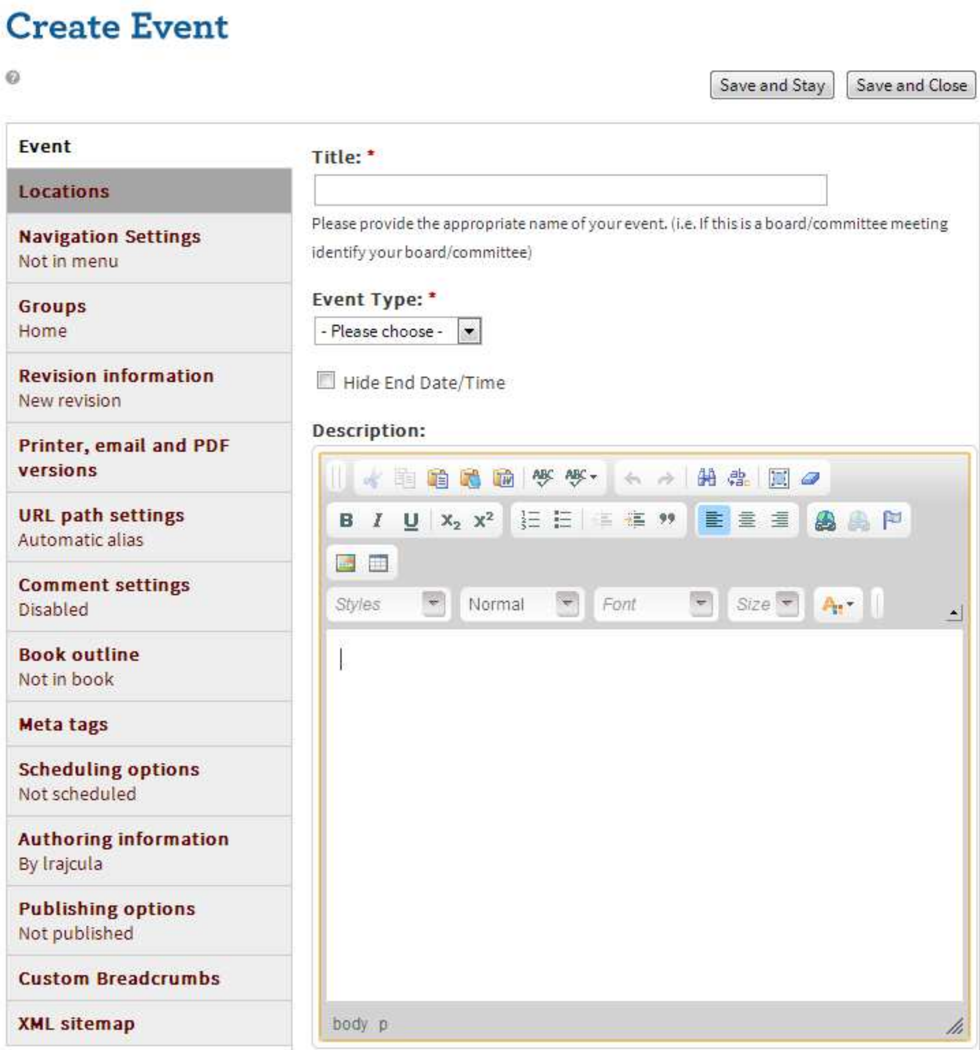
# 1) Create an Event for the Meeting - Help

## Template Help: Event

Creating an event will activate a calendar for your department as well as push the event to the calendar on the home page.

## General Event Information




The **Title** field is what will show up on the calendar itself. If this is a board/committee meeting, we recommend you identify the name of your board or committee.

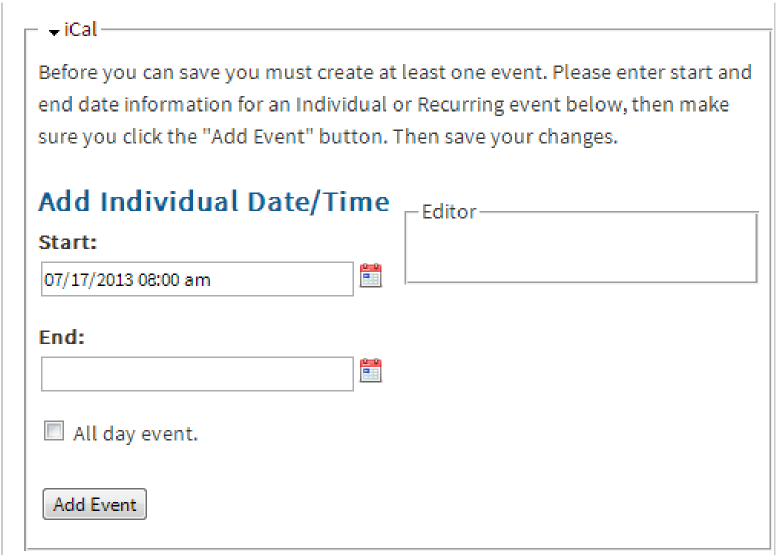
Choose the **Event Type** from the drop down list.

