

Posting Meetings and Events to the Calendar

Meetings and Other Calendar Items 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.

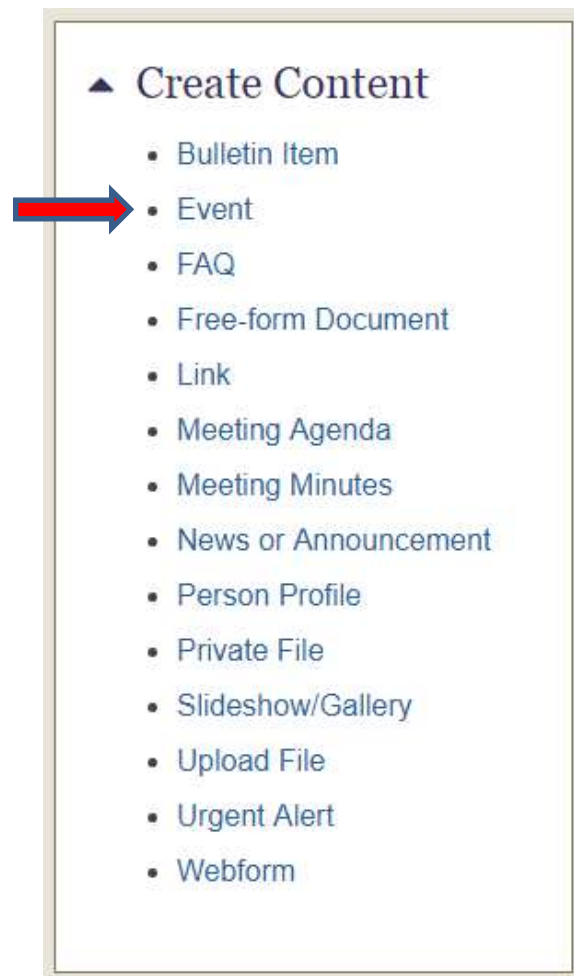


A *single click* on the triangle to the left of **Create Content** opens the complete action menu. Depending on the permissions assigned to your account you may see as little as 1 or as many as 14 possible actions.

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 *Event* menu item to begin creating a meeting.

The **Create Event** form is shown below:

Home > Add content
Create Event

Save and Close Cancel

Event *

Display options

Embed Video

Address

Groups *

File attachments

Navigation Settings

Revision information
New revision

URL path settings
Automatic alias

Scheduling options
Not scheduled

Meta tags
Using defaults

Publishing options
Published

Title *

Subtitle

Event type *

Public Meeting

EVENT DATE *

NOTE: If you need to edit a repeating event, please a) delete that individual event using 'Delete' then 'Delete Current' on the next screen and b) create a new individual event.

☐ All Day ☒ Show End Date

Date Time

09/13/2018 08:43pm

E.g., 09/13/2018 E.g., 08:43pm

to:

Date Time

09/13/2018 09:43pm

E.g., 09/13/2018 E.g., 08:43pm

☐ Repeat

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

Select **EVENT TYPE** of “Public Meeting”. Only Public Meetings are displayed on the main Town page.

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.

Uncheck “Show End Date” so the calendar only shows the meeting start time.

If this is a single calendar entry, hit “**Save and Close**” and the *entry is complete*.

If this is a **Repeating Meeting... read on!**

For repeating meetings check, the box next to “**Repeat**” at the bottom of the **Event Date** section. This will display the “Repeats” section.

The options presented are fairly self-explanatory.

If a Board / Commission meets twice a month, e.g. the 1st and 3rd Wednesday...
...create two repeating meetings.
One for the 1st Wednesday and one for the 3rd Wednesday.

Clicking “**Exclude Dates**” allows you to skip specific occurrences if they occur on holidays or the meetings are seasonal.

Repeats

Monthly

☒ On day 1 of

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun

☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

☒ On the First of

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun

☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

Stop repeating

☒ After # occurrences

Date

☒ On

E.g., 09/13/2018

☐ Exclude dates

☐ Include dates