

**CONNECTICUT**

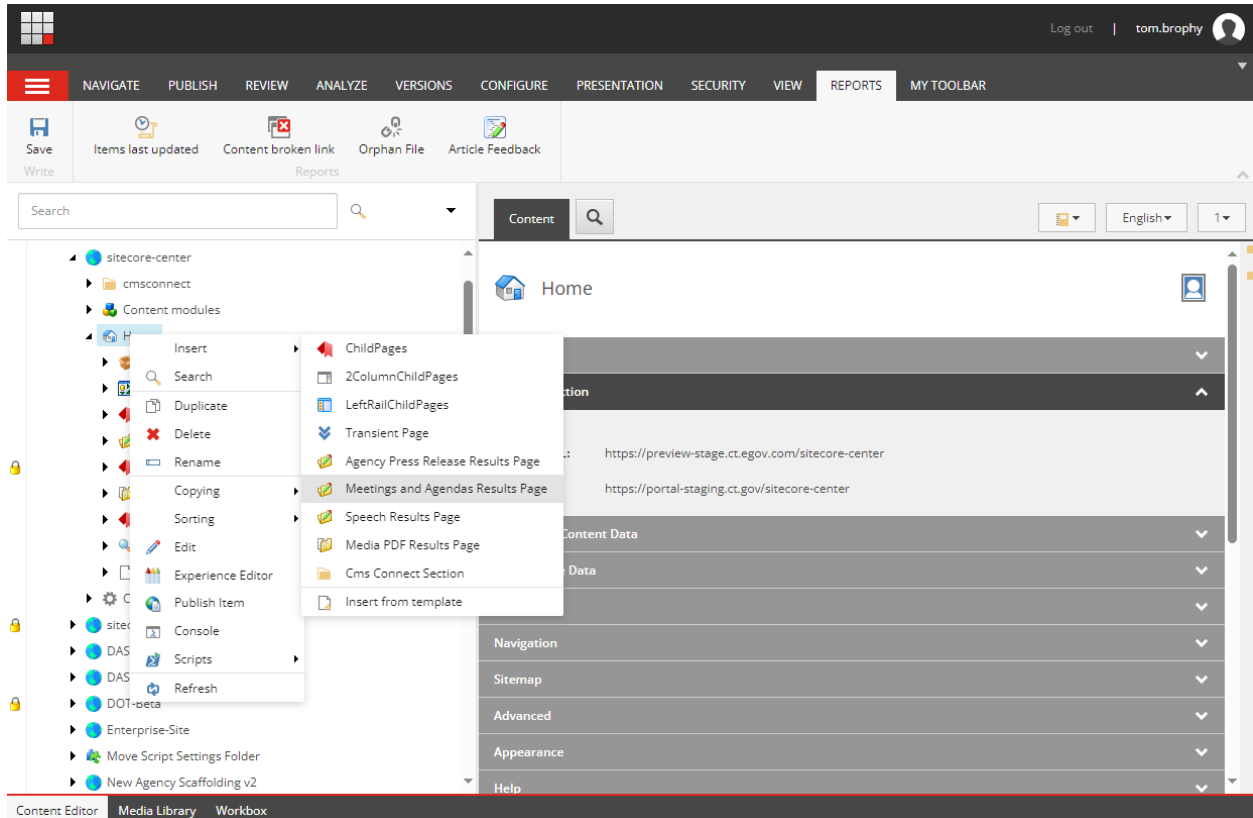
Sitecore Training

## Meeting and Agendas Feature

Meeting and agendas is a feature that is universally available to all websites to present meetings including: time, date, agendas, details and meeting videos.

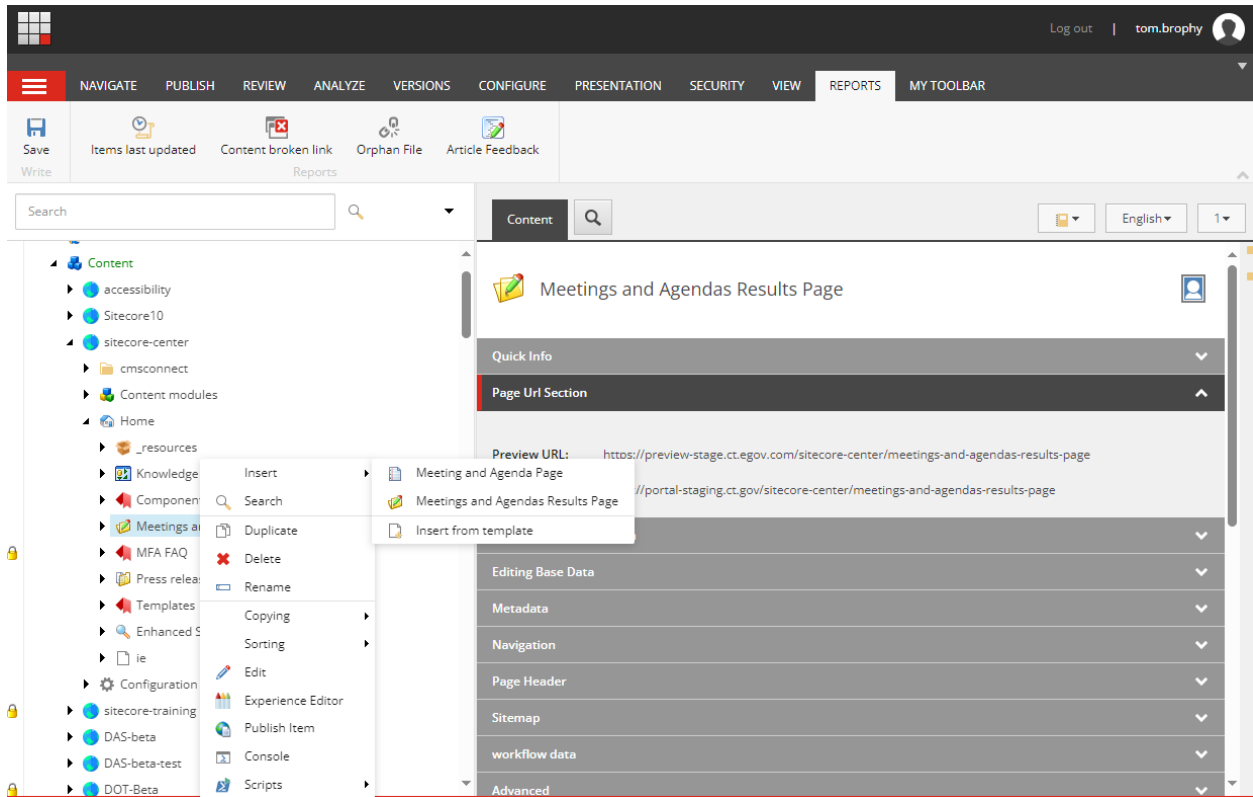
### Step 1:

