FFA Meetings Management System

FFA Meetings Editor

User Manual

Prepared On: 10-Oct-2025

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Introduction

The FFA Meetings portal is an improved online meeting management portal to assist with various aspects of regular and inter-sessional meetings such as:

- publishing meeting dates and information
- managing registrations and recording attendance
- publishing meeting agenda and documents

Meeting management portal will operate on the subdomain meetings.ffa.int.

The Meeting Portal provides efficiency improvement in the area of meeting management, document security and registration management. The upgraded portal also aims to delegate these processes such that individual delegates can register themselves for meetings, or it can be done by their respective party administrators. When general delegates register themselves, the party administrators or FFA meetings editors will be required to approve meeting registrations.

This system also provides the ability to manage meetings and meeting documents specifically for South Pacific Group (SPG). It can be catered for within the broader FFA meeting management portal, with an additional option for meetings to be designated as SPG-only.
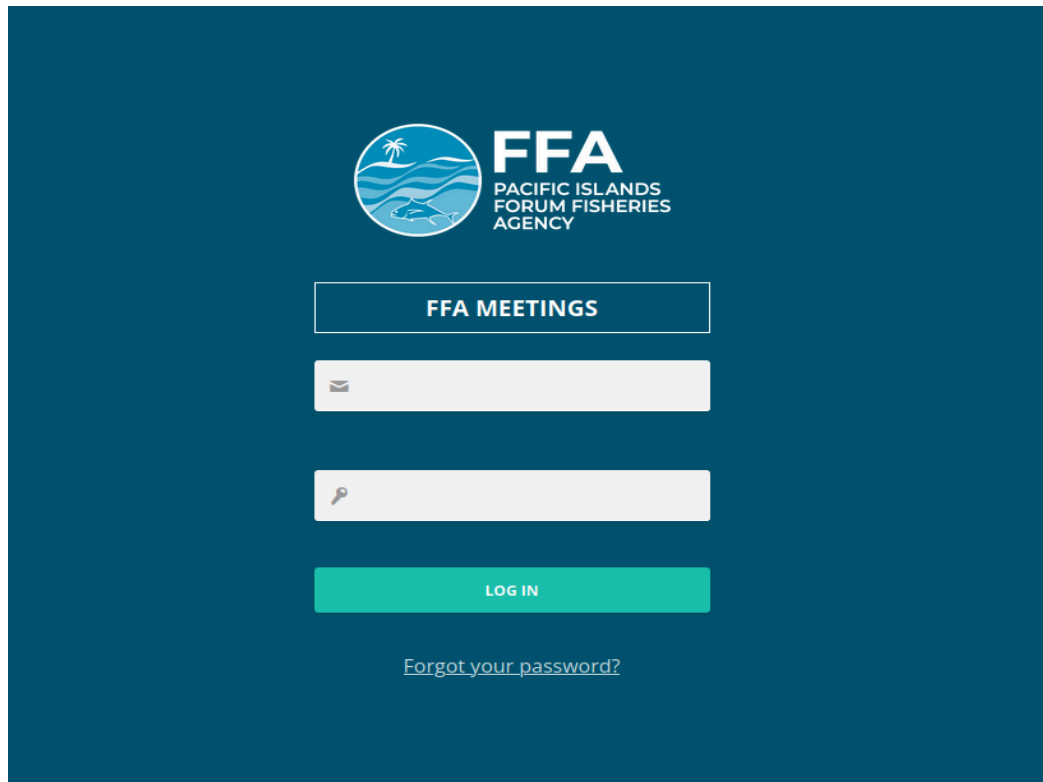
In this user manual as a FFA Meetings Editor you will learn the following:
- User Roles
- Manage Meetings
- Manage Meeting Agenda Items and Meeting Folders
- Manage Meeting Announcements
- Meeting Registration Management
- Manage Attendees and User Subscriptions
- User management
- Zoom Authentication and Registrations
- Search functionality

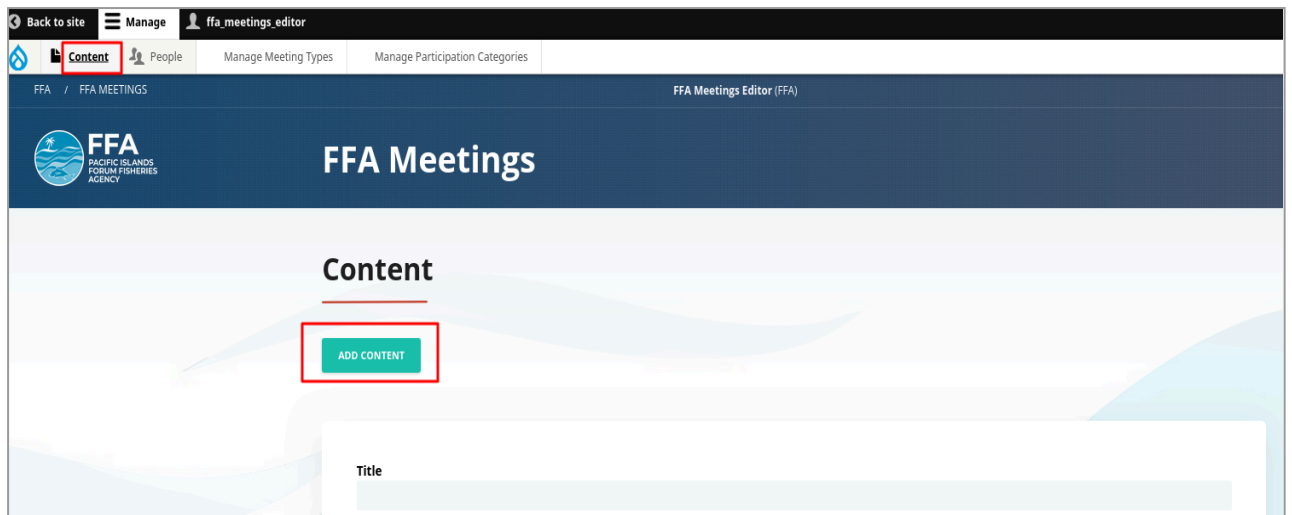# Logging in and getting to know the Meetings Portal

To log in:

1. Go to https://meetings.ffa.int/user/login
2. Enter your username and password and click on the 'LOG IN' button

All Content Page

The content page will show all published and unpublished content. Only the FFA Meetings Editor has access to view the content page. This page can be viewed by navigating to the "Content" link in the main admin menu.

Any new content such as meeting, party can be added using the "Add content" button from this page. The meeting related items such as meeting document, meeting registration, announcement should be created in-context using the meeting view page. Creating meeting related items from the meeting page will use the in-build functionality of pre-population of data for meeting related content.

Managing Meetings

FFA Meetings Editor users can add, view, and edit meetings. This section explains how to add and edit a meeting, as well as how to manage meeting visibility using the visibility controls.

Add Meeting

FFA Staff with the Meeting Editor role will have the ability to create / edit meeting content by completing the form below.

To add additional meeting types, visit the 'Manage Meeting Types' page. Any newly added types will then appear in the meetings types dropdown list on the meeting add / edit form. Only published meeting types will be available for selection.

Meeting Visibility Controls

Visibility of individual meetings can be controlled based on the meeting "Visibility" field, which will have the following three options.

Public

- Meeting details, schedule and agenda will be available to the public. Meeting documents. Schedule and agenda will be publicly available unless specified otherwise per document.

