

GETTING STARTED

# Stormboard 101



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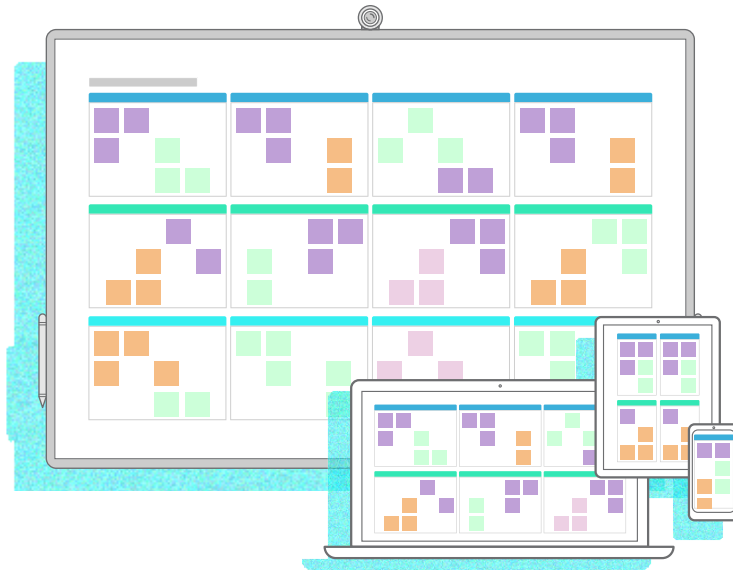
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Do you have a question that isn't answered here?





## What is Stormboard?

Stormboard helps teams transform their meetings company-wide, no matter where employees are located, with shared sticky notes and whiteboards in an innovative digital workspace.

Save time by setting up your meeting beforehand, capture, organize, and discuss ideas in real time, and then assign tasks for better results and monitor progress in a meeting space that you can return to again and again.

Use one of our hundreds of built-in templates for business processes like Agile, Kanban, and SWOT, or customized templates for company-specific processes can be created to make your meetings more effective and efficient. Compile all of the information in your Storms (what we call your digital meeting space) in Microsoft Word, PPT, or Excel; Google Docs, Sheets, or Slides; and more formats to be used as meeting minutes, presentations, or reports.

Apps for iOS, Android, and Windows 10 devices are available and work on any device with a web browser from your 4" phone to your 85" Microsoft Surface Hub.

## Logging in

If you haven't created an account yet, have your *Team Administrator* send you an invitation, or click the link in the invitation that they already sent you.

Once you have signed up, you can log into your account at any time by clicking the **Login button** on the top right-hand corner of the [Stormboard website](#). If you are already logged in, the button will say **Dashboard** instead and clicking on it will take you straight to your dashboard.

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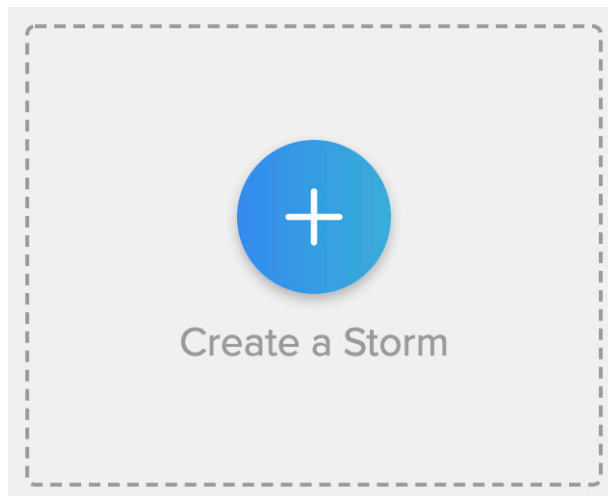
Sign Up Free

## Preparing your meeting

Start by clicking the **Create a Storm button** on your Dashboard Homepage.

Name your Storm (what we call your digital workspace), add your team members, and select a Template. You can change the name of your Storm, your Template, and invite others to join your Storm at any time throughout the life of your Storm.

Read [How to create a Storm](#) for step-by-step instructions.

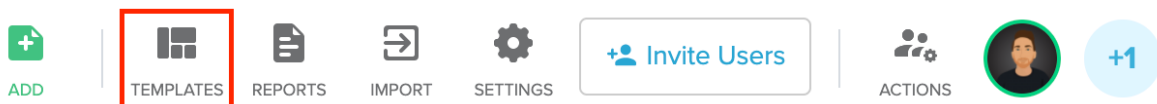


## Picking a format for your meeting

Stormboard has hundreds of templates to choose from, many designed for specific business processes like Continuous Improvement, Business Model Canvas, Product Management, Lean, and Agile.

Click the **Templates button** in the lower menu in your Storm. Scroll through the Template Picker, or narrow your search by Category, Job Type, and/or Framework to find the perfect template for your meeting, brainstorm, or collaboration.

Check out the [Template Gallery](#) on our website, which gives you the template names, what they are useful for, and a summary of what process it was created for if you would like a quick overview.



## Adding content

To add content, all you need to do is double click (or double tap on a tablet or touchscreen) and a new sticky note will open. You can also click the **Add button** located on the bottom of your screen.

