# 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, detais and meeting videos.

Agency sites will have a Meeting and Agendas Results Page where your Meeting and Agendas will be housed.
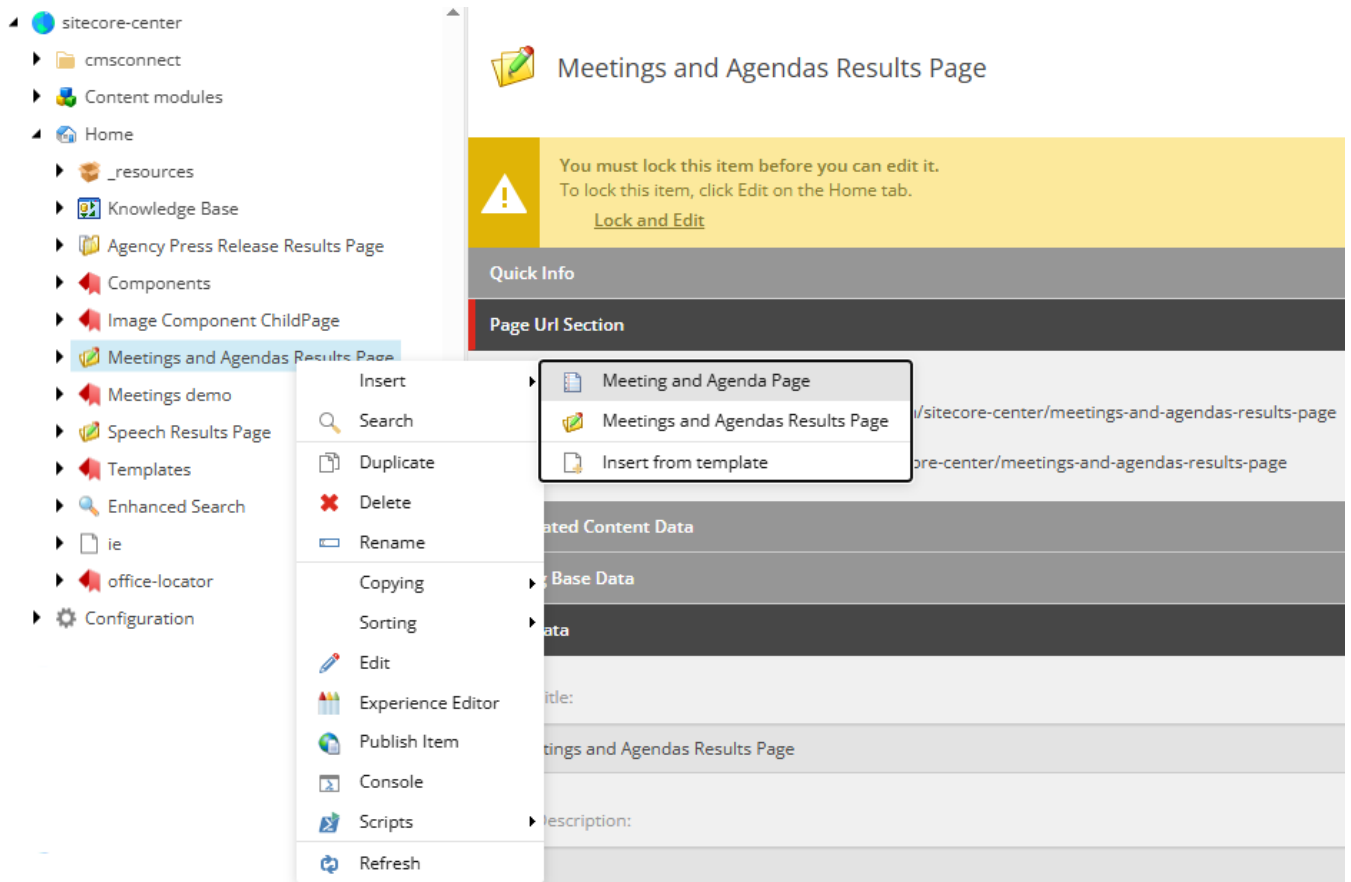
Step 1:

Locate the Meeting and Agendas Results Page for the agency site.