Restricted

- Meeting details will be available to the public.
- Schedule, agenda and meeting documents will be available to approved registrants only.

Restricted - SPG Only

- Meeting details will be available to the public.
- Schedule, agenda and meeting documents will be available to approved registrants only.
- Registrations will be restricted to SPG Member parties only.

Private

- The meeting will not be listed for the public.
- FFA Meeting Editor or Party Admin will need to create approved meeting registrations to provide access to users.
- Users will need to be authenticated to register.

Meeting editors can customise 'Participation Category' like Chair, Head of Delegation, Observer Participant, Participant in Party Delegation, Secretariat etc., while creating a meeting. The added participation categories will be available when users create new registrations for this meeting. If no category customisation is required for meeting registration, you may wish to leave this field empty and default participation categories will be used.

The Meetings Editor can also manage the default participation categories list via navigating to "Manage Participation Categories" from the main admin menu.

Edit Meeting

The newly created meeting will be shown in the 'Upcoming Meetings' page of the portal if the meeting ends today or in the future. Recent meetings will display all meetings held within the past six months.
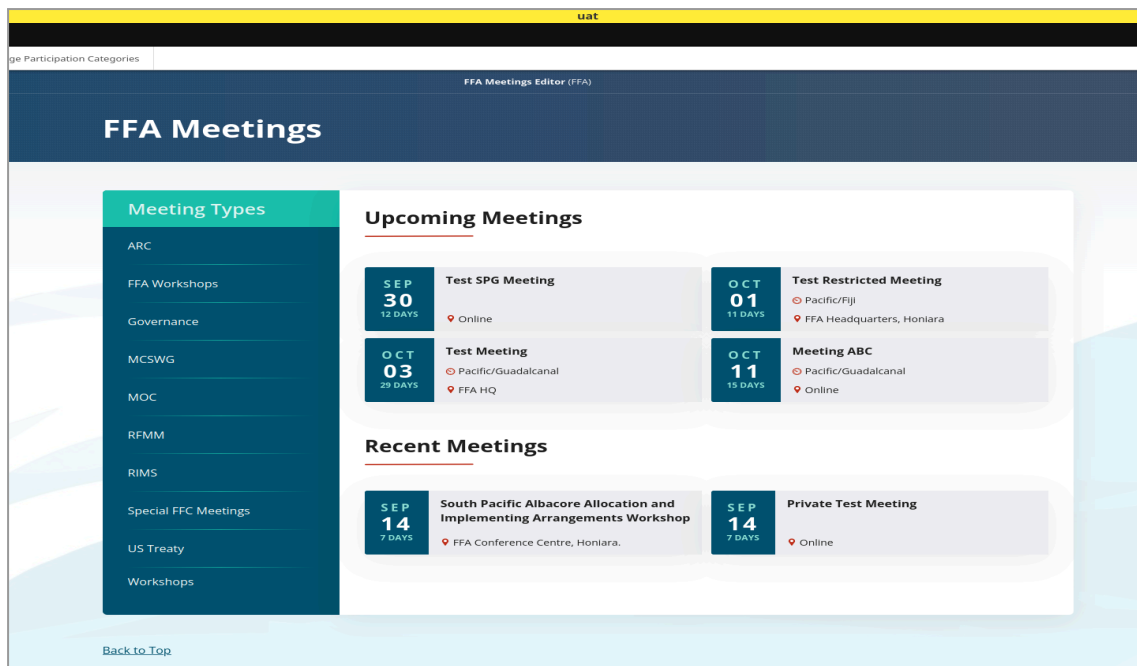
Click on the meeting and click 'Edit' menu to edit contents of the meeting and Save.
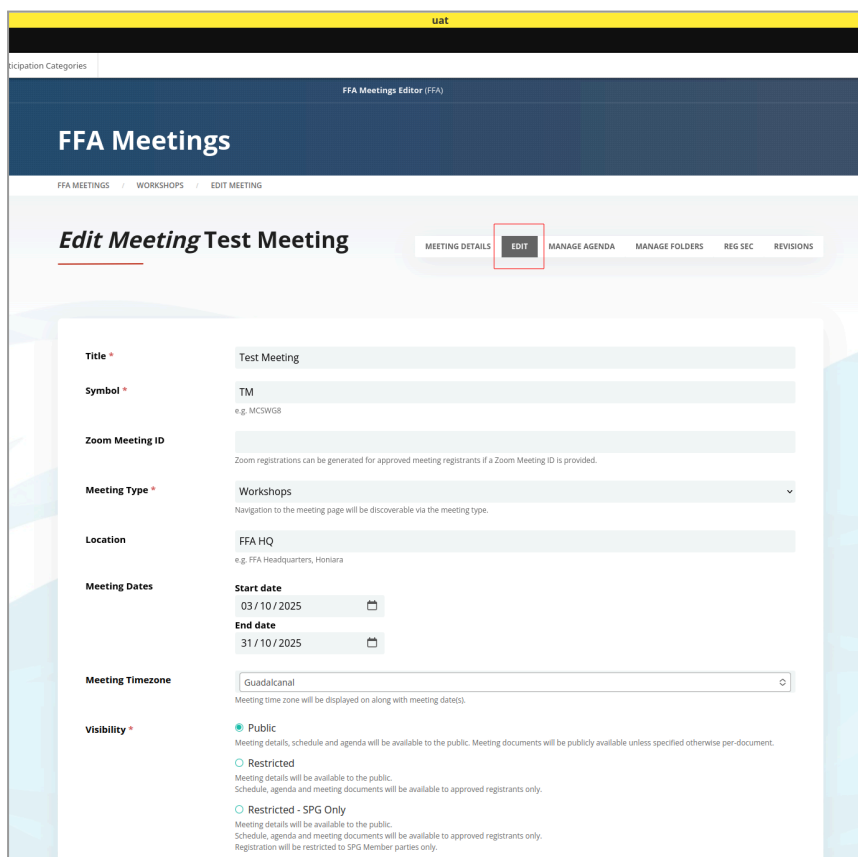
Manage Meeting Agenda and Meetings Folder

Meeting Editor users will be able to populate agenda items and different documents can be added to agenda items..

An agenda item can be as simple as a title, or can also have annotations added.

Manage Meeting Agenda

A Meeting Editor can add Agenda to the Meeting in the 'Manage Agenda' page of the meeting.

Add Agenda item title (do not include agenda number) and click on 'Save' to add agenda to the list.

Agenda items can be managed as a list with a hierarchy. Agenda item numbering (1, 1.1, 1.1.1 etc) will be automatic and the Meeting Editor will be able to easily rearrange agenda items with a drag and drop interface.

After you set up the Hierarchy for the agenda items created, click on the 'Save' button to view the appropriate item numbering and hierarchy.

An agenda can be marked as 'Active' by clicking the 'Flag as Active' link on the 'Manage Agenda' page, which will be reflected on the Meeting details page Agenda tab. There can only be one active agenda item per meeting. To remove the 'Active' flag from the agenda item simply navigate to the Manage Agenda page and click "Remove active flag" corresponding to the agenda item.

You can add annotations by clicking the Edit button next to the agenda item. Delete operation can also be performed here.

Agenda items added to the meeting will be displayed on the Meeting Page, organized with hierarchy and item numbering.

The Full Annotated Agenda can be viewed by clicking on 'View Full Annotated Agenda' link in the Meeting page. The full annotated version will also be print-friendly.

