



# Website Training & Best Practices

FOR WEBSITE ADMINS

[brentwoodnh.gov](http://brentwoodnh.gov)

NOTE: This document may be revised from time-to-time based on feedback or additional website features. Check back for updates! This PDF can be found in the [Document Center](#) in the Communications Committee folder.

Feedback is welcome! Email comments/requests to [brentwoodnhcomms@gmail.com](mailto:brentwoodnhcomms@gmail.com).

## APPROACH | WEBSITE ADMINS

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Our new website utilizes up-to-date technology and municipal tools, allowing for an improved experience for website admins and visitors. The website now has the capability to be the **vehicle for Town communication** and **the source for publicly available information**.

When using the website for communicating to the public, consider or implement the following:

- The community is learning to use the website at the same time that we are developing an ideal user experience, and admins are adapting to new communication tools.
- Think about the best website tool(s) to share information.
- Subscribers will receive a daily email of any updates made in the past 24 hours. Take advantage of this to share, or re-share important news and information.
- If stating information such as an RSA, include the link to the RSA text.
- Present information clearly and as simply as possible. A news item or employment listing may be more in-depth.
- Direct users to where they can find information, whether it is
  - Another page on the website
  - Contact information, including an email
  - A specific document
  - A meeting or event
  - An external link when applicable

# MUNICIPAL TOOL GUIDE | WEBSITE ADMINS

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Our goal as a website admin is to utilize the combination of municipal tools to optimize a user-friendly and informative experience for the public. Consider the following tools as you make information available.

## TOP THREE TOOLS

### Agenda

This is where you create a record of your public meeting, including: date, agenda, meeting packet, minutes, a video recording link and/or any supplemental documents. This information will auto-populate the calendar and other designated areas on the website such as committee pages. Changes made in the other areas will not affect your meeting.

### Calendar

The Town Calendar is organized by town entities, or an event such as town elections or office closures. You have the ability to schedule a one-time event or a series of recurring events for a desired amount of time. End-users have the ability to subscribe to all or some of the calendar events. Meetings created in the Agenda tool feed into the calendar.

### Document

The Document Center is where you can store any document that you want to reference elsewhere on the website or point end users to.

## ADDITIONAL TOOLS FOR SPECIFIC ADMINS

### News

If you have admin access to post news/announcements, this is where you will notify the public of upcoming events, deadlines, changes, or town happenings of significance. Always point to areas on the website for more information.

### Employment

Any open position, whether for employment or civic volunteer opportunity, can be promoted using this feature. It includes: position title, a brief description, and a more in-depth description of the role. In addition to written text, you may add hyperlinks to committee or department pages, add an email, point to a document or application and a closing date.

### Emergency

This is only accessible by designated admins and should be used sparingly for urgent or emergency messaging. It appears as a slim banner at the very top of the website, on all pages.

### Staff

This tool is the Directory on the public-facing side of the website. The information here auto-populates committee pages and staff listings in department pages. It should stay in place unless there is a change in position status. A photo for each individual is recommended.

### e-Subscribe

The public now has the opportunity to subscribe to a daily email update. Information added in the last 24 hours is broadcast in this email. Whenever applicable, promote this feature.

# WEBSITE TRANSITION & TRAINING | WEBSITE ADMINS

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Ultimately, the Town Administrator will be your contact point person for all website questions, including assignment of admin permissions. Depending on the need, the Town Administrator will consult with the Town's IT vendor (Block 5), website vendor (MunicipalOne), or the Communications Committee for assistance.

During the transition phase, the Communications Committee will be available to assist with website-specific technological issues and training purposes. Training may include how the website works, content development, editing or adding content. See the Town Calendar for workshop dates. In-person, virtual and 1:1 training will be available. All members are willing to help, but to streamline communication, a designated contact person has been assigned to each town entity.

*Plans for an annual training are in development.*

**NOTE:** *This website is new for everyone, and we are all learning at the same time. Be patient with the learning curve and don't be afraid to ask for help!*

For assistance with the website, please contact the designated transition point-person below. They can be contacted initially at [brentwoodnhcomms@gmail.com](mailto:brentwoodnhcomms@gmail.com) to then communicate with them directly via email/phone/text. They will then work with the team to help you with your request.

