Set Up Access to Meeting Hub

Last Modified on 27/10/2026 10:15 am AEST



This article covers how to set up access to Meeting Hub. The icon for Meeting Hub may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Meeting Hub is part of the StrataMax suite, and subsequently available to all clients. However, in order to gain access, users will need to be configured, and the *type* of access selected in ***Security Setup***. The user's login (e-mail address and password) would've most likely already been set up to log in and use StrataMax, but there is an additional step to complete if they are to be given access to Meeting Hub.

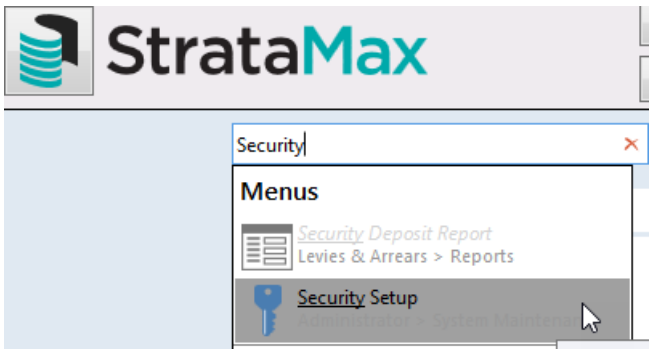
> Access to the ***Security Setup*** screen is restricted to StrataMax users with the appropriate permissions. Usually this would include users who are members of the built-in Administrators group.

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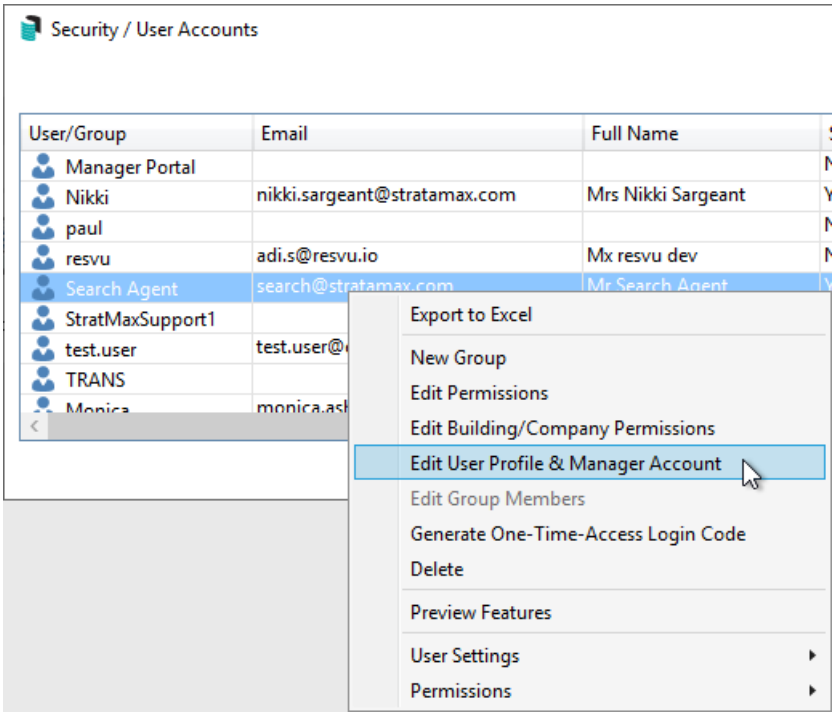
Meeting Hub Account | Security Setup

This section will step through setting up access to Meeting Hub for an existing StrataMax user.