Manage Meetings Folder

After creating a meeting, a folder structure to hold the meeting documents needs to be set up so that meeting documents can be listed by appropriate document type categories such as background papers, working papers, meeting information, reports etc. Meeting documents can be added to a designated folder upon creation. You can create as many folders as needed via the 'Manage Folders' menu, which will get populated in the 'Folder' dropdown when creating new documents.

A meeting folder can be promoted to the top of the meeting page. To promote a folder click on the edit option corresponding to the meeting folder name and tick 'Promote this Folder" checkbox from edit form. The promoted folder will be visible under the meeting details. The promoted folder will only be visible if it has at least one document added to it.

Add / Edit Meeting Documents

Meeting Documents can be added to meetings by FFA Secretariat Meeting Editor users.

A single meeting document can be categorised beneath multiple folders + agenda items and even within multiple meetings.

When creating a meeting document record, three access control options will be available.

Level 0 - Public

- Anyone can view the meeting document, even without logging in.

- This option will only be available if the visibility of the meeting itself is set to '**Public**'.

Level 1 - All meeting participants
- To view the meeting document a user must be logged in and must have an approved registration for the meeting.

Level 2 - Highly secure
- Only users specifically authorised to view highly secure (Level 2 access) documents for the specific meeting will be able to view the document. The level 2 access can be provided to users via their meeting registrations.

FFA Staff with the Meeting Editor role will have the ability to create meeting documents by completing the form below. You can add multiple documents to a meeting as required.

To create a meeting document navigate to the meeting and click "Add Meeting Document" from the meeting details page. Meeting documents can also be added from agenda item pages.

Note that one meeting document may be added within multiple folders and/or multiple agenda items. A single meeting document can even be associated with multiple different meetings.

Create Meeting Document

Title *

Authors

Folder(s)

Folder(s)

Meeting

South Pacific Albacore Allocation and Implementing Arrangements Workshop ⇕

Folder

Working Papers ⌄

☐ Summary Report

A quick link to the document will be shown on the meeting page under "Download Summary Report".

Agenda

- None - ⌄

REMOVE

ADD ANOTHER ITEM

Affiliations

Files

⌄ Files

One or more files attached to this document. You should only add multiple files here if they are the same document in different formats. i.e. a PDF version and a Word version.

Add a new file

Browse... No files selected.

Unlimited number of files can be uploaded to this field.
32 MB limit.
Allowed types: txt pdf doc docx ppt pptx ppsx xls xlsx xlsb zip csv.

Symbol *

Date of Issue

dd / mm / yyyy 📅

Notes

Any additional notes about this document can be added here.

Weight

⇕

Weighting values control the ordering of documents. Higher weights sink lower on the listing.

Access Level *

◉ Level 0 - Public

All users can view the meeting document.

○ Level 1 - All meeting participants

All users with approved registrations for the related meeting can view the meeting document.

○ Level 2 - Highly secure

Only users who have specifically been granted access by the secretariat to highly secure documents for the specific meeting can view the meeting document.

Revision information

No revision

Revision log message

Briefly describe the changes you have made.

☑ Published

Notification

☐ Notify

Check this option to send notification emails when this document is saved.

SAVE

When viewing a meeting document, the page will show the document details as well as a download link to the document and a display of the document embedded within the webpage itself.

Note that the embedded display is a feature only supported for PDF documents.

Listing Meeting Documents

Meeting documents will be listed in three formats.

Documents by Agenda

Lists meeting documents grouped by their agenda items. If a document is associated with more than one agenda item then it will be listed within each of those agenda items.

All Documents

All documents will be listed, sorted by the symbol value.
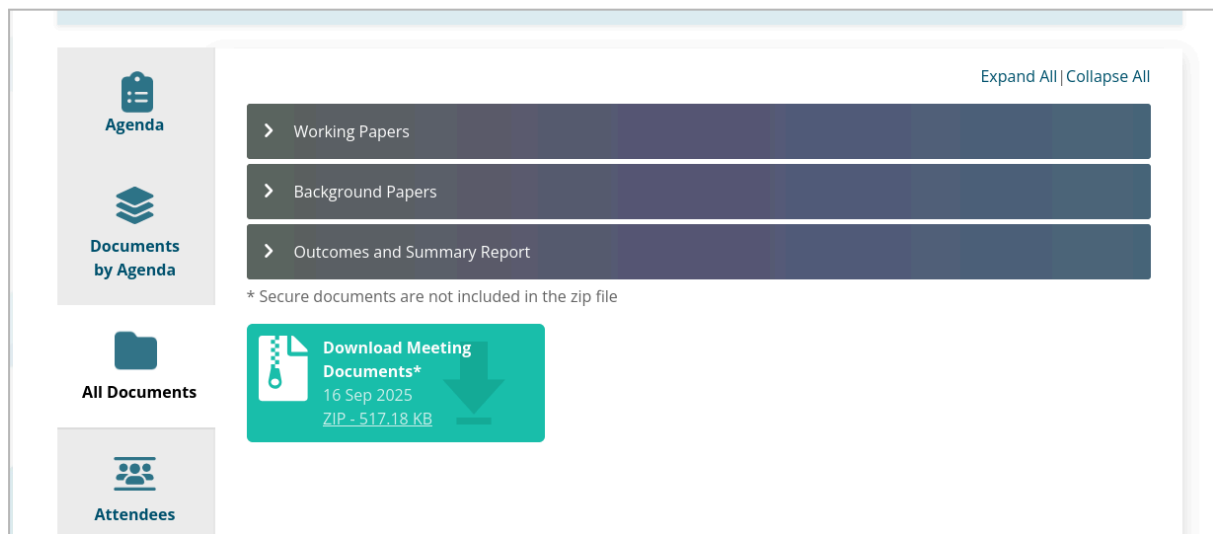
Promoted Folder

If a meeting document is added to a promoted folder, it will be listed at the top of the meeting page beneath the folder name. In the screenshot below, "Outcomes and Summary Report" is a promoted folder.

A Meetings Editor can edit a meeting document by selecting the document and clicking the Edit button.

Manage Meeting Announcements

A Meeting Editor user can create meeting announcements and display them in the meeting's Activity Feed.

Add Meeting Announcement

Create a meeting announcement using the 'Create Announcement' link found in the 'Activity Feed' menu. When creating announcements meeting editor users will be able to optionally specify

- An expiry date when the announcement will be de-listed.
- To pin the announcement to the top of the activity feed tab list.
- Whether or not to automatically send email notifications to the approved meeting registrants.