## **TEAM 1:**

### **CONTACT PERSON: Stefanie Lewendon**

Cemetery Trustees  
Communications Committee  
Elections Officials  
Energy & Efficiency Advisory Committee  
Highway  
Superintendent of Cemeteries  
Town Clerk  
Trails Committee

## **TEAM 2:**

### **CONTACT PERSON: Josh Bertoulin**

Selectboard / Town Administrator  
Recreation Commission  
Recreation Director

## **TEAM 3:**

### **CONTACT PERSON: George Koch**

Emergency Management  
Fire Department  
Police Department  
Municipal Complex Research Committee  
Building Inspector

## **TEAM 4:**

### **CONTACT PERSON: Letty Bedard**

Economic Development Committee  
Municipal Budget Committee  
Planning Board  
Planning Office  
Zoning Board of Adjustment

## **TEAM 5:**

### **CONTACT PERSON: Caleb Labbe**

Regional Associations Committee  
Conservation Commission  
Trustees of the Trust Funds

# PROCESS FOR COMMITTEES | WEBSITE ADMINS

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## Meeting Record Responsibility

Historically, the Town Administrator has been the point-person for uploading documents to the town website. NH RSA:91-A states that committees, not the Town Administrator, are responsible for maintaining committee records. Moving forward, committees not affiliated with a Town staff member will be responsible for creating, updating and monitoring their records on the Town website. Each committee will designate a member(s) (chair, secretary or other member) to be the website admin(s). It is the responsibility of the committee admin(s) to maintain committee records on the website. This includes agendas and minutes from all committee meetings, the Town Calendar, and any important documents.

### Boards/Committees affiliated with Town staff:

Cemetery Trustees / Superintendent of Cemeteries  
Economic Development Committee / Planning Office  
Municipal Complex Research Committee / Police Department  
Planning Board / Planning Office  
Recreation Commission / Recreation Director  
Selectboard / Town Administrator  
Zoning Board of Adjustment / Planning Office

### Boards/Committees NOT affiliated with Town staff:

Communications Committee  
Conservation Commission  
Energy & Efficiency Advisory Committee  
Municipal Budget Committee  
Regional Associations Committee  
Trails Committee  
Trustees of the Trust Funds

## Notice and Minutes of a Public Meeting - RSA 91-A

As a reminder, per RSA 91-A, meeting agendas must be posted 24 hours in advance (excluding Sundays and federal holidays). In addition to posting the meeting agenda on the website, a physical copy is required to be posted at the Town Office kiosk. Provide a physical copy of the agenda to the Town Administrator or email a PDF to [kclement@brentwoodnh.gov](mailto:kclement@brentwoodnh.gov) and cc [tpeek@brentwoodnh.gov](mailto:tpeek@brentwoodnh.gov). Minutes (draft) are required to be available within 5 business days of the meeting and a final, committee-approved PDF version should be uploaded to the website as soon as practicable. (Draft minutes are not required to be uploaded to the website; it is at the committee's discretion to upload the draft or to upload minutes once finalized.)

## Cancellation of Meetings

As a best practice, a decision to cancel meetings should be made by 4:00pm on the day of the meeting and updated on the Town Calendar on the website. Subscribers to website e-notifications will receive a daily email noting all of the website updates in the last 24-period, which will include a meeting cancellation.

## Meeting Record Archive

Meeting records of years 2022 and older are now going to be stored in a public folder linked to the website. In an effort to promote transparency, and ensure accessibility, an archiving project is underway implementing a consistent file-naming system. This will allow a member of the public to easily locate a desired document. Please follow the recommended file naming below, or establish a similar convention within your committee.

### *Recommended filename convention:*

CommitteeName\_YYYYMMDD\_RecordType\_AdditionalDescription.pdf

### *Examples:*

Selectboard\_20240129\_Agenda.pdf

BudComm\_20240212\_Bylaws.pdf

Plan\_20240801\_Agenda\_Site\_Walk.pdf

ZBA\_20240628\_LEGAL\_NOTICE.pdf

# QUICK VIEW & BEST PRACTICES | WEBSITE ADMINS

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This document will walk you through the most frequently used tools for admins. Those with website experience should find this very familiar, and easy to navigate. If you are a new user, take your time, there is a learning curve but you will get it!

Included are notes for **TIPS** while operating as an admin and **BEST PRACTICES** so that information on the website is displayed consistently for the public.