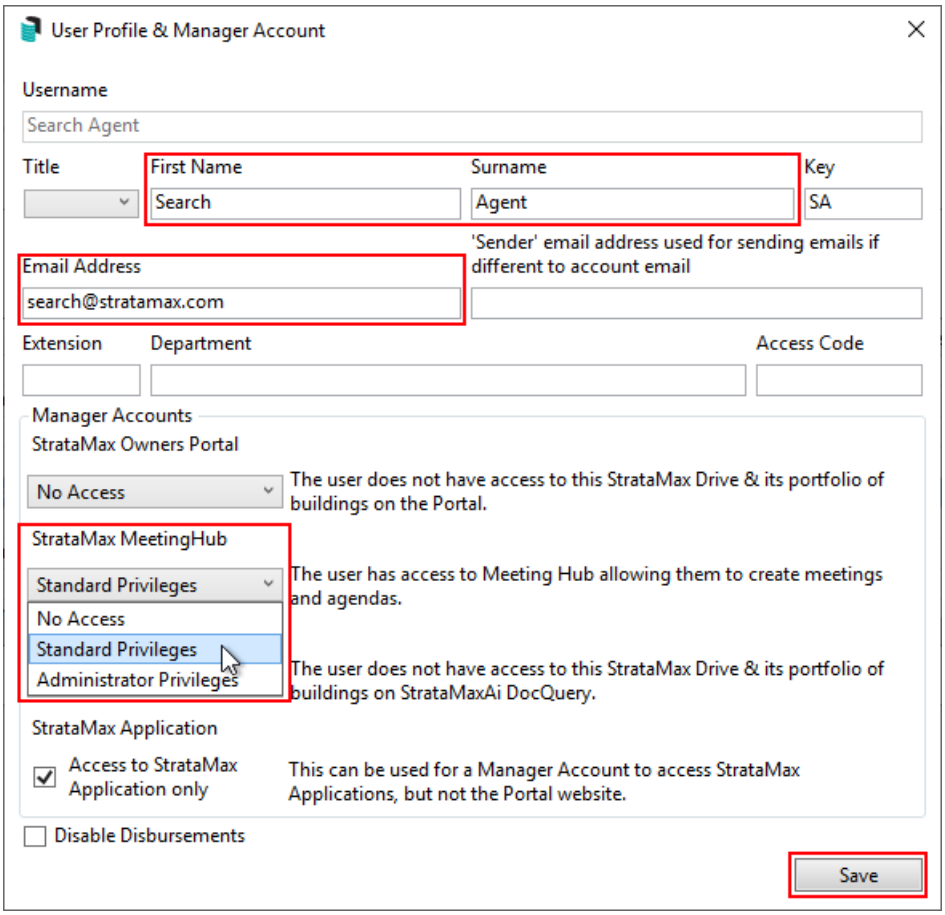
1. Search or select ***Security Setup***.



2. In the 'Security / User Accounts' window, locate the user in the list, right-click their entry, and select *Edit User Profile & Manager Account*