Edit Meeting Announcement

A Meeting Announcement can be edited using the 'edit' button beneath the respective announcements in the 'Activity Feed' page.
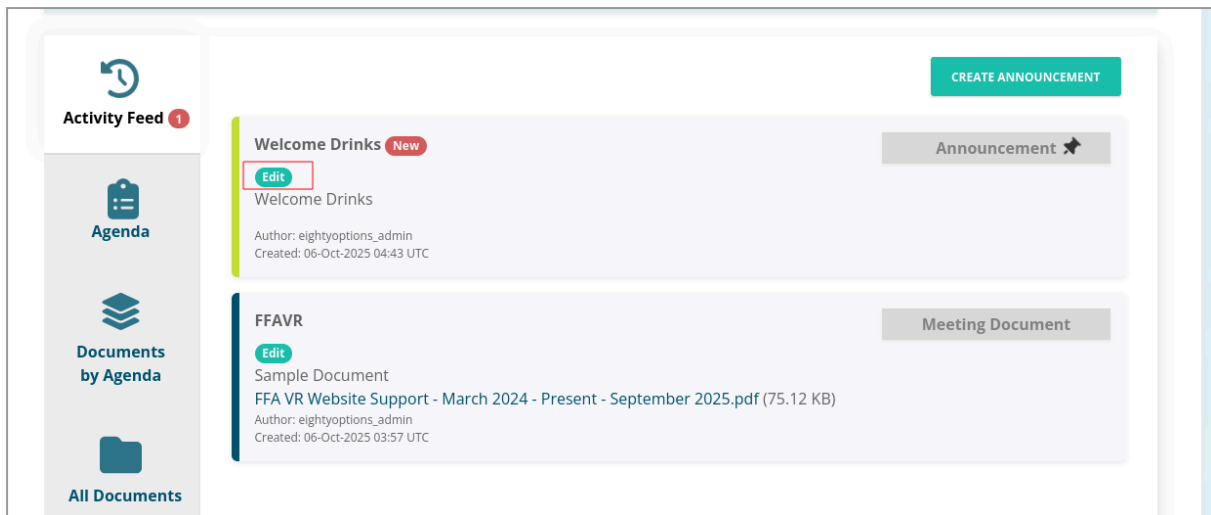
Activity Feed

The activity feed tab on a meeting page will be available only to approved meeting registrants. The activity feed is available for any current or future meetings.

This tab will list meeting document updates and announcements created by FFA Secretariat Meeting Editor Users.

The tab will indicate if there are 'New' announcements or documents that the user has not already viewed by the user.

Meeting Registration Management

The FFA meeting server allows both unauthenticated and authenticated users to register for meetings.

All registrations are required to be approved by either the FFA Meetings Editor user or by a Party Admin user. The approval process will also allow a FFA Meetings Editor or Party Admin to reject a registration. Following confirmation, this will delete the registration. Approved Party registrations are linked to user accounts and these users will be able to login to the meeting portal.

A 'Register Now' link will be available on the meeting page as long as the meeting's end date is in the future.
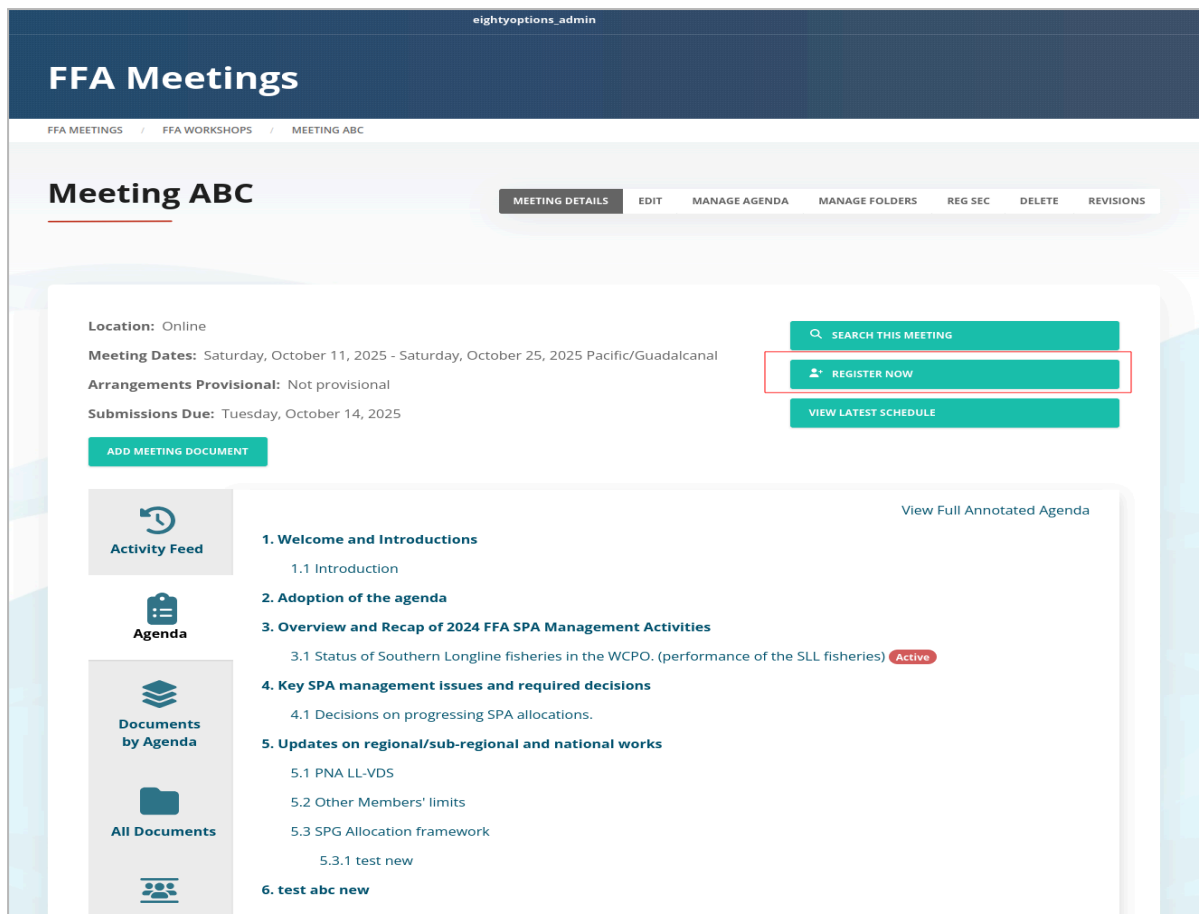
Anonymous (un-authenticated) Registration:

Users can register for meetings up until the end date of the meeting. Registration does not require the user to authenticate first if meeting visibility is not set to Private. The registration needs to be approved before the user can view meeting related content for any non-public meeting.

When meeting registration exists for an email without an existing account, a FFA Meetings Editor will need to create a user account for that user before the registration can be approved. Further details are provided in the "User Management" section.

Authenticated Meeting Registration

When authenticated users register for a meeting the process varies from the anonymous workflow in the following ways.

- The meeting registration details are pre-filled with the user account data.

- The Party selection is pre-populated and cannot be changed.

Meeting Registrations as Party Admin

If the logged in user is a party admin then on the registration form they can select any active user from their own party to complete a registration on their behalf. Party admin users can also save a registration directly as Approved without requiring the Pending status first.

If a registration for the same meeting and same user already exists then the registration will be rejected.

Meeting Registrations as FFA Meetings Editor

If the logged in user is a FFA Meetings Editor user then on the registration form they can select any party and then choose any active user from the selected party to complete a registration on their behalf. A Meetings Editor user can pre-populate the party membership and contact details by clicking the 'Populate Form Using Selected Account' button in the registration form.

If sub-events have been specified during the creation of the meeting, the registration form will allow registrants to also specify which sub-events they wish to attend.

During the meeting registration process meetings editor/users will also be able to control whether or not they permit their email address to be listed in attendance lists, and whether or not they wish to subscribe to notifications when meeting documents are added.

FFA Meetings Editor users can also save a registration directly as Approved without requiring the Pending status first.

FFA Meetings Editor users can also save a registration directly with the attendance status 'Confirmed'.

Once a user has been registered using the form above, a confirmation message and a summary of the meeting registration will be displayed. The user will be notified on the added email when the meeting registration is approved.

