

## [Instructions for Using My ISDA Committee Dashboard](#)

Follow these steps to effectively utilize My ISDA Committee Dashboard:

### Step 1: Account Registration

1. If you already have an ISDA account, proceed to Step 2. Otherwise, click the [Sign Up Now](#) link located in the top right corner of our homepage.
2. Look for an email from [isdams@isda.org](mailto:isdams@isda.org), which contains instructions for activating your account.
3. If you do not receive the activation email within 1 hour, please contact [isdams@isda.org](mailto:isdams@isda.org) for assistance.

### Step 2: Managing Committees and Meetings

1. Access your [Committee Dashboard](#).
2. Add yourself to the ISDA working groups and distribution lists you wish to join.
3. Utilize the features available on My ISDA Committee Dashboard:
  - a. Upcoming Meetings: Receive meeting and series invitations directly to your calendar.
  - b. Meeting Management: Access meeting agendas, minutes, dial-in details, participate in Roll Call (if the meeting is live), and RSVP online.
  - c. Document Repository: Retrieve all committee documents.
  - d. Colleague Visibility: View colleagues who are part of the same groups.
  - e. Key Committee Leads: This feature identifies the subject matter experts (SMEs) at your organization who serve as key contacts for the group. These SMEs are designated to provide clarification or guidance when needed, ensuring that both the member and ISDA know who to reach out to for specific expertise within the group.
  - f. Document Search: Search for specific documents by topic using filtering options.
  - g. Join and Leave Working Groups: Request to join or leave working groups and distribution lists as needed.

### My ISDA Committee Dashboard Layout

#### ❖ Overview Tab

The Overview Tab displays your upcoming meetings, along with meeting details and related documents. From this tab, you can see your colleagues who are also part of the group. You have the option to RSVP for meetings, participate in Roll Call if the meeting is live, and add meetings or meeting series to your calendar. Additionally, all your working groups are displayed in alphabetical order, and you can request to leave a group directly from this page.

#### ❖ Committees Tab

The Committees Tab provides an overview of all your committees, including the complete list of working groups and distribution lists. From this tab, you can request to join or leave a group. To facilitate navigation, you can filter the committees by policy group or use a keyword for a specific search. Remember to clear the filters to start a new search.

#### ❖ Meetings Tab

The Meetings Tab shows both your upcoming and past meetings. For live meetings, you have the option to utilize Roll Call, a feature that enhances meeting efficiency.

#### ❖ Documents Tab

The Documents Tab is a library of all your committee documents. You can filter documents by name, committee name, keyword, or topic. Sorting options are available based on committee name, committee type (linked to the committee or a specific meeting), category (e.g., draft, minutes, agenda), or date. Each document includes a brief description and tags for better organization and grouping.

