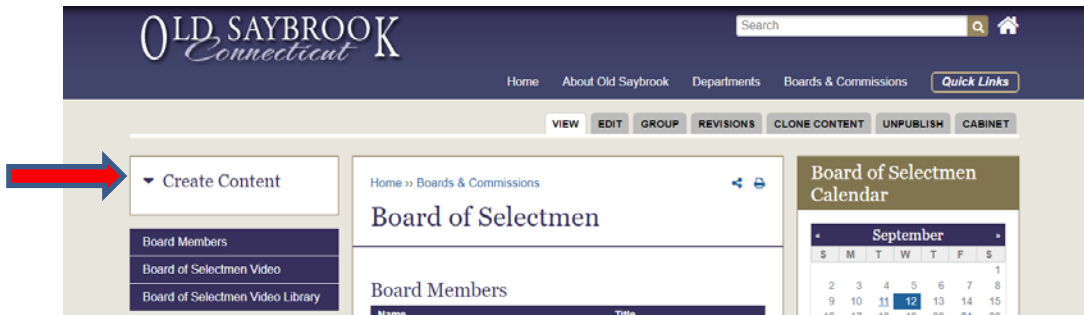# Posting Agendas and Meetings

Meeting Agendas and Minutes are entered through the *Create Content* control on the board or commission main web page.

Use the web site menus to navigate to your Board/Commission and you should see the editing view of the page. The *Create Content* control is on the left.


A *single click* on the triangle to the left of **Create Content** opens the complete action menu. Depending on the permissions assigned to your account you may see as little as 1 or as many as 14 possible actions.

The example at the right shows the full list of 14 items available to the site administrator.

Board/Commission clerks typically will see three items:

- Event
- Meeting Agenda
- Meeting Minutes
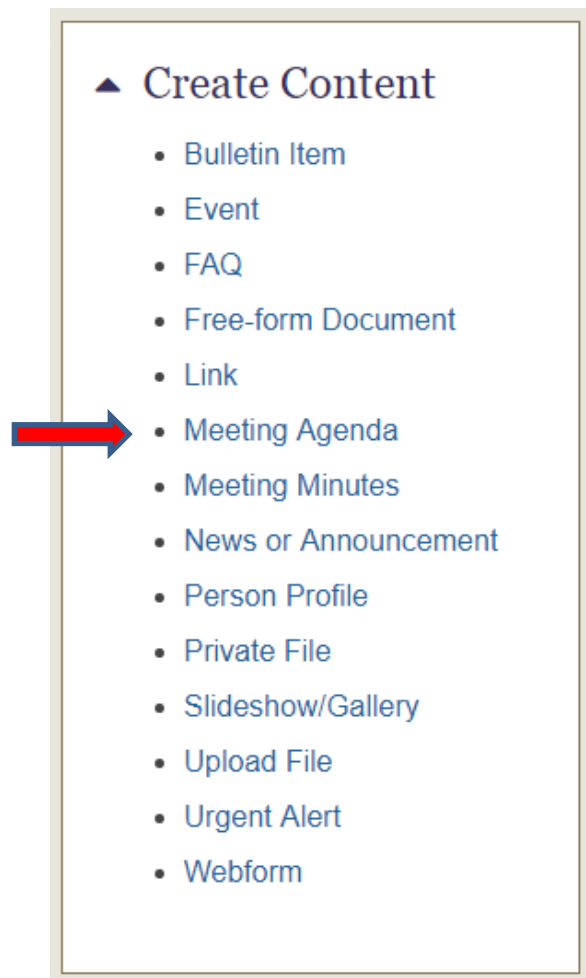
Click on the *Meeting Agenda* menu item to begin creating an agenda.

The Create Meeting Agenda form is shown below:

Enter a simple meeting **TITLE**, e.g. **Board of Selectmen Agenda**. For a Boards or Commissions with a long name use an abbreviation so that the title displays on a single line in the Agendas and Minutes Listing.

Enter the **DATE** and **TIME** of the meeting. These will display on the Agenda listing. Note that to change the time you must individually click on and update the hours, minutes and am/pm.

In **UPLOAD FILE** hit *Choose Files* to find and select a **PDF VERSION** of the meeting agenda.

In **RELATED EVENT** start typing the meeting name that is on the calendar**.** This will display any upcoming meetings. Select the meeting associated with this agenda. The agenda will automagically appear in the meeting item on the calendar.

Click the box next to "**Launch uploaded file without a description page**". This will cause the agenda to be immediately displayed in a new browser window when it is selected.

Open the "**E-Subscriber Notifications**" section in the left (grey) menu and click the box next to "**Send E-Subscriber notification for this update**". This will automatically send the agenda to the agenda subscriber mailing list.

Go to the top of the window and hit the "**Save and Close**" button. That's it!

Meetings are posted in very much the same way. The only difference is that with Minutes you do not have an option link Minutes to a meeting via the **RELATED EVENT** option since meeting calendar events disappear from most lists after the meetings have been held.