Bulk Meeting Registrations and Approval

A Meetings Editor user can also perform bulk registration and approval for users on a party by party basis via the 'Registrations' menu. The list of unregistered users is available under the 'Unregistered Users' link, where multiple users can be selected and registered in bulk by clicking the 'Register and Approve' button. Only users with an active account within the FFA meetings portal will be listed and can have meeting registrations created.
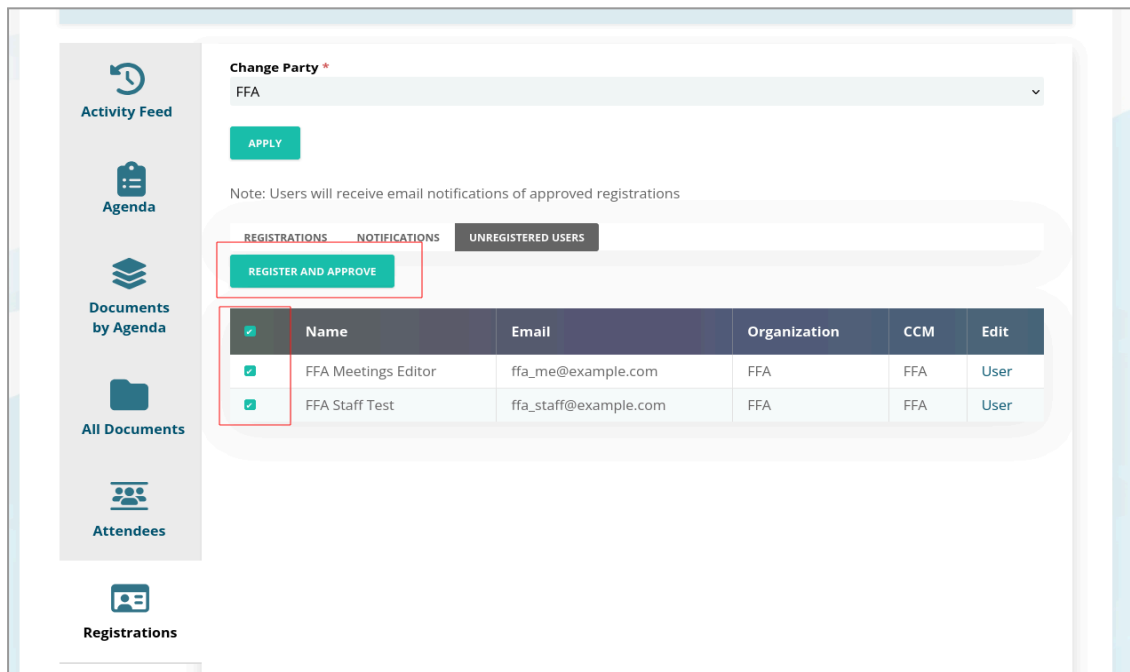
Approve Meeting Registration

Users with the Meetings Editor role and party admins will be able to manage and approve registrations. Party admins can only approve registrations for their own party whereas FFA Meetings Editors can approve registrations for any party. This can be done from the 'Registrations' menu where you will be able to view a list of registrations and to process registration approvals.

Bulk Approval

A Meetings Editor user can also perform bulk approval for users belonging to a party via the 'Registrations' menu. The list of registered users is available under the 'Registrations' menu, where multiple users can be selected and approved in bulk by clicking the 'Approve Selected' button.

Bulk Approval, Rejection and Document Access

Meeting pages feature a registrations tab "Reg Sec", which is accessible to FFA Meetings Editors users only and can be used to browse meeting registrations and perform the following operations:

- Confirm attendance (default)
- Confirm [sub-event] attendance (for each sub-event configured on the meeting)
- Approve registration
- Delete registration
- Grant / revoke Level 2 meeting document access.
- Generate zoom registrations
- Download a CSV of registrations based on filter criteria.

A Meetings Editor can bulk approve, reject, or manage Level 2 document access from this page by selecting multiple users and choosing the appropriate option from the 'Action' dropdown menu.

Meeting Attendees and User Subscription

Manage Attendance and Export Attendees List

FFA Meeting Editor can confirm user attendance to meetings via the 'Reg Sec' tab using bulk operations where many registrations can be selected and then processed as 'Confirm attended' in a single process.

Meeting pages feature a 'Meeting Attendees' tab, which is accessible to FFA Meetings Editor users and any user who has an approved meeting registration.

The meeting attendee list includes the name, organisation, email (optional based on checkbox on registration) of each approved meeting registrant.

Attendees are grouped and sorted according to the following order:
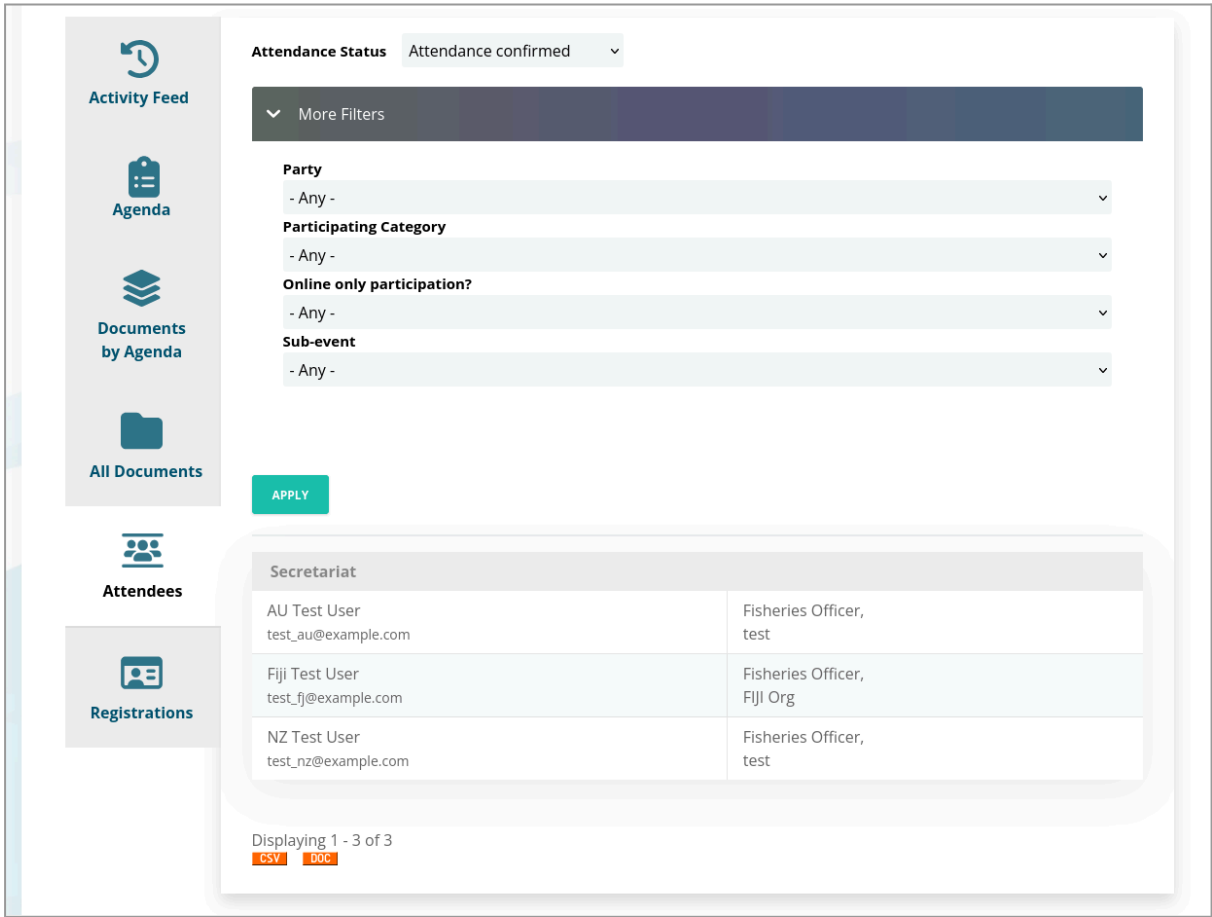
- Chair (special case at top of list),
- members

Email addresses are only included in the attendee list if 'Show email on meeting attendees list' has been ticked on the individual registration records.

