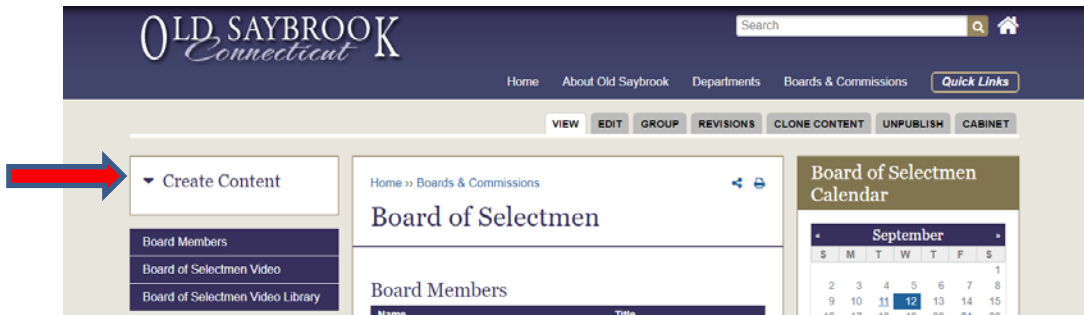


## Posting Agendas and Meetings

*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.

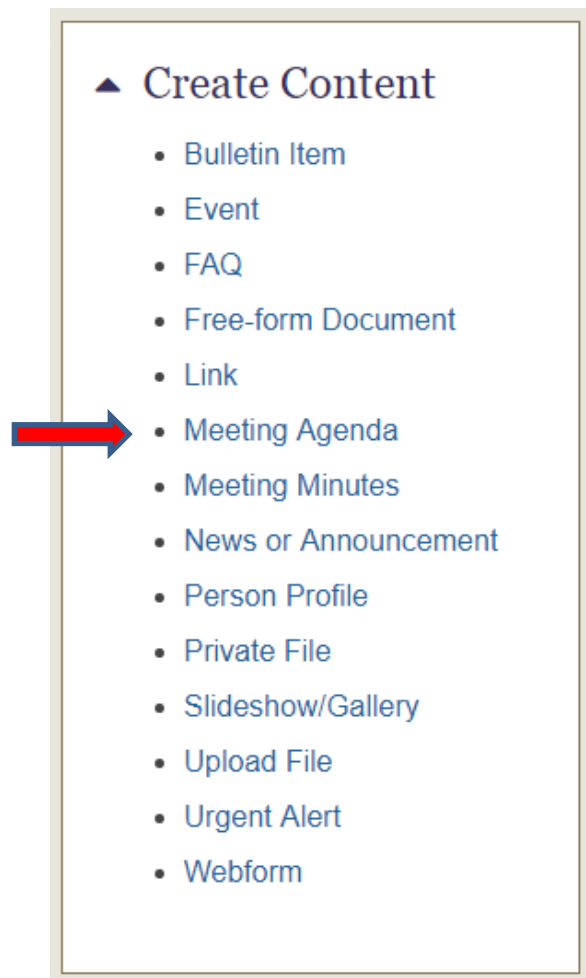


A *single click* on the triangle to the left of **Create Content** opens the complete action menu. Depending on the permissions assigned to your account you may see as little as 1 or as many as 14 possible actions.

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:

Home » Add content  
Create Meeting Agenda

Save and Close Cancel

**Meeting Agenda \***

Display options

E-Subscriber Notification

Groups \*

Review on

Navigation Settings

Revision information  
New revision

URL path settings  
Automatic alias

Scheduling options  
Not scheduled

Meta tags  
Using defaults

Publishing options  
Published

**Title \***

**Subtitle**

**DATE \***

**Date** **Time**

09/14/2018 06:05pm  
E.g., 09/12/2018 E.g., 06:05pm

**Related Event**

**UPLOAD FILE**

Add a new file

Choose Files No file chosen

Files must be less than 100 MB.  
Allowed file types: txt pdf doc docx ppt pptx xls xlsx.  
File automatically uploads when you hit Save & Close.

☐ Launch uploaded file without description page  
If this box is un-checked a description page will be displayed that allows you to paste in the meeting agenda. If the box is checked, clicking on the link for this page will go to the uploaded file directly.

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 automatically appear in the meeting item on the calendar.

**Related Event**

Board of Sel

Board of Selectman Meeting - Tue, 10/09/2018 - 15:30 Board of Selectmen

Board of Selectmen Meeting - Tue, 09/25/2018 - 19:00 Board of Selectmen

Board of Selectmen Meeting - Tue, 10/23/2018 - 19:00 Board of Selectmen

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.