**TIP:** *It is helpful to have two tabs open simultaneously in your browser: one for the admin side, where you will work, and one for the public-facing website. This will help you orient yourself when working in the admin side. Refresh your browser in the public-facing website tab to view changes you have made in the admin side.*

**TIP:** *Entered information is always editable.*

**TIP:** *Keep in mind that much of the website shows lists in alphabetical order.*

**BEST PRACTICE:** *Always upload your files as PDFs.*

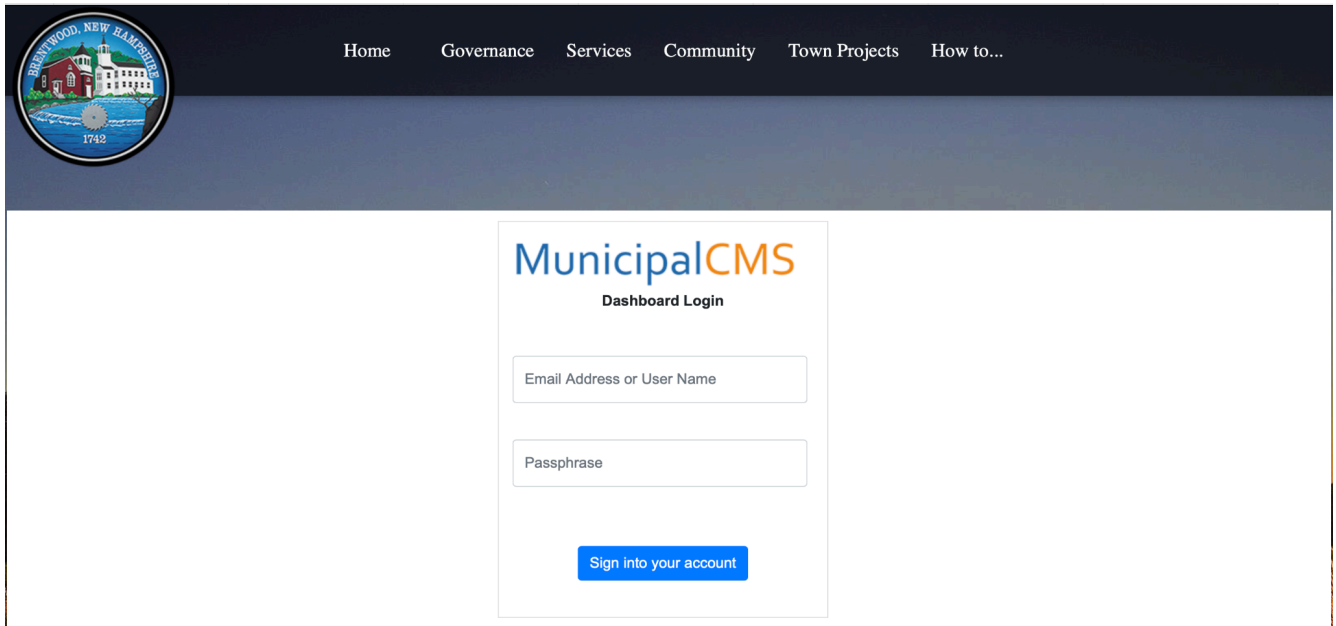
**BEST PRACTICE:** *After saving your entries/work, go to the public-facing side to make sure your work has been published properly.*

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## Dashboard Login

In your internet browser (Chrome seems to work best), go to <https://brentwoodnh.org/admin>. Enter the username (email) and password assigned to you. If it is your first time signing in, you will be prompted to enter a new password.

**BEST PRACTICE:** *Each admin has their own admin account, with a username and password; for security reasons, accounts should not be shared. Contact the Town Administrator with questions about accessing the website and/or additional admin access.*



# Admin Console

Signing into your account brings you to the Admin Console or 'admin homepage'. This is the admin area, or the 'behind the scenes area', where you make changes that take effect on the public-facing pages of the website. You will see your name at the top. The header in the Admin Console is everything above the light blue line. Buttons appearing in the header will allow you to navigate within the Admin Console.



Home

MunicipalCMS Your Name (Change Password | Log Off)

Time Remaining: 27:55

Admin Console



My Pages

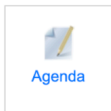


Home

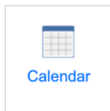


Help

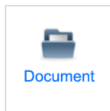
## General Tools:



Agenda



Calendar



Document

## Time Remaining

In the top right corner is a 30-min timer. MunicipalOne has put this in place for security reasons. Every time you move around the website, clicking buttons, the timer resets. However, if you are stopped on a page (such as updating page content and losing track of time) you will automatically be logged off at 30 minutes, and you will lose any unsaved work.

**TIP:** Save your work frequently or when leaving your computer.

Time Remaining: 29:25

## Help

The help button brings you to resources provided to aid you in learning how to use the website.



## Home

The home button always brings you back to the 'homepage' of the Admin Console.



Home

## My Pages

If you are seeing this button, you are allowed admin access to update web pages specific to your role. This involves a more in-depth training process. Refer to the resources in the help section (help button) attend a training session or contact the Communications Committee for a 1:1 help session.