The list is presented in tabular form with sort and filter options.

A column for "Attendance Status" indicates registrations are "confirmed" or "not confirmed", a filter is available to select between those statuses.

Attendance lists can also be exported to CSV or DOC format to facilitate adding that information to meeting reports etc.

Subscribe to Meeting Notifications

During the meeting registration process users will be able to control whether or not they wish to subscribe to email alerts when meeting documents or announcements are added.

Bulk User Subscriptions

For the approved registrations, FFA Meetings Editor will be able to control the email notification subscription status under the 'Notifications' menu on the Meetings details page.

Party Administrator users will also be able to control the email notification subscription status, only for their party delegates.

User Management

FFA meetings editor users can manage user accounts within the FFA meetings portal. This includes creating new users, assigning roles, and activating or blocking user accounts.

To manage users within the FFA Meetings Portal, navigate to the user management page by clicking "People" from the main admin menu.

User Roles

- **FFA Meetings Editor:** FFA Meetings Editor users have access to create, view and edit all meetings, manage user accounts and manage any meeting related operations. The business owners of the FFA Meetings Portal will have this role.
- **FFA Staff:** Any user with FFA staff role can view any meeting and meeting related content. They will be by-pass the meeting visibility and document access level controls.
- **Party Admin**: The party admin can manage user registrations such as create, approve or reject registration within their own party. Their permissions are limited to managing registration tasks within their own party's scope.
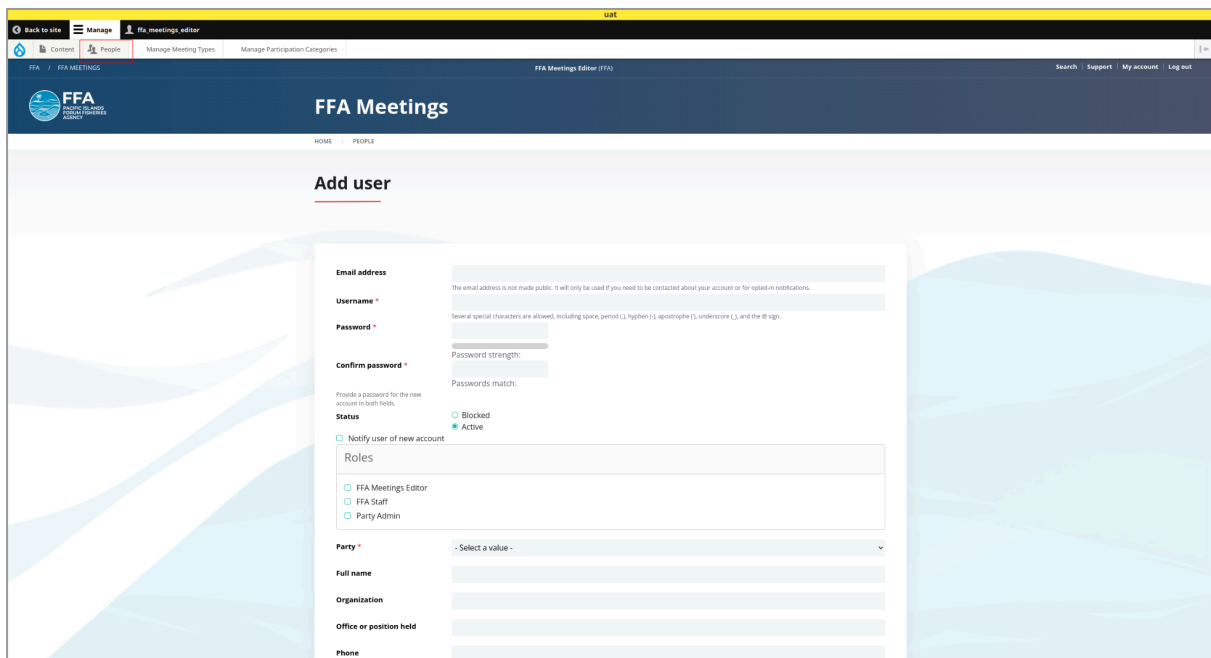
Create New User account:

A new user can be added to the system by completing the form on the 'Add User' page. The user can be notified upon account creation by selecting the 'Notify user of a new account' checkbox in the form.

Every new user must be associated with a party.

The FFA Meetings Editor can assign different roles such as FFA Meetings Editor, FFA Staff, Party Admin to users

After completing the form, click the 'Create New Account' button to create a new user account. The new user will now appear in the People list.

Every user who registers for a meeting must have an active account in the system.

Individual users can be edited by clicking the 'Edit' button next to the respective user.

Activating or Blocking a User:

To revoke system access to the user, you may block the user. The user account can be blocked by editing the user profile and setting status to blocked. The user with a blocked account will have anonymous level access to the system.

Similarly, change status to active to provide access to the system. Further access to meeting content is managed by meeting visibility and user registration per meeting.

People

ADD USER

Name or email contains

Status
- Any -

Role
- Any -

Party
- Any -

FILTER

Action
Block the selected user(s)

APPLY TO SELECTED ITEMS

☑	Full name	Username	Party	Status	Roles	Member for ▼	Last access	Operations
☑	CK User3	ck3_test	Cook Islands	Active		56 minutes 57 seconds	never	Edit
☑	CK User2	ck2	Cook Islands	Active		57 minutes 27 seconds	never	Edit

User Management in Bulk operations.

A Meeting Editor can perform various actions such as adding or removing user roles and blocking or unblocking existing users in bulk by multi-selecting users and choosing the appropriate option from the 'Action' dropdown menu.

Existing users can be filtered based on their status, role and party.

Zoom Authentication and Registrations

Integration of Zoom into the meeting registration system ensures that approved meeting registrants have personalised access links for Zoom meetings needing to manually register each user through the Zoom meeting dashboard. Thus the less secure use of generic Zoom meeting links can be avoided.