The **Hide End Date/Time** is useful for all-day events.

The **Description** field is a free form area for adding text that will display on the event's description page. This is where you would put all the information for your event. (**Note**: No need to post agendas here – the Create Meeting Agenda function allows you to automatically link the agenda to an event using the **Related Event** field).

## Create Event Dates

After setting up the basic date information, scroll down to the expandable area labeled **iCal.** This is where we **Add Individual Date/Time**.




### Add Individual Date/Time

In the **Start** section click on the mini calendar to set the date and time of your event. A pop-up calendar will display for you to select a date and you can use the sliders on the right to adjust the time.

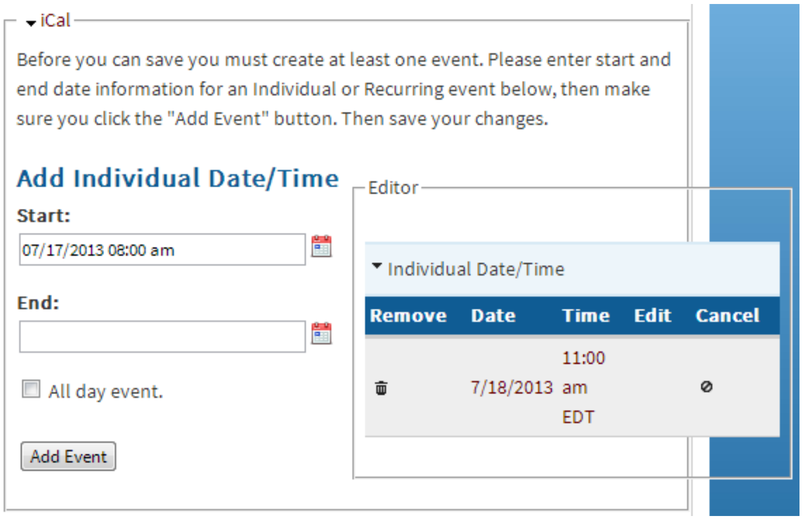
Follow the same steps to enter in the **End** date. **Be sure to click Add Event!** (if the event is successfully added, you will see a reciept of it in the Editor box)

Adding more than one date can be useful if you have multiple similar events that don't follow a specific repeating schedule. One example would be holidays when town offices are closed. You could create a new event with the title "Holiday – Town Offices Closed" and then put the start and end date for the first holiday and click the "Add Event" button. You can then continue adding individual dates for different holidays and then save the event.

**Note: The events are not created until you actually add and save the event.**

### Deleting Events

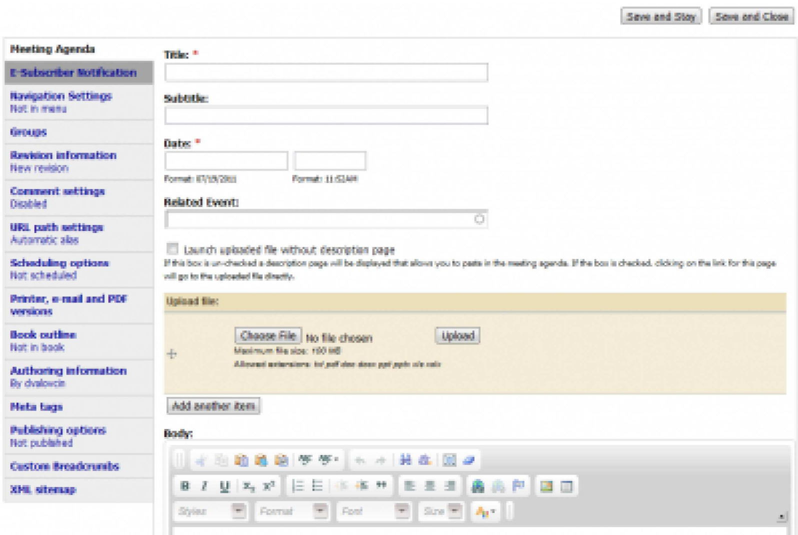
Deleting a single event can be done by clicking the trashcan in the Remove column.




