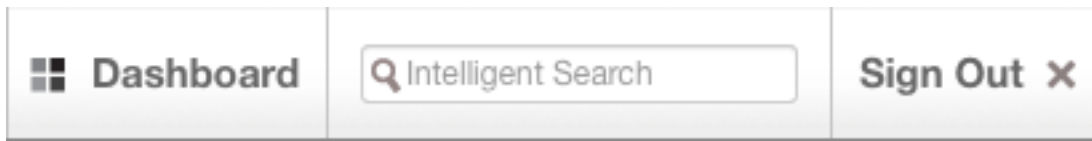
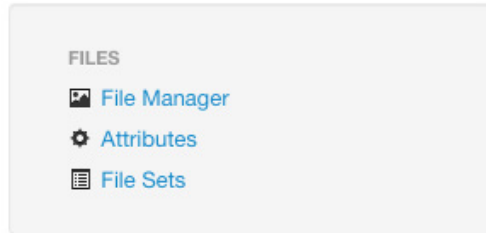


# ADDING LINKS TO THE MEETINGS AND AGENDAS PAGE

Once you have logged in go to the Dashboard in the top right hand corner of your screen.



Then click on File Manager

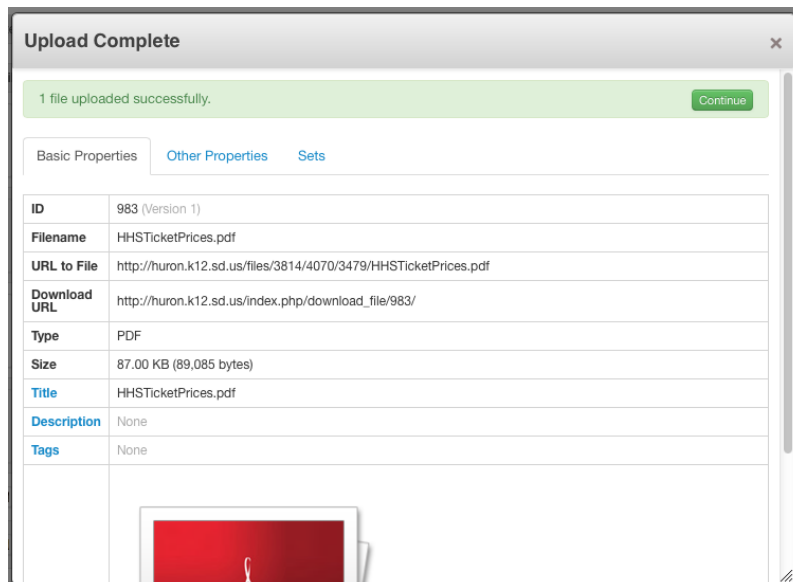


If you want to upload one file at a time click on "Choose File" Select your PDF Document and then Click "Upload File."

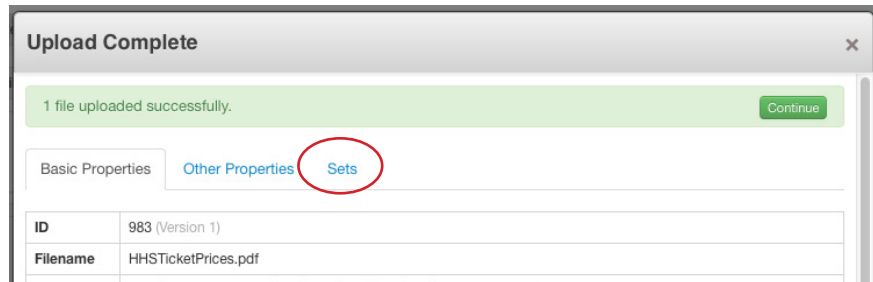
If you want to upload multiple files click on "Upload Multiple" Select your PDF Document and then Click "Start Uploads"