The workflow for integrating a meeting with Zoom is as follows:

1. Create a new Zoom meeting (on https://zoom.us)
2. Retrieve Zoom meeting ID, e.g: 1234567890

3. Go to https://meetings.ffa.int
4. Create or Edit a meeting
5. Insert the meeting ID 1234567890 into "Zoom Meeting ID" field

6. Save the meeting.
7. Go to REG SEC tab (https://meetings.ffa.int/node/xxx/registrations);
8. Click on Authenticate with Zoom

9. Login to Zoom using your credentials

10. Choose "Allow this app to use my shared access permissions", then Allow
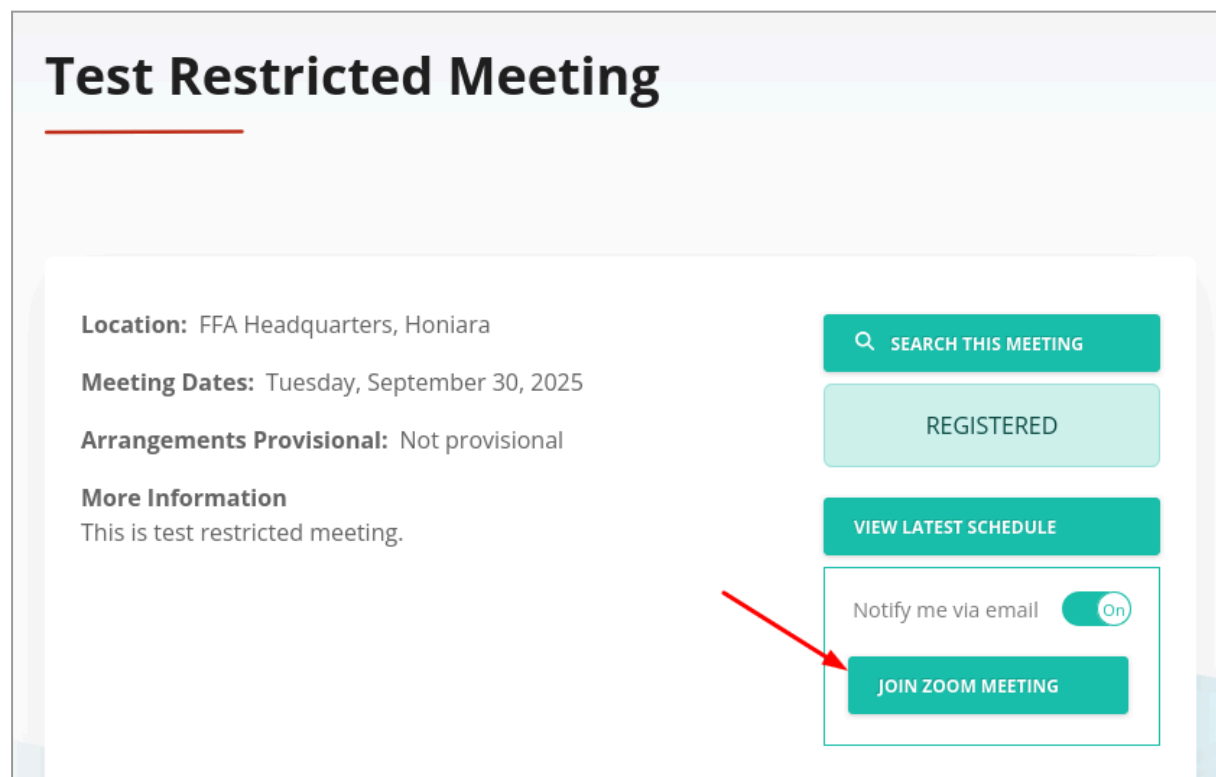
11. Zoom.us should redirect you to https://meetings.ffa.int Reg Sec tab, Authenticate with Zoom button will disappear as a session has been established. You will see the "Connected to Zoom" message.

12. Select one or multiple users to bulk-generate Zoom registration links for

13. Under Actions, select Generate zoom registrations, then click Apply to selected items

The website will auto create registrations and registration links per user.

Users will be able to access the Zoom meeting on the meeting home page.

Zoom Integration Initial Setup

If a new meeting server environment is setup or needs to be modified to connect to a new Zoom account, the following procedures will be required to perform the initial linkage between the meeting server and Zoom.