Add the meetings and agendas feature to your site by right clicking the Home folder for your website. Choose Meetings and Agendas from the insert list.



### Step 2:

Add a meetings and Agendas page by right clicking the Meetings and Agendas Feature. Choose Meeting and Agenda Page from the insert list.



### Step 3:

Add your content.

**Agendas:** Agendas are added as PDF files via the media Library and link to via the Agenda section the admin. Click on “Insert media link” search and find your PDF file in the associated Media library folder for your website.

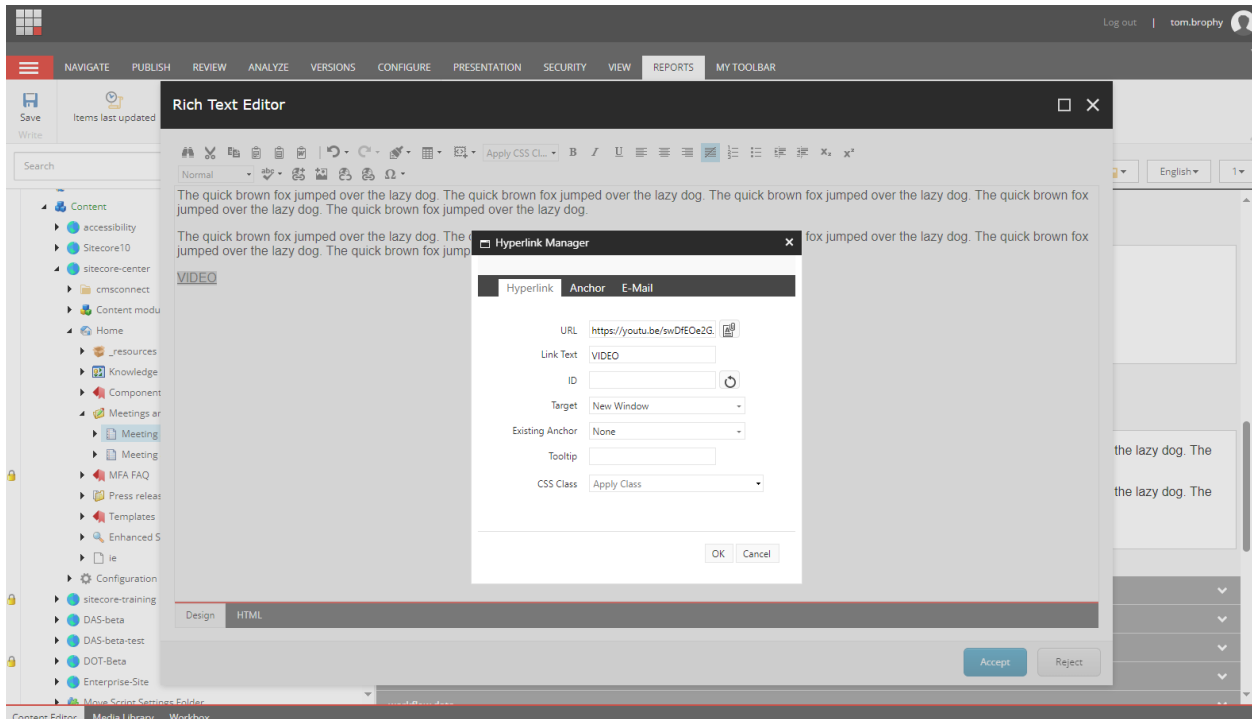
**Minutes:** Minutes are added as PDF files via the media Library and link to via the Minutes section the admin. Click on “Insert media link” search and find your PDF file in the associated Media library folder for your website.

**Date and Time:** Meeting time, dates and room number are added.

Select start time and end time by choosing date and time from the drop-down menus.

**Room Number:** Add a room number if required for the meeting.





**Publish:** Publish the new Meeting item and it will be live and automatically be added to the Meetings and Agendas search results page.