To delete the entire event, use the Delete button at the top or bottom of the page (next to Save & Close)

## 2) Create a Meeting Agenda - Help

# Template Help: Meeting Agenda




Creating a Meeting Agenda is similar to creating Meeting Minutes. The **Title** will display in the listing of all Agendas for your department. The **Subtitle** field is optional.

In the **Date** field, put the date and time of the meeting.

There is an auto-complete field for a **Related Event.** If you start typing in the name of an event created on the calendar it will show you a list of potential matches. (**Note:** Your Event has to first be created before you can link your Agenda to it). Once you select an event this agenda will display on that event in the calendar. (**Note**: The more you type into the **Related Event** field the easier it is to find the correct event. It starts searching from the start of the event name so if your event is called "Selectmen Meeting" you would want to start typing "Selectmen" instead of "Meeting". We also recommend using descriptive names for your events so it is easier to find when creating agendas).

If you are uploading a PDF of your Meeting Agenda you can click the **Choose File** button and select the file you want to upload. If you check the box next to "*Launch uploaded file without description page*" clicking on the link for this agenda will take you right to the PDF file. If you leave the box unchecked the link will take you to a webpage that will display the links to the PDF documents. This can be useful if you have multiple PDFs or if you have any notes or other information you want people to see before opening the PDF. For Example you may want to paste in the agenda and upload a presentation or other information related to the upcoming meeting. **Note:** If you upload multiple files at once, <u>DO NOT</u> check the "*Launch uploaded file without description page*" box. If this box is checked, the link will only go directly to the **first** file in the uploaded file list.

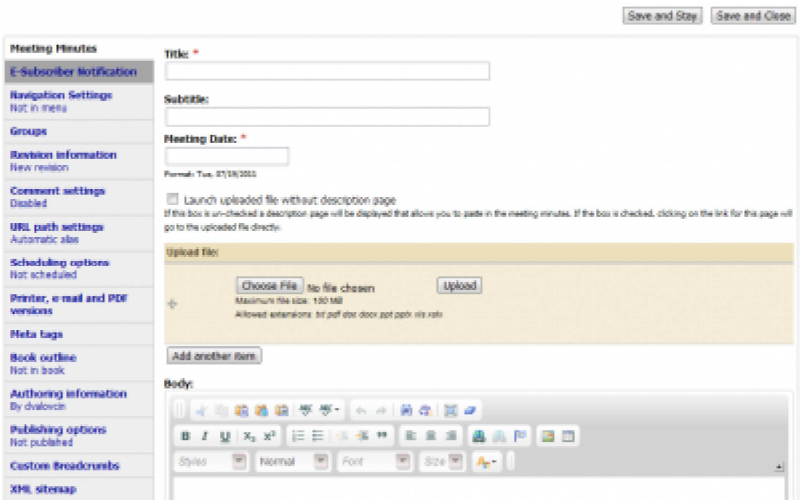
The **Body** section will display on the page if you don't check "*Launch uploaded file without description page*". This is mostly used if you're going to copy and paste the meeting agenda into the Body area. It's also useful if you have some sort of message you want town members to see before they go to the agenda.

## E-Subscriber Notification

If your Board or Department is set up so that people can subscribe to meeting agendas you will need to click on the E-Subscriber Notification tab and place a check the checkbox. By default, Agendas do not get sent out automatically.

## 3) Create Meeting Minutes - Help

# Template Help: Meeting Minutes




First enter the **Title** you want for the Minutes, this will show up under the Meeting Minutes listing on your Board. The **Title** can be something simple like, "May Selectmen Meeting" or "Board of Trustee Special Meeting" A date in the title field is NOT required.

The **Subtitle** field is optional.

The **Meeting Date** field should be the date the meeting was held. The system will use this to display and organize the minutes in your Board or Department Minutes listing.

If you are uploading a PDF of your Meeting Minutes you can click the Choose File button and select the file you want to upload. If you check the box next to "*Launch uploaded file without description page*" clicking on the link for these minutes will take you right to the PDF file. If you leave the box unchecked the link will take you to a webpage that will display the links to the PDF documents. This can be useful if you have multiple PDFs or if you have any notes or other information you want people to see before opening the PDF. **Note:** If you upload multiple files at once DO NOT check the "Launch uploaded file without description page" box. If this box is checked, the link will only go directly to the **first** file in the uploaded file list.

The **Body** section will display on the webpage if you don't check "*Launch uploaded file without description page*". This is mostly used if you're going to copy and paste meeting minutes into the text editor. It's also useful if you have some sort of message you want town members to see before they go to the meeting minutes.

If your Board or Department is set up so that people can subscribe to your meeting minutes you would need to send an E-Subscriber Notification email that will let subscribers know that a new item was posted.

<< Template Help: Meeting Agenda    Up    Template Help: News and Announcements >>