My Pages

## General Tools

Here you will see a set of tools (squares with icons) that are specific to your admin permissions. The most frequently used tools, for most admins, are: Agenda (Agenda & Minutes) where you will create **meetings**; Calendar (Calendar of Events), where you will schedule **events**; and, Document (Document Center).

General Tools:



Agenda



Calendar



Document

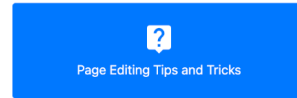
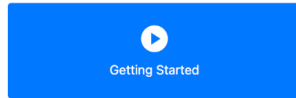
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## Help Section

The help section contains step-by-step directions and videos prepared by MunicipalOne. It will open a new tab in your browser window.



### Overview



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#### Agenda

- [Agenda - Add](#)
- [Agenda Documents - Add](#)
- [Agenda - Edit](#)
- [Agenda - Add \(Video\)](#)
- [Agenda - Edit \(Video\)](#)

#### Calendar

- [Calendar - Add](#)
- [Calendar - Edit](#)
- [Calendar - Add \(Video\)](#)

#### Documents

- [Document - Add](#)
- [Document - Edit](#)
- [Document - Add \(Video\)](#)

#### Forms

- [Form - Add](#)
- [Form - Edit](#)
- [Form - Set Up](#)
- [Form - Add \(Video\)](#)

#### Images

- [Images - Add](#)
- [Images - Edit](#)

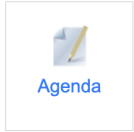
#### News

- [News - Add](#)
- [News - Edit](#)

#### Staff

- [Staff - Add](#)
  - [Staff - Edit](#)
-

## General Tools > Agenda & Minutes



If your committee/department requires documenting agendas and minutes, you will see the name of your committee/position listed on the left. The **meetings** you create will appear in the main section (as seen below). A meeting is the holding place for all of your meeting records and feeds into the Calendar. You will need to create a meeting for each public meeting held.

**TIP:** Meetings are connected to, and will auto-populate, designated areas on the website, including pages associated with your town entity. For example, in a committee page, you will see a section called 'Agendas & Minutes' where the three most recent meetings will appear with links to view those specific meetings. (If this section is missing on the page, it means no meetings have been created yet.)

### Existing Meeting

If the meeting has been created already, select the desired meeting (blue text) to edit/update the meeting, or upload your agenda/minutes PDFs. This will take you to the 'Agenda & Minutes - Detail' page. Delete a meeting by selecting the red circle.

### New Meeting

To create a new meeting select the 'Add New' button. This will take you to the 'Agenda & Minutes - Detail' page.

MunicipalCMS Your Name [\(Change Password | Log Off\)](#) Time Remaining: 29:01

Agenda & Minutes

Add New My Pages Home Help

Upload your agendas and minutes to a central location. Each entry can have an agenda, minutes, packet document, and up to 25 supporting documents as well as a link to the audio and video of the meeting. [Visitor's View](#)

Search Term:  [Find Now](#)

Category:	Title:	Category:	Date:
All	<a href="#">Regular Session</a>	Communications Committee	1/11/2024
Cemetery Trustees	<a href="#">Regular Session</a>	Communications Committee	12/14/2023
<b>Communications Committee</b>	<a href="#">Regular Session</a>	Communications Committee	11/9/2023
Conservation Commission	<a href="#">Regular Session</a>	Communications Committee	10/12/2023
Economic Development			

## Agenda & Minutes > Agenda & Minutes - Details

This is where you can update an existing meeting or add a new meeting.

**TIP:** The information here is automatically connected to other areas in the website, such as the Calendar and Committee Pages.

**TIP:** Create several meetings in advance. Return later to upload docs.

**Meeting Title:** The default title is 'Regular Session'. You may edit this as needed at any time.

**BEST PRACTICE:** Do not delete meetings. If a meeting is not being held, it is helpful for the public to see why it is not meeting. Update the meeting title to 'Regular Session - CANCELLED', or, 'Regular Session - NO MEETING'.

**BEST PRACTICE:** For any type of Legal Notice, create a separate, additional meeting titled, 'LEGAL NOTICE - PUBLIC HEARING', noting the exact legal notice.

**Include in E-notifications:** Checking this box allows the item to be included in scheduled (daily) emails for e-notification subscribers.

**BEST PRACTICE:** Always check this box.

**Category:** Select your committee/dept from the drop down menu.

**Meeting Date:** A meeting date is required.

**TIP:** Create as many meetings as you need, in advance.

### Agenda Document / Packet / Minutes Document:

Select 'Choose File' to upload your PDF file.

**TIP:** You can replace already uploaded PDF files by repeating this process and choosing a new PDF file from your computer.

