

## Instructions for Using My ISDA Committee Dashboard

Follow these steps to effectively utilize your ISDA Committee Dashboard:

### Step 1: Account Registration

- **ISDA.org Account:** If you already have an ISDA account, proceed to **Step 2**.
- **Create New Account:** Click the **Login button** on the top-right corner of the homepage and click [Sign Up Now](#).
- **Account Activation:** Check your email for an activation message from [isdams@isda.org](mailto:isdams@isda.org).
- **Need Help?** If you don't receive the email within 1 hour, contact [isdams@isda.org](mailto:isdams@isda.org) for assistance.

### Step 2: Managing Committees and Meetings

- **Access Your [Dashboard](#):** Log in to manage your committees and meetings.
- **Committee Categories:** Committees are categorized as either **working groups** or **distribution lists**.
- **Request to Join Committees:** Easily from your dashboard.

### Key Features:

1. **My Upcoming Meetings:** Add meeting invitations directly to your calendar.
2. **Meeting Management:** Access agendas, minutes, dial-in details, RSVP options, and participate in live meetings via Roll Call.
3. **Document Repository:** Find all committee documents in one place.
4. **Colleague Visibility:** See colleagues who are part of the same groups.
5. **Key Committee Leads:** Subject matter experts (SMEs) from your organization are identified to provide clarification or guidance to ISDA when needed.
6. **Document Search:** Use filters to find specific documents.
7. **Committee Management:** Easily join or leave working groups and distribution lists.

## Sections of My ISDA Committee Dashboard

### My Dashboard

- View all your committees, upcoming meetings, and relevant details/documents.
- See colleagues in the same groups.
- RSVP for meetings, participate in Roll Call during live meetings, and add meetings or series to your calendar.
- Committees are listed alphabetically by Policy Group, and you can leave groups directly from this tab.

### Committees

- Access an overview of all committees, including those you're not a member of.
- Request to join or leave groups
- Use filters (e.g., Policy Group or keywords) to navigate committees. Clear filters before starting a new search.

### Meetings

- View upcoming and past meetings.
- Use Roll Call for efficient participation in live meetings.

### Documents

- Access a library of all your committee documents.
- Filter documents by meeting or committee, category (e.g., minutes), committee name, keyword, or topic.
- Each document includes a brief description and tags for better organization.