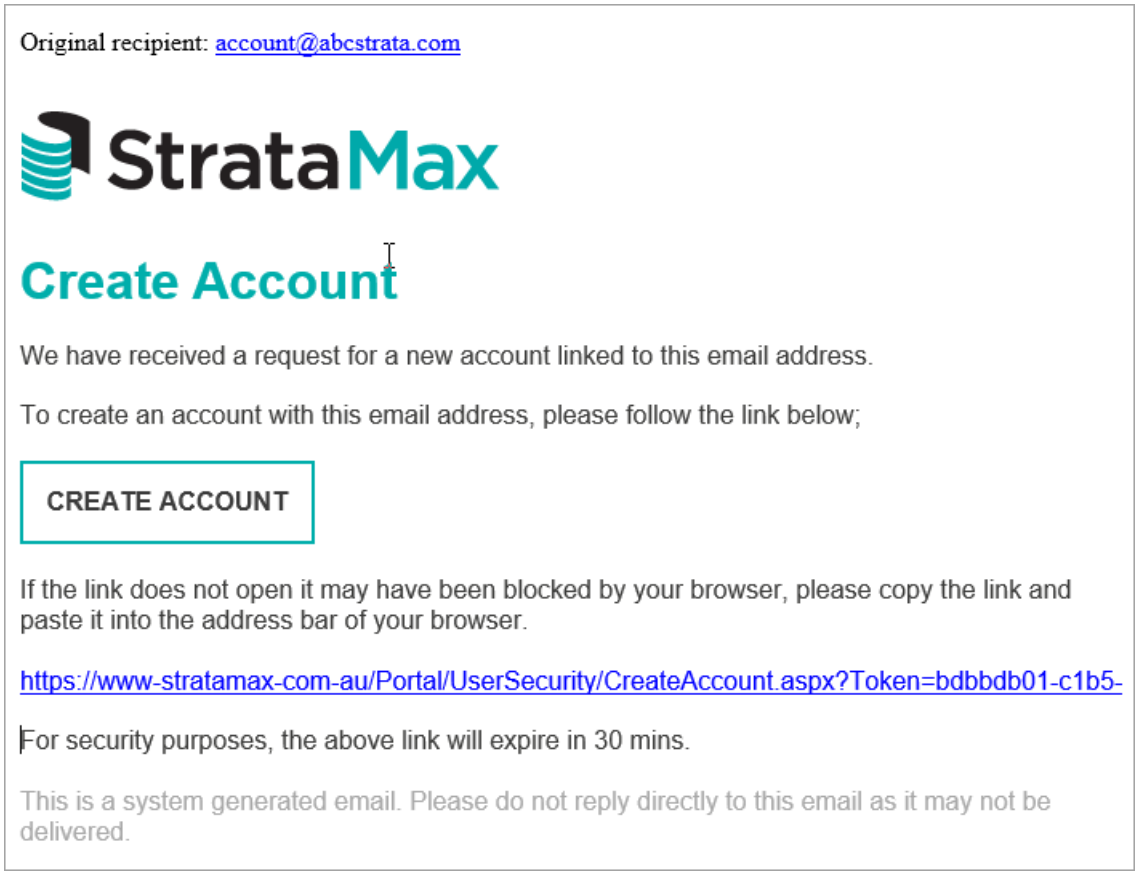
3. In the new window, if the fields are blank, populate the *First Name*, *Surname*, and *Email Address* fields.
    - The email address should match whichever address is wanted for the user's StrataMax login.



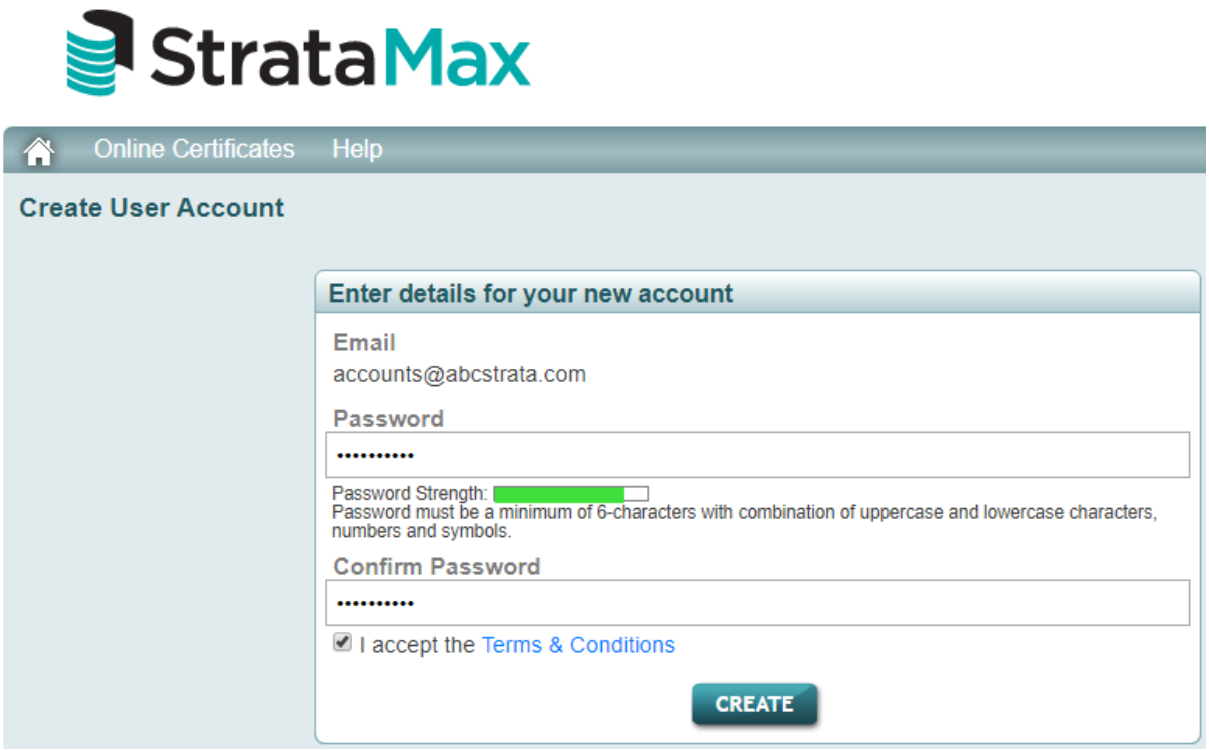
4. From the Meeting Hub drop-down menu, select the required level of access from the Manager Account:
    - **Standard Privileges** allows the user to create and manage meetings in Meeting Hub. The meeting may be created using pre-defined components such as standard agenda items, motions, and document templates for easy generation of the meeting notice and minutes. This would be the appropriate option for Returning Officers when required for specific meetings that contain secret votes/ballots for example.
    - **Administrator Privileges** will provide the same functionality as Standard Privileges, as well as the ability to create and manage re-usable meeting components.
5. Click the *Save* button and close the ***Security Setup*** menu.