**BEST PRACTICE:** For a LEGAL NOTICE - PUBLIC HEARING, upload the PDF to the 'Agenda Document' so it will appear as an agenda on the public-facing side of the website.

**Video / Audio Link(s):** If your meeting has been streamed or recorded on the Brentwood NH YouTube Live site, you can copy the URL and paste it in this field.

**NOTE:** The town does not typically provide audio recordings. Consult with the Town Administrator for further information.

**Save Meeting:** Make sure to save your work or add additional documents (see below).

### How to Add Additional Documents

Select the 'Additional Documents' Tab. Select 'Choose File' to upload your document. The title is what will show in the public-facing side, and does not change your filename. Add a description if desired.

**BEST PRACTICE:** DO NOT upload legal notices here.

Return to the 'Meeting Details' tab to save.

The screenshot shows the 'Agenda & Minutes - Details' form with the 'Meeting Details' tab selected. The form includes the following fields and options:

- Meeting Title:** A text input field containing 'Regular Session'.
- Include in E-notifications:** A checked checkbox.
- Category:** A dropdown menu set to 'Cemetery Trustees'.
- Meeting Date:** An empty text input field.
- Agenda Document:** A 'Choose File' button with the text 'No file chosen'.
- Packet:** A 'Choose File' button with the text 'No file chosen'.
- Minutes Document:** A 'Choose File' button with the text 'No file chosen'.
- Video Link:** An empty text input field.
- Video Link #2:** An empty text input field.
- Audio Link:** An empty text input field.
- Audio Link #2:** An empty text input field.
- Buttons:** 'Save Meeting' and 'Cancel' buttons at the bottom.

The screenshot shows the 'Agenda & Minutes - Details' form with the 'Additional Documents' tab selected. The form displays a list of 'Additional Documents (25 Max)'. The first document entry is visible with the following fields:

- Title:** An empty text input field.
- Description:** An empty text input field.
- Buttons:** 'Choose File' and 'No file chosen' buttons.

## General Tools > Calendar of Events

Within the Calendar of Events, you will see the name of your committee/department listed on the left. **Calendar events** will appear in the main section (as seen below).

**TIP:** The calendar events are connected to, and auto-populate, designated areas on the website, including pages associated with your town entity. In your committee page, you will see a section called 'Upcoming Meetings' where the next three events will appear with links back to this area of the website.

### Existing Calendar Event

If the calendar event has been created already, select the desired meeting (blue text) to edit/update the event. This will take you to the 'Calendar Details' page. Delete an event by selecting the red circle.

### New Calendar Event

To create a new meeting select the 'Add New' button. This will take you to the 'Calendar Details' page

The screenshot shows the MunicipalCMS interface. At the top left is the logo 'MunicipalCMS' with 'Your Name (Change Password | Log Off)' next to it. At the top right is 'Time Remaining: 29:03'. Below the logo is a 'Calendar of Events' section with an 'Add New' button (a document icon with a green plus sign). To the right are 'My Pages', 'Home', and 'Help' icons. Below this is a search bar with 'Search Term:' and a 'Find Now' button. The main content is a table with columns: Category, Title, Category, and Date. The table lists two events: 'Communications Committee Meeting' and 'Website Office Hours', both under the 'Communications Committee' category and marked as 'Recurring'. A sidebar on the left lists various categories, with 'Communications Committee' selected and highlighted in black.

Category:	Title:	Category	Date
All	<a href="#">Communications Committee Meeting</a>	Communications Committee	Recurring
Boards, Committees & Commissions	<a href="#">Website Office Hours</a>	Communications Committee	Recurring

- All
- Boards, Committees & Commissions
- Cemetery Trustees
- Communications Committee**
- Conservation

## Calendar of Events > Calendar Details

This is where you can update an existing calendar event or add a new calendar event.

**TIP:** Create events in advance. Return later to edit or upload docs.

**Title:** This is the title of your event and what will show in the Town Calendar.

**BEST PRACTICE:** For a regular meeting, use your full committee name; do not use abbreviated names or anagrams. For example, use 'Municipal Budget Committee Meeting', not 'BudCom Mtg', or, use 'Zoning Board of Amendment Meeting', not 'ZBA Mtg'.

**BEST PRACTICE:** Do not delete calendar events. If a single event is not being held, it is helpful for the public to see why it is not taking place. Update the title to 'Selectboard Meeting - CANCELED', or, 'Selectboard Meeting - NO MEETING'.

**BEST PRACTICE:** For any type of Legal Notice, create a separate, additional event titled, 'LEGAL NOTICE - PUBLIC HEARING', or exact legal notice title.