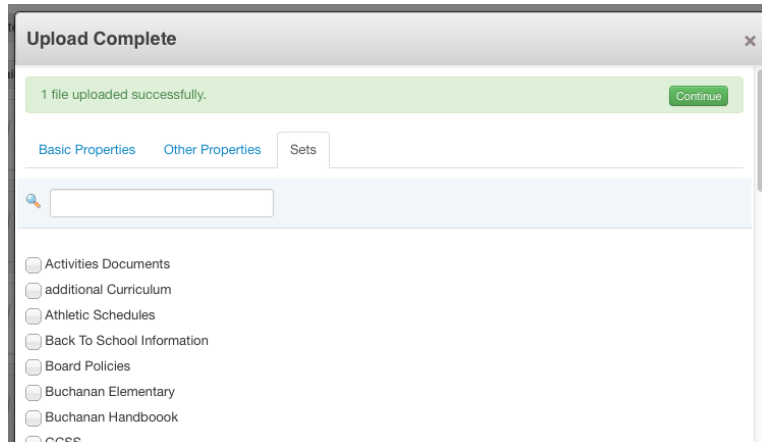
Once your files upload this window will appear.



Click on the Sets Tab. (Circled in Red)



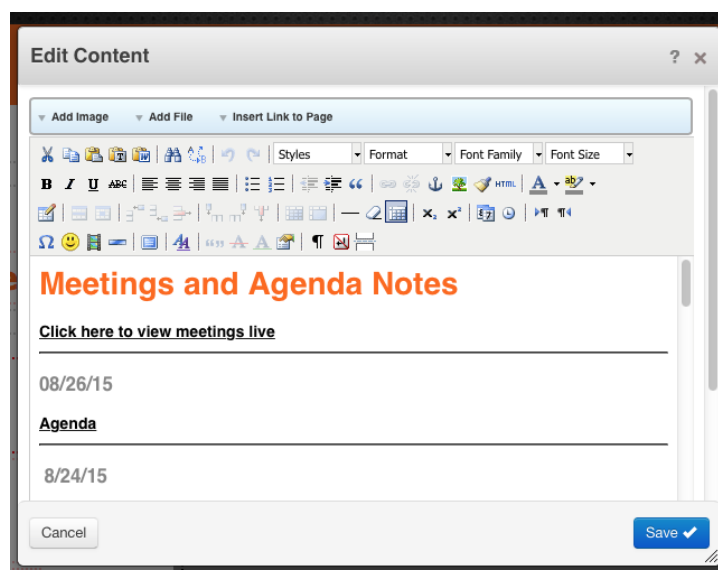
This window will appear.



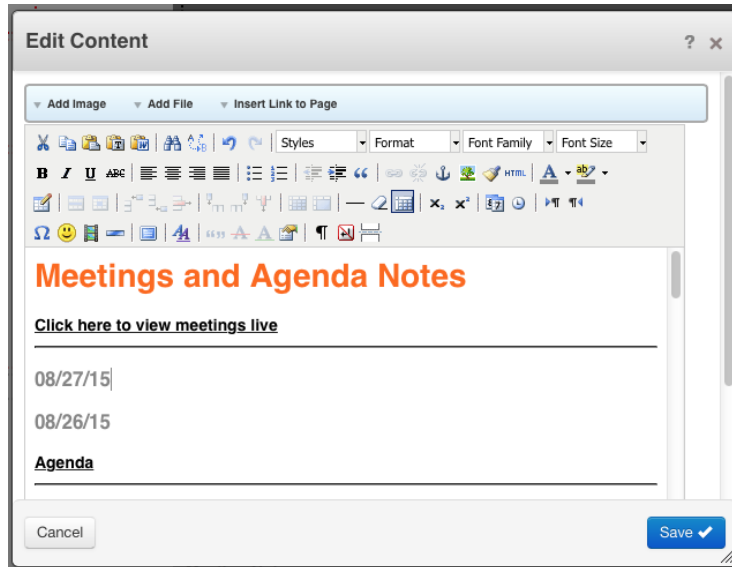
Select which file set you would like the document to go under and scroll down and hit "Update" or scroll down and create a new file set and hit "Update"

Go to the Meetings & Agendas page and get into "Edit" mode.

