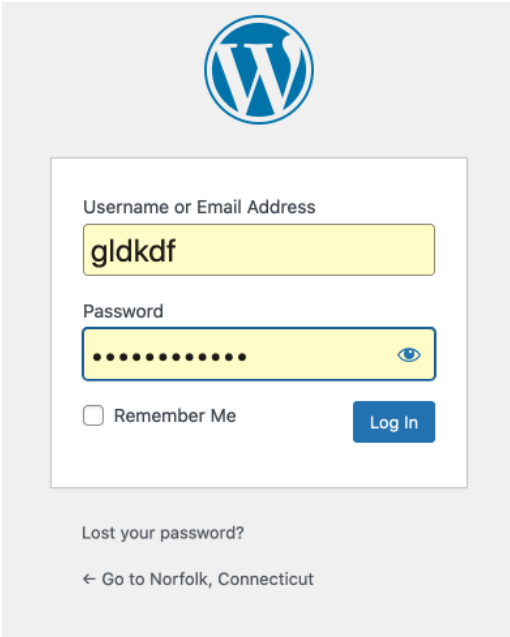


## Posting Municipal Meetings on Norfolkct.org

### Part I.

#### Adding Agendas, Minutes, or Video recordings to recurring events.

- 1) Log in to the town website here: <https://norfolkct.org/wp-admin>. You have a unique username and password. If you forget the password you can use the [Lost your password?](#) link to reset it.



Username or Email Address

gldkdf

Password

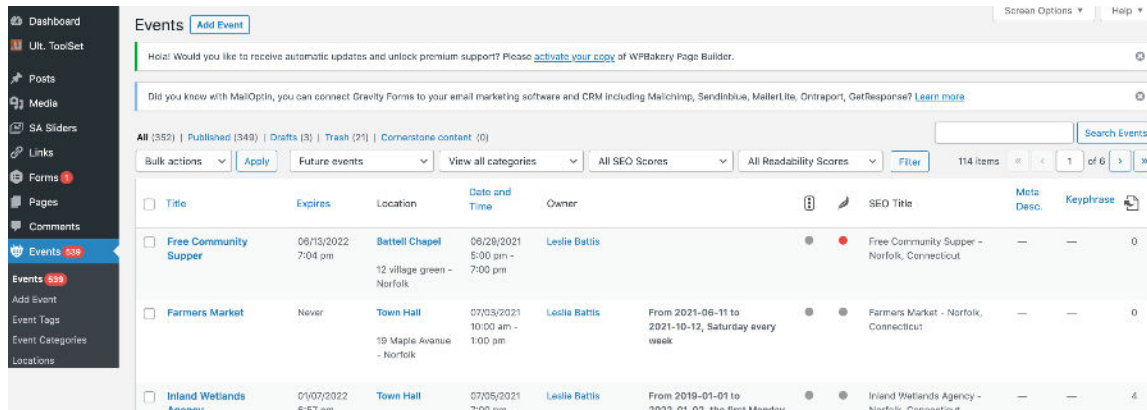
.....

Remember Me

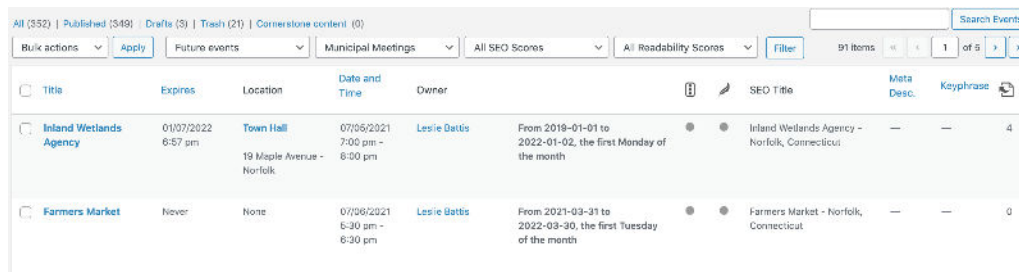
[Lost your password?](#)

[← Go to Norfolk, Connecticut](#)

- 2) After you login you'll be taken to the dashboard, and the black sidebar menu should show on the left side of the screen. If not, just click "Dashboard". Then click "Events" in the black sidebar menu



You'll see a list of all of the events. But this can be confusing since there are so many. You can filter the events to show only Municipal Meetings. You can also filter for future and past events.



Most of the meetings have been previously set up as recurring events to save work. Recurring meetings publish themselves automatically, but you will still need to add agendas, minutes, and video recordings. And special meetings that may occur outside of the regular schedule will need to be added manually. The webmaster will monitor the site to make sure recurring events are working as expected, so you won't need to worry about setting them up. Do let the webmaster know if you don't see recurring events that you expect to, or if there are permanent changes to the location or time of recurring meetings.