**Include in E-notifications:** Always check this box.

**BEST PRACTICE:** Checking this box allows the item to be included in scheduled (daily) emails for e-notification subscribers.

**Auto link Agendas & Minutes:** Checking this box allows the event to show a link to the agenda/minutes for this event.

**BEST PRACTICE:** Always check this box.

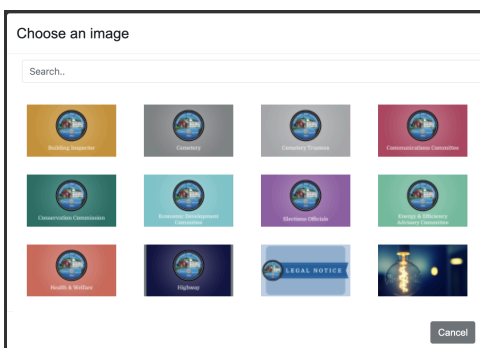
**Start / End Time:** Add the start time of your event. You can add an end time or leave it blank.

**Contact Name / Phone / Email:** You can opt to add this info.

**TIP:** This info appears in the Town Calendar when clicking on a particular event and provides easy access for the public, avoiding an extra step to figure out how to contact the chairperson/member.

**Choose an Image:** In a new event, the image is set to a default. Customize your event by selecting/uploading an image appropriate for the event.

**BEST PRACTICE:** For committee meetings or a town entity, choose 'Select image from photo library'. Images have been created, including a Town Seal, name of committee and an assigned color. Select the image specific to your group/need. (See below for example of photo library pop-up window)



### Calendar Details



Show All

Calendar Info	Documents
<b>Title:</b> *	<input type="text"/>
<b>Category:</b>	Boards, Committees & Co <input type="text"/>
	<input type="checkbox"/> Include in E-notifications
	<input type="checkbox"/> Auto link Agenda & Minutes
<b>Start Time:</b>	<input type="text"/> : <input type="text"/> : <input type="text"/> AM <input type="text"/>
<b>End Time:</b>	<input type="text"/> : <input type="text"/> : <input type="text"/> AM <input type="text"/>
<b>Contact Name:</b>	<input type="text"/>
<b>Contact Phone:</b>	<input type="text"/>
<b>Contact E-mail:</b>	<input type="text"/>

### Choose an Image:



- Show a default cover photo [More Information](#)
- Select image from photo library
- Upload my image

## Is your event a one-time event?

**Recurring Event (box):** Leave box unchecked.

Recuring Event

### One-time Event:

**Display Date:** This is the date your event will appear in the calendar. If you input '365', the event will automatically show in the Town Calendar 365 days, or a year, in advance.

**BEST PRACTICE:** When inputting events, make the display date 365 (days) whenever possible. Alternatively, input the desired advance notice, or required length time for a legal notice.

### One-time Event:

Display Date: \*

Event Date: \*

**Event Date:** You can input the date in MM/DD/YYYY format or select the date from the pop-up calendar.

## Is your event a recurring event?

**Recurring Event (box):** Checking this box brings up a different set of options for event frequency.

Recuring Event

### Recurring Event:

**Display Date:** This is the date your event will appear in the calendar. If you input '365', the event will automatically show in the Town Calendar 365 days, or a year, in advance.

**BEST PRACTICE:** When inputting events, make the display date 365 (days) whenever possible. Alternatively, input the desired advance notice, or required length of time for a legal notice.

### Recurring Event:

Display Date: \*  day(s) before.

Start Date: \*

End Date: \*

#### Monthly:

Weekly  
 Monthly  
 Free The   of every month.

**Start / End Date:** These dates denote the period of time in which to schedule your set events that will take place over a period of time. You can input the date in MM/DD/YYYY format or select the date from the pop-up calendar.

**TIP:** You can schedule a recurring event for 1 year, or more.

**TIP:** If your scheduled committee meeting day changes, end the current recurring event and make a new recurring event.

**Weekly / Monthly / Free (frequency):** Select which frequency option works best to describe your event. Weekly and Monthly are pretty straight-forward. The Free option allows you to 'Pick a date' to schedule custom days. However, the meeting timeframe can not change in this instance.

Recuring Event

### Recurring Event:

Display Date: \*  day(s) before.

Start Date: \*

End Date: \*

#### Weekly

Weekly  
 Monthly  
 Free  
 Every  week(s) on: \*  
 Mon  Tue  Wed  Thur  Fri  Sat  Sun

Recuring Event

### Recurring Event:

Display Date: \*  day(s) before.

Start Date: \*

End Date: \*

#### Monthly:

Weekly  
 Monthly  
 Free The   of every month.