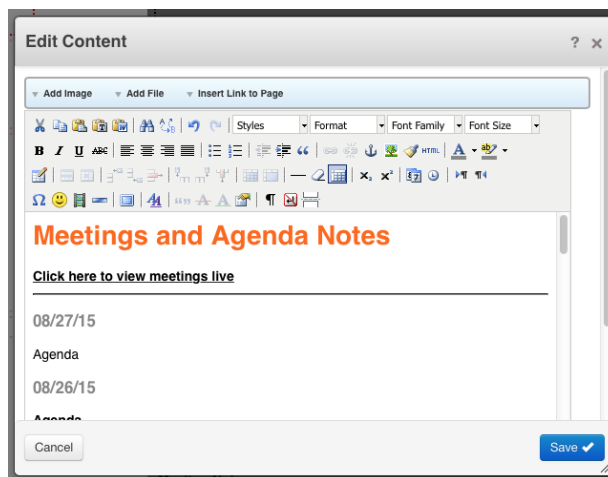
Click on the Meetings and Agenda Notes Content Block and hit edit. This popup window should appear.



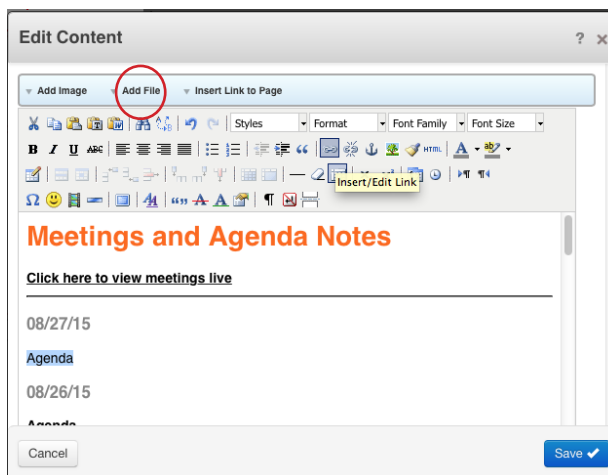
When adding a new date hit enter before the latest date. In this example you will hit enter before 08/26/15. Then above that type in the new date and hit enter. It should now look like the example.



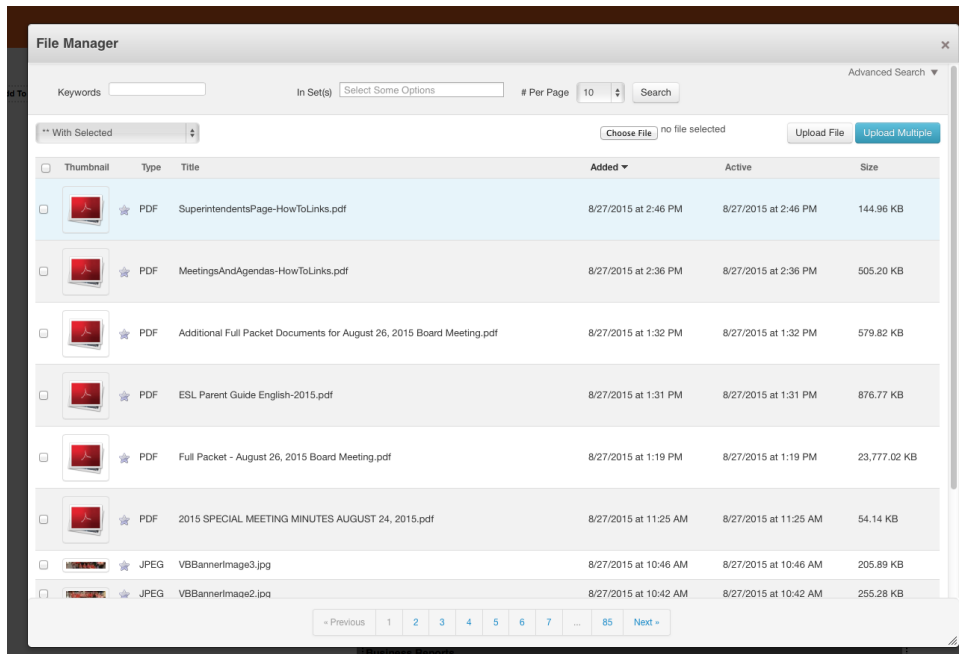
After the new date (in this example 08/27/15) hit enter again and type the title of what you are adding. Examples are "Meeting Minutes, Board Packet, Agenda, Business Reports ect.



