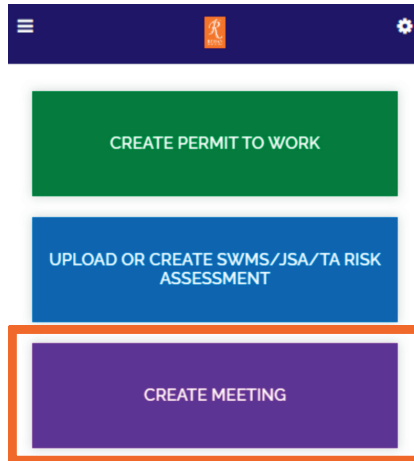# Uploading a Pre-start or Toolbox Meeting

Uploading a Pre-start or Toolbox Meeting

Under your Dashboard click on the purple **"Create Meeting"** button.

1 Begin by selecting your meeting type - **Other** (Contractor Pre-Start Upload, Toolbox, or Pre-Commencement Meeting)

Meeting Type *

Select...

Other (E.g. Contractor Pre-Start Upload, Toolbox, or Pre-Commencement Meeting)

2 Choose your meeting location, description, date and facilitator

Meeting Date *

03/04/2023

Meeting Facilitator *

Type here to search for people

3 Upload the completed meeting document

Photograph and attach your completed meeting document
Please ensure all pages are clear and legible

⬆ Drop files here or click to upload

OR use the sections below to record your meeting minutes.

Meeting Topic
Briefly outline the meeting topic in a few words

Details:
Specify the detail discussed during the meeting

4 Upload the signed attendance document (if you haven't already) OR take a photo of the group.

Upload paper attendance document or attendance photo
By taking a photo you confirm that all people present have given verbal consent and were present/understood the meeting. All people must be facing the camera and have their face visible.

⬆ Drop files here or click to upload

Complete

1