Recuring Event

### Recurring Event:

Display Date: \*  day(s) before.

#### Pick a date:

Weekly  
 Monthly  
 Free

March 2024							Remove Item
Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	01/12/2024
3	4	5	6	7	8	9	02/10/2024
10	11	12	13	14	15	16	03/25/2024
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

## Do you need to update a single event within a recurring event?

In the Calendar of Events page, select your recurring event (blue text), to bring up the Calendar Details page.

Search Term:  [Find Now](#)

Category:	Title:	Category	Date
All	<a href="#">Communications Committee Meeting</a>	Communications Committee	Recurring
Boards, Committees & Commissions			
Cemetery Trustees	<a href="#">Website Office Hours</a>	Communications Committee	Recurring
Communications Committee			
Conservation			

Once in the Calendar Details of the recurring event, look for the light blue bar above the event information.

It says:

**Note:** This is a recurring event. Any changes made on this screen will affect all of the individual items.

**[View/Edit an Individual Item](#)**

The text that is bold and underlined is a link. Click the link and a pop-up window will appear with a list of all of the event dates within this recurring set of events.

Calendar Info	Documents
Title:*	<input type="text" value="Communications Committee Meeting"/>
Category:	<input type="text" value="Communications Comr"/>
	<input checked="" type="checkbox"/> Include in E-notifications
	<input checked="" type="checkbox"/> Auto link Agenda & Minutes
Start Time:	<input type="text" value="6"/> : <input type="text" value="30"/> <input type="text" value="PM"/>
End Time:	<input type="text" value=""/> : <input type="text" value="00"/> <input type="text" value="AM"/>
Contact Name:	<input type="text"/>

Selecting the desired date will bring you to the Calendar Details page where you can edit the specific event, without changing all of the recurring events..

Title	Event Date
<a href="#">Communications Committee Meeting</a>	6/9/2022
<a href="#">Communications Committee Meeting</a>	7/14/2022
<a href="#">Communications Committee Meeting</a>	8/11/2022
<a href="#">Communications Committee Meeting</a>	9/8/2022
<a href="#">Communications Committee Meeting</a>	10/13/2022
<a href="#">Communications Committee Meeting</a>	11/10/2022
<a href="#">Communications Committee Meeting</a>	12/8/2022
<a href="#">Communications Committee Meeting</a>	1/12/2023

## Location Info:

**Location:** Choose the location from the drop-down menu (town addresses are listed)

**Notes:** You may opt to make a note about the location here.

**BEST PRACTICE:** *If a regular meeting location has changed, as a courtesy to the public, add 'Change of meeting location' here.*

**BEST PRACTICE:** *If the location is not in the dropdown, note the location and/or address here.*

**Show Link to Google Maps:** Check this box to give users a quick link to Google Maps to find the location.

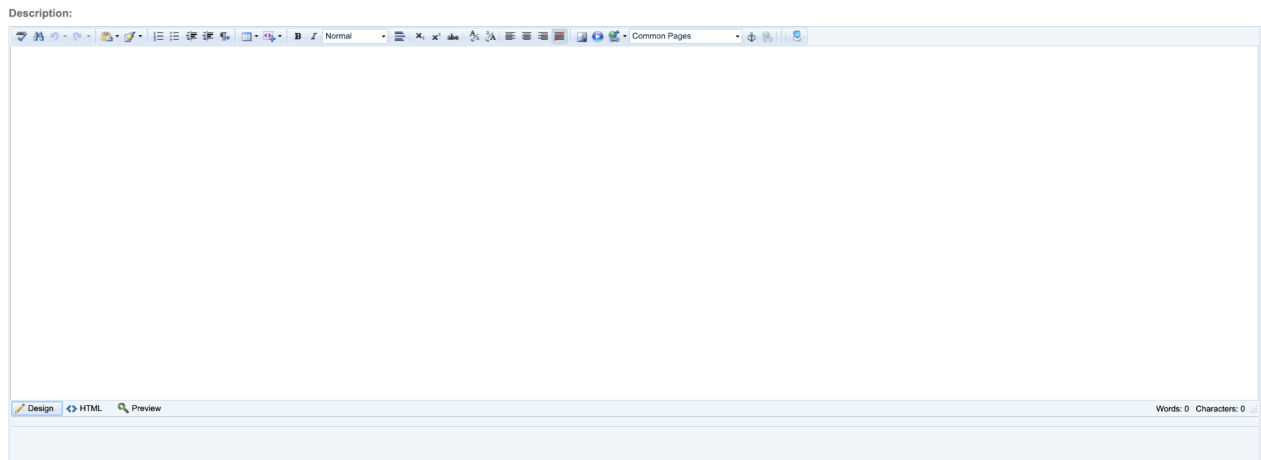
**TIP:** *This info is helpful for change of location, or when thinking about new residents not familiar with town meeting spaces.*

## Description (Page Editor Function):

This area is where you can add customized information for the calendar event. It is like having a mini webpage. You can add images, links to a page within the website, a document, or an external source and add formatting. Using this area will require some additional experience and/or training. Adding text here is an easy way to add information.