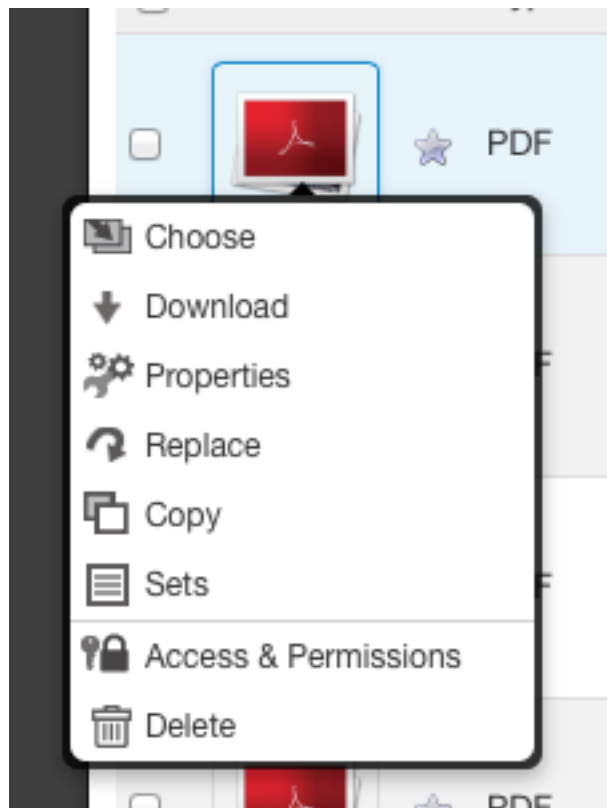
Highlight the title (in this example I used Agenda) and click the Add File Button. (Circled in Red)



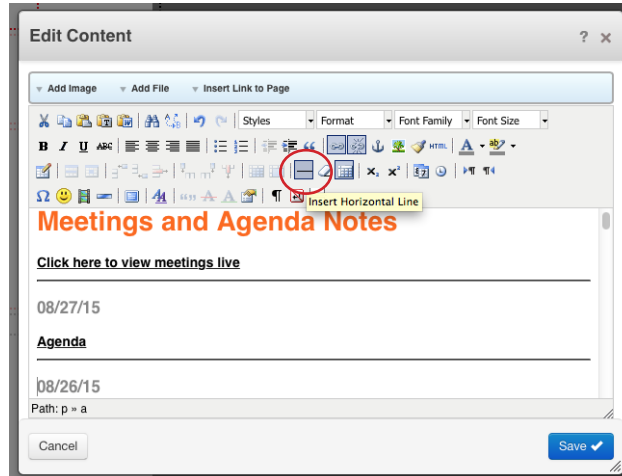
This window will appear.



Choose your document by clicking on the Red Adobe PDF Icon and selecting choose.

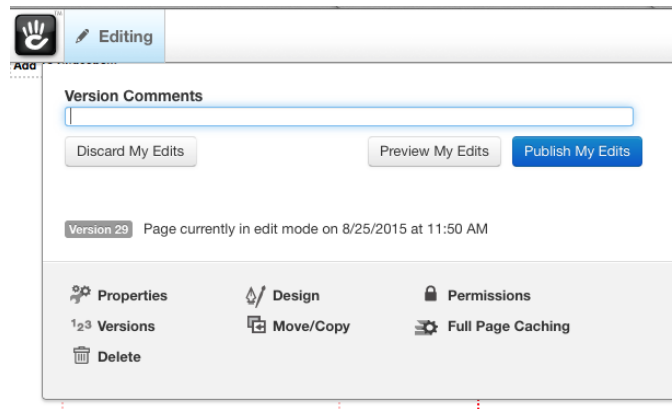


Then put your cursor after the title in this case after the “a” in “Agenda” and click the Insert Horizontal Line (Circled in Red). A line will appear below the title (in this example Agenda).



Once you have chosen and linked your document click “Save”

That will take you back to the Meetings and Agenda Notes Page in editing mode. Click in the upper lefthand corner where it says “Editing” and click “Publish my Edits”



DONE! Click on your link to make sure it was added correctly.

Notes:

All dates are in Format Heading 3.

All Links are in Format Paragraph.