**Task Title:**  *Meeting Sign-up*

**Audience:** IRB Members

**Scope:** Provides instructions on how IRB Members RSVP to attend IRB Committee meetings.

Members will only be able to sign-up for meeting attendance if the meeting schedule is UNLOCKED. Please sign-up for the meetings you are able to attend that quarter of the year. If your meeting schedule is already locked at the time you attempt to RSVP, please contact your Meeting Facilitation Pod so they can administratively edit the meeting attendance to add or remove you from the meeting.

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| **Step** | **Action** | **Result/Comments** |
| 1 | Log into [Insight](https://emory.researchinsight.org/) and open the **Humans** module. |  |
| 2 | **Click** on **Members** on the left menu and then **detail** |  |
| 3 | **Scroll down** to “Meeting Sign-up” and click | Will bring you to a window labeled “Meeting Sign-Up” |
| 4 | In “Board” name drop-down menu, **search** for your regularly scheduled committee meeting, (e.g. Panel B1, Panel B2) | “Meeting Sign Up” Calendar for current month. Will also find all of the other scheduled meetings for your panel as you “arrow” through to the following months. |
| 5 | **Click** on the Add Me in the day the meeting is scheduled. **Click** “OK” | Your RSVP to attend this meeting has been recorded. |
| 6 | **To confirm** your meeting sign-up, **click** on “My Meetings” on the left-hand side of screen. | You should see all meetings that you have been scheduled for. |