Build Zoom App

● Login to Zoom

- Go to App Marketplace
- Look for `Develop`, then select `Build App`
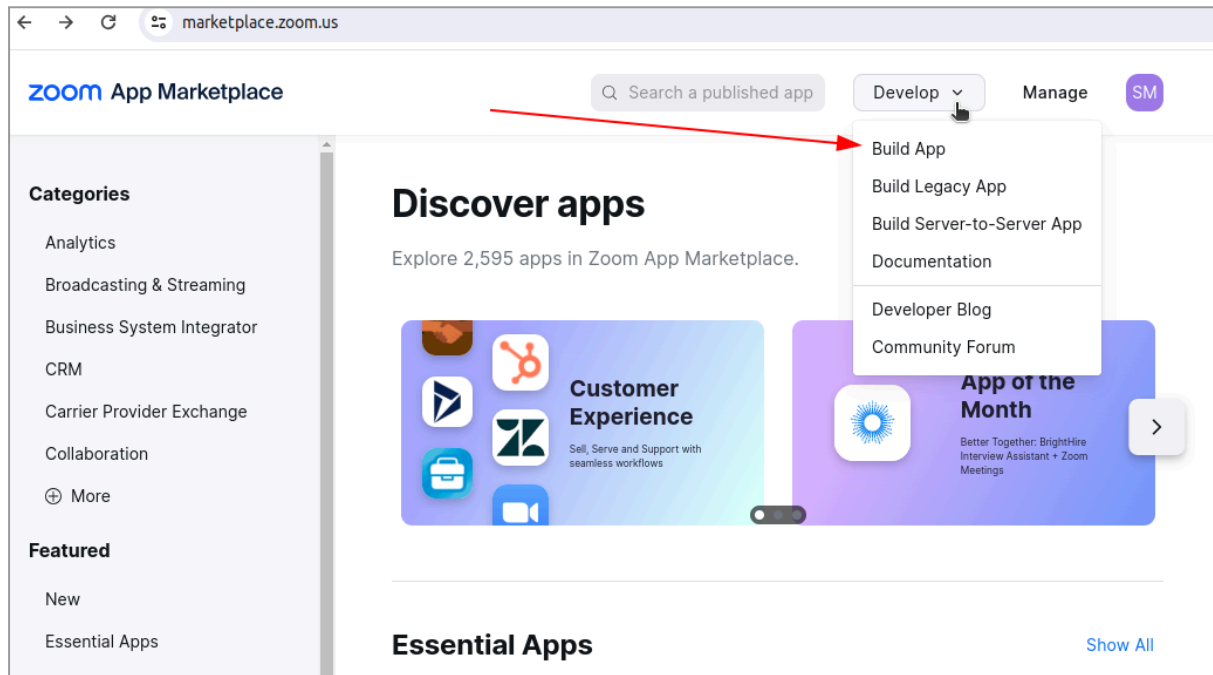
- Create a test app for UAT and staging. One official app for Production when ready to go live.
- Credentials (auto-generated)
  - Client ID: `F6R6GWW0SSqvdeNt_BpTqQ`
  - Client Secret: `1XjECC31KRc6r4SiUnhNKYHGtKAKljfS`
- Under OAuth Information
  - Provide redirect URLs (UAT can be added under development environment in a same app)
    - For uat: https://uat.ffa-meetings.eightyoptions.com.au/
    - For Prod: https://meetings.ffa.int
  - Allow list : add same urls
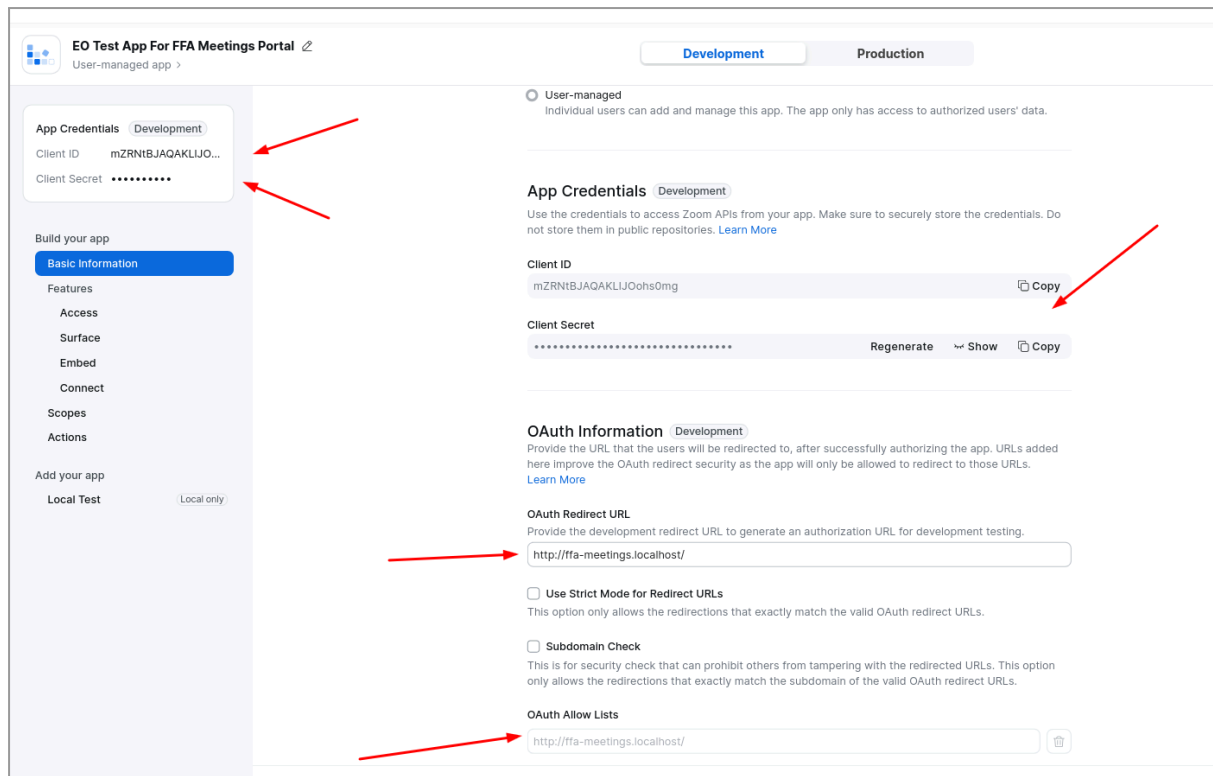
- Scopes
  - Each API end point has a scope, for example here we use `Add a meeting registrant` API end point, see Zoom Meeting API . The scopes for this API is `meeting:write:meeting meeting:write:registrant`
  - Make sure you add this scope to the Zoom app scopes.
- Created apps can be viewed from the "Manage" link from top navigation.
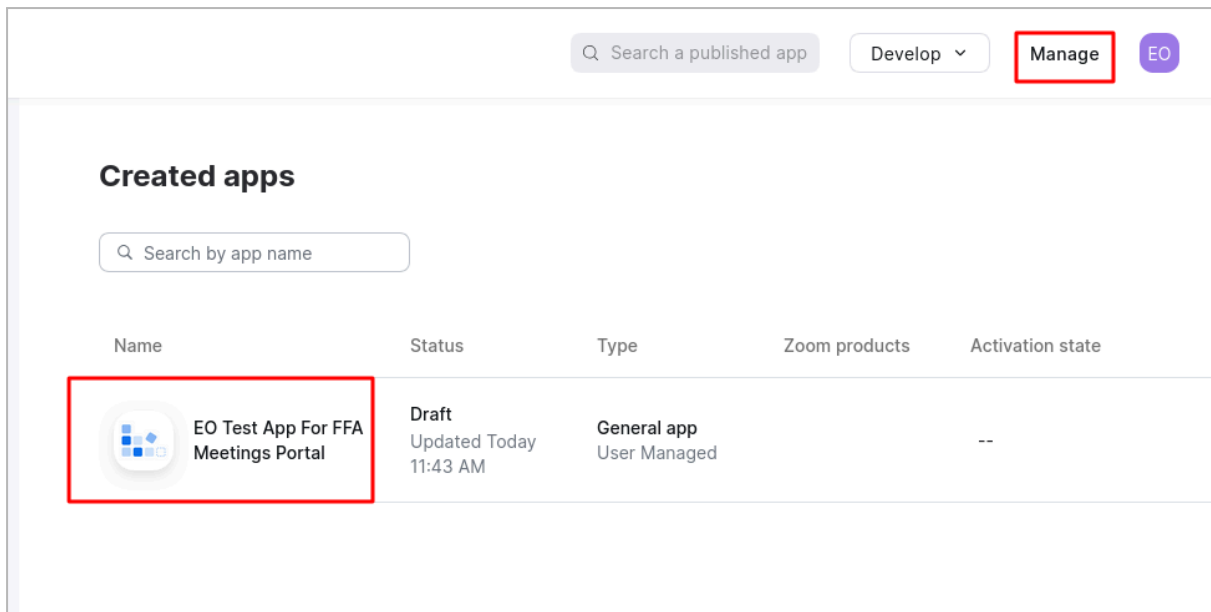
Search Functionality

Users can perform searches on the 'Search' page of the Meetings Portal. Users can also search within a meeting by clicking "Search this meeting" from the meeting details page. Searches can be filtered by Content Type, Meeting Type, and Meetings.

Additionally, a free-text search can be performed by entering keywords in the search bar at the top of the page. Different users will see different search results based on access to content within Meeting Portal. If users don't have access to view meeting content, it will not show in the search results.

FFA Meetings

HOME

Content Type

- ☐ Agenda Item (69)
- ☐ Meeting Document (14)

Meeting Type

- ☐ FFA Workshops (44)
- ☐ Special FFC Meetings (18)
- ☐ Workshops (14)
- ☐ Governance (7)

Meeting

- ☐ SPA8 (22)
- ☐ FFC136 (18)
- ☐ ABC (16)
- ☐ Test-SPG1 (8)
- ☐ restrict1 (7)

+ Show more

Keyword search...   SEARCH

Displaying 1 - 20 of 83

sub-item   Agenda Item
● ABC

Last Updated: 07-Oct-2025 08:51 Pacific/Guadalcanal

Sample Document   Meeting Document
● TM, SPA8

Agenda Item: 2.1 Chair person Introduction
Folder(s): Outcomes and Summary Report,Working Papers
FFA VR Website Support - March 2024 - Present - September 2025.pdf (75.12 KB)
Last Updated: 06-Oct-2025 15:09 Pacific/Guadalcanal

Overview and Recap of 2024 FFA SPA Management   Agenda Item
Activities
● SPA8

(DG/DFM/Facilitator - Ian Cartright)

SPA8 IP01 - Annotated Agenda

SPA8 - IP02 - Status of Southern Longline fishery - biological and economical

SPA8 - IP03 : Recap on 2024 meeting outcomes and outstanding issues. (Joyce)

Last Updated: 06-Oct-2025 14:44 Pacific/Guadalcanal

Welcome Drinks   Agenda Item
● TM

Add Annotations to the 'Welcome Drinks' agenda.

Last Updated: 03-Oct-2025 14:03 Pacific/Guadalcanal