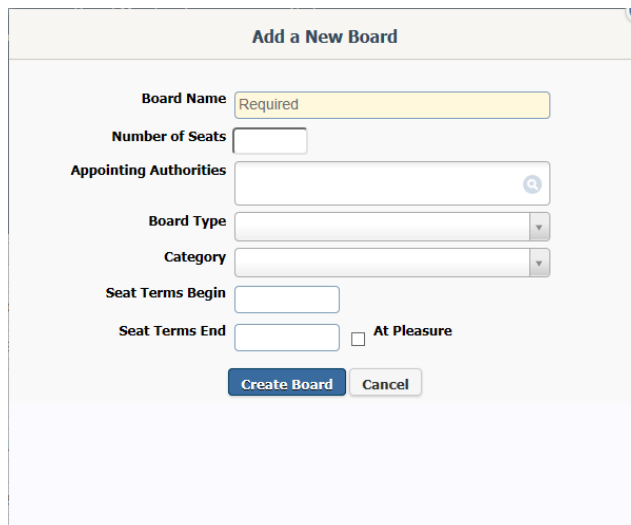


Home **Contacts** ▼ Messages ▼ Outreach ▼ Services ▼ Library ▼ Events ▼ **Boards** ^

Find Boards or Members **New** Utilities

All Boards Board Membership My Board Member Lists
All Members and Applicants **Board** Codes
Current Members Seat Reports

2. Complete the fields shown below.



Add a New Board

Board Name Required

Number of Seats

Appointing Authorities

Board Type

Category

Seat Terms Begin

Seat Terms End ☐ At Pleasure

Create Board Cancel

3. Click **Create Board**.
4. After a Board record is created, additional information can be added in a new window. Complete the information as needed.



Board Fairfax County Schools Boards #100003

Actions

BoardSeats (3)MembersContactMessages (0)Outreach (0)Services (0)Events (0)Log (3)

Board Name and Type

Board Name:

Fairfax County Schools Boards

Appointing Authorities:

AGENCY - Agency

Board Type:

BOARD - Board

Category:

GENERAL - General Board Type

Status and Chair

Enabled Date:

Expiration Date:

Chair's Term End:

Current Chair(s):

Background and Legal

Legal Authority:

Purpose:

Seat Restrictions:

Meeting Time and Place:

Compensation:

Other Information