> It is not necessary for a user to have Portal access in order to access the Meeting Hub. However, if Meeting Hub access is granted, a Portal account will be created, and technically the user will be able to log into the Portal, but it just won't be able to access any Portal features or functions.

6. If the user does **not** have an existing account, an email will be sent to create one. Click the **CREATE ACCOUNT** button.
    - If the user **does** have an existing Portal account, then the email will simply confirm that new access has been granted.



7. A browser window will open with the *Create User Account* page for the user to create a password and tick the *I accept the Terms & Conditions* box before clicking the *CREATE* button.



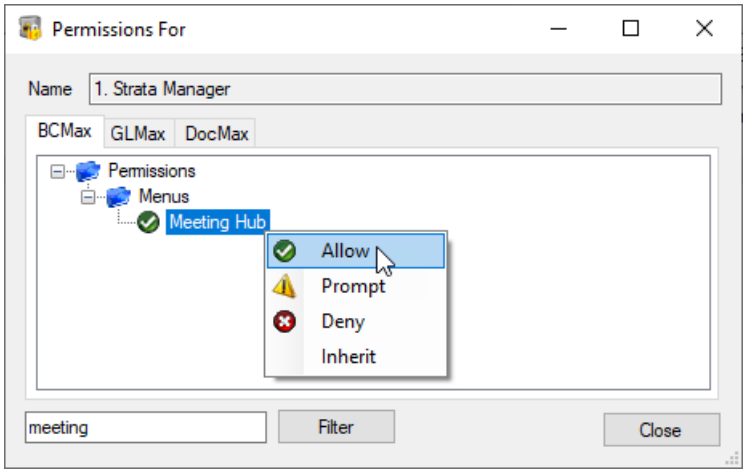
8. After clicking the *CREATE* button the user will be automatically logged into the Portal.

> If Portal access wasn't granted in the ***Security Setup*** menu in step 4, then the user won't have any Portal functionality.

9. Close the Portal browser tab or window, and then proceed to open Meeting Hub from within StrataMax.

Meeting Hub | Security Setup Permissions

In order launch Meeting Hub from with StrataMax, you need the 'Allow' permission on the 'Meeting Hub' menu icon. See Security Setup for more guidance on amending permissions.


Permissions For
Name
1. Strata Manager
BCMax
GLMax
DocMax
Permissions
Menus
Meeting Hub
Allow
Prompt
Deny
Inherit
meeting
Filter
Close