- 3) Let's say we want to add an agenda to an upcoming meeting of the Inland Wetlands Agency. The easiest way to see all of the upcoming meetings is to search for wetlands meetings using the search tool on the upper right corner. Since I chose the future events filter I'll see all of the upcoming Wetlands meetings, most recent first.

es	Location	Date and Time	Owner	SEO Title	Meta Desc.	Keyphrase
7/2022 pm	Town Hall 19 Maple	07/05/2021 7:00 pm - 8:00 am	Leslie Battis	From 2019-01-01 to 2022-01-02, the first Monday of the month	Inland Wetlands Agency - Norfolk, Connecticut	4

Click the meeting that you want to edit.

- This brings you to the editing screen for events. The Agendas and Minutes are added at the lower part of the screen. There are two steps to adding agendas and minutes. First you need to upload the minutes or agenda, then you add the link.

Click "Add File" under Agendas and Minutes

### Agenda

Upload a pdf

No file selected

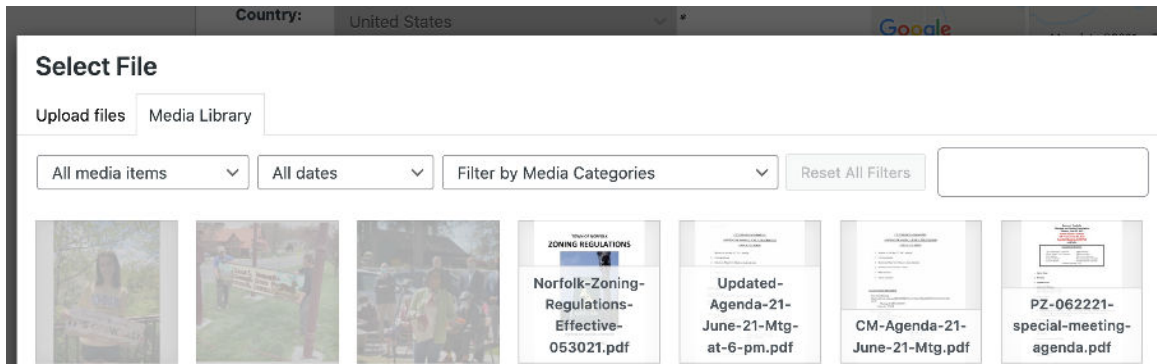
Add File

### Minutes

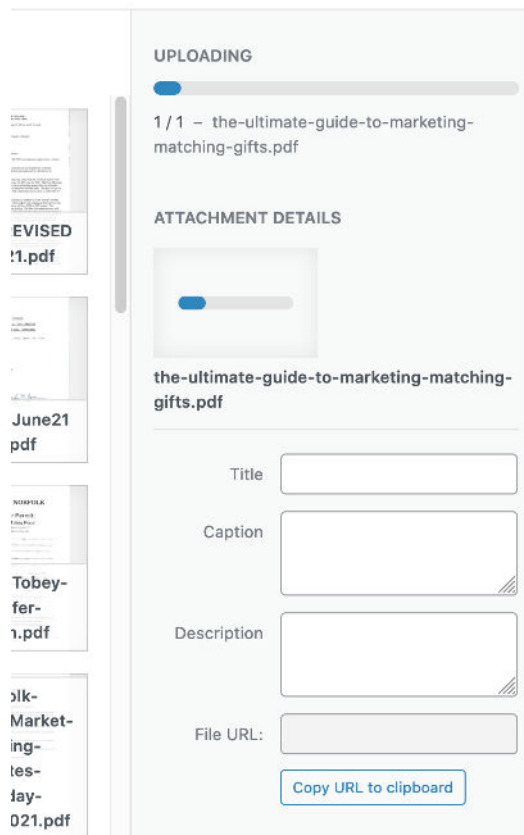
No file selected

Add File

This brings you to the Media Library, where you can select a file to upload from your hard drive. This file will usually be a pdf. You'll first be taken to a list of files that have already been uploaded. To upload a new agenda or minutes, click the Upload files tab.



Follow the prompts to upload a file from your computer. **The next step is very important. Copy the URL of the file you have uploaded to your clipboard. You will need to add this URL to the event.**



If you forget to do this don't worry, you can go back to the Media Library anytime to get the link.

Once the file is uploaded and the URL is copied you can close the Media Library window by clicking on the X in the top right corner. You should be back at your Event editing screen. Paste the URL of the Agenda in the agenda-url field

Attributes	
Attribute Name	Value
notes	<input type="text"/>
agenda-url	<input type="text" value="https://norfolkct.org/wp-co"/>
minutes-url	<input type="text"/>
video-url	<input type="text"/>
minutes-status	<input type="text" value="pending"/>

Then click update and the Agenda will show in meetings lists. You can follow the same procedure to add minutes or video links, after the videos have been uploaded to Vimeo.

### Well done!

In a future session we will cover creating new, one-off meetings from scratch, and managing locations and categories.