There are six types of sticky notes — text, whiteboard, image, video, index card, and file. Click on the links below for step-by-step instructions on how to use each one:

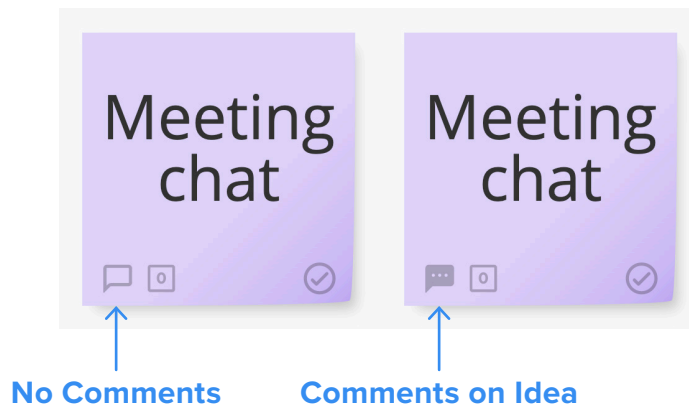
- [How do I create a text sticky?](#)
- [How do I use the whiteboard sticky?](#)
- [How do I create an image sticky?](#)
- [How do I create a video sticky?](#)
- [How do I create and index card sticky?](#)
- [How do I create a file sticky?](#)



## Commenting on sticky notes

To comment on a sticky note simply **click on the speech bubble** in the lower left-hand corner of the note, type your message and press enter. If someone comments a red number will appear on the comment bubble to notify you.

Read [How do I comment on a sticky note?](#) for step-by-step instructions.

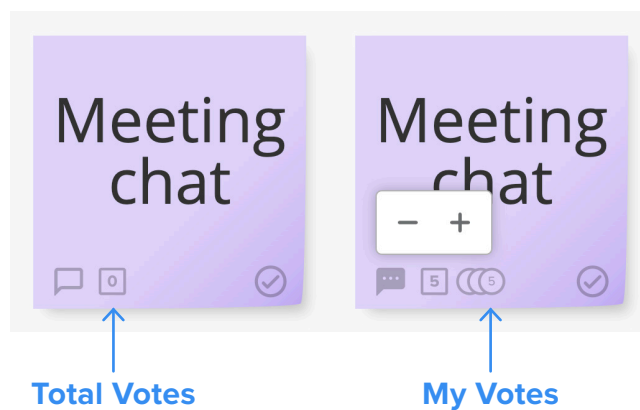


## Voting on sticky notes

Each participant in your Storm is assigned **10 votes** by default. The number can be changed by the Admin anytime in the *Storm Settings* window.

To add your vote, **click on the number** beside the speech bubble at the bottom of the sticky note, then **click on the plus sign** and add the number of votes you want to give the idea.

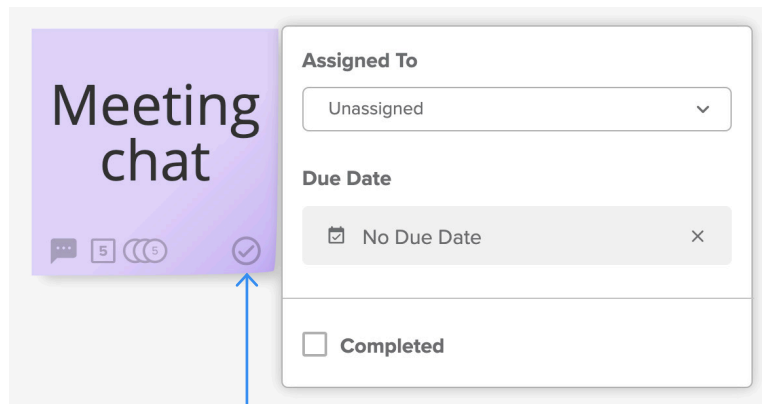
Read [How do I vote on sticky notes?](#) for more information.



## Assigning tasks

Assigning sticky notes lets every participant in your Storm know who is responsible for different tasks or content.

Read [How do I assign ideas/sticky notes?](#) to learn how.



Assign a Task

## Inviting people to collaborate with you

To invite people to participate in your meeting click the **Invite Users button** on the lower menu. This will open a window where you can either enter the email addresses of the invitees or copy the share link to send via another method.

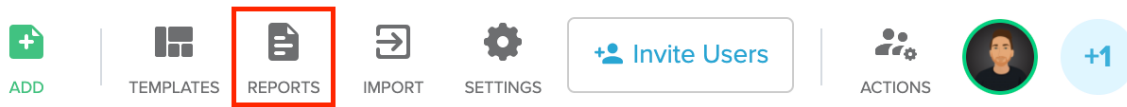
Read [How do I invite people to a Storm?](#) for step-by-step instructions.



## Creating reports to use as meeting minutes

You can create different reports with just the click of a button to be used as meeting minutes, presentations, to keep track of assigned tasks, as reports, and more.

Read [How do I export/create reports?](#) to find out how.



**Do you have a question that  
isn't answered here?**

Head on over to the [Help section](#) of our website and either browse through the articles or type some keywords into the search bar at the top of the page.





**Stormboard**