**BEST PRACTICE:** *To offer easier access to information, below is an example of a message you can write in this area:*

The Communications Committee typically meets on the second Thursday of each month at 6:30pm.  
Please refer to Agendas & Minutes for recent and upcoming meeting agendas.  
The public is welcome!



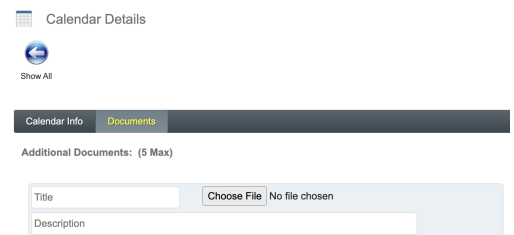
**Save:** Make sure to save your event.

## How to Add Documents

Select the 'Documents' Tab. Select 'Choose File' to upload your document. The title is what will show in the public-facing side, and does not change your filename. Add a description if desired.

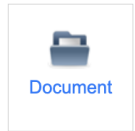
**TIP:** *Consider adding event specific PDFs: flyers, forms, etc.*

**BEST PRACTICE:** *DO NOT upload agendas, minutes or legal notices here.*



## General Tools > Document Center

Within the Document Center, you will see the name of your committee/department listed on the left. A list of documents will appear in the main section (as seen below). All of these documents appear in the 'Document Center' on the public-facing side of the website.



### Update or Replace an Existing Document

If the document has been uploaded previously, select the desired document (blue text). This will take you to the 'Document Details' page.

### Delete a Document

Delete a document by selecting the red X circle.

### Create a New Document

To create a new document select the 'Add New' button. This will take you to the 'Document Details' page.

#### Document Center



The Document Center provides a central location for all your documents. Once uploaded to the document center you can easily create a link to the document on other pages. [Visitor's view](#)

Search:

Category:	Document:
All	<a href="#">2021 Annual Report</a> <span style="float: right;">Town Annual Reports</span>
Building Inspector	<a href="#">2022 Annual Report</a> <span style="float: right;">Town Annual Reports</span>
Permits	<a href="#">2023 Town Meeting - Minutes</a> <span style="float: right;">Town Meeting</span>
Cemetery	

## Document Center > Document Details

This is where you will edit/update an existing document or add a new document.

### UPDATE AN EXISTING DOCUMENT

Select 'Choose File' to upload a document from your computer. This will replace the previously uploaded document.

**TIP:** To see what the existing document looks like, select the small icon to the right that looks like a magnifying lens over a paper.

#### Document Details



Note: The maximum file size for a document is 100 MB. If you exceed the maximum...

Title: \*   
 Show in Document Center  
Document: \*  No file chosen   
Sort Date:   
Category: \*   
Expiration Date:

## CREATE A NEW DOCUMENT

**Title:** The title is what will show in the public-facing side, and does not change your filename.

**Show in Document Center:** Check this box

**Document:** Select 'Choose File' to upload your PDF file.

**TIP:** You can replace an already uploaded document (PDF) by choosing a new PDF file from your computer. It will replace the existing document.

**TIP:** Create events in advance. Return later to edit or upload docs.

**Sort Date:** Leave blank and documents will sort

alphabetically, or if you prefer documents to be in a certain order, number them 1, 2, 3 etc.

**Category:** Select your committee/dept and specific subfolder from the dropdown menu. Some subfolders have been created and are linked to a specific page. Subfolders can be added/edited as the need arises

**TIP:** Documents within folders will auto-populate designated areas associated with your town entity. In your committee/dept page, there may be a document section with a customized title, that will display all of the documents within the admin document center and category/subfolder (see 'Document Details' below). For example, on a committee page, there may be a section called 'Important Documents' where the document titles are displayed with links to the specific document. If no documents exist,

**Expiration Date:** Leave blank if this is a permanent document. Add a date if it is temporary, and you do not want it displayed on the website past a certain date.

**Save:** Make sure to save your document.

Document Details

Show All

Note: The maximum file size for a document is 100 MB. If you exceed the maximum file size your upload will fail.

Title: \*

Show in Document Center

Document: \*  No file chosen

Sort Date:

Category: \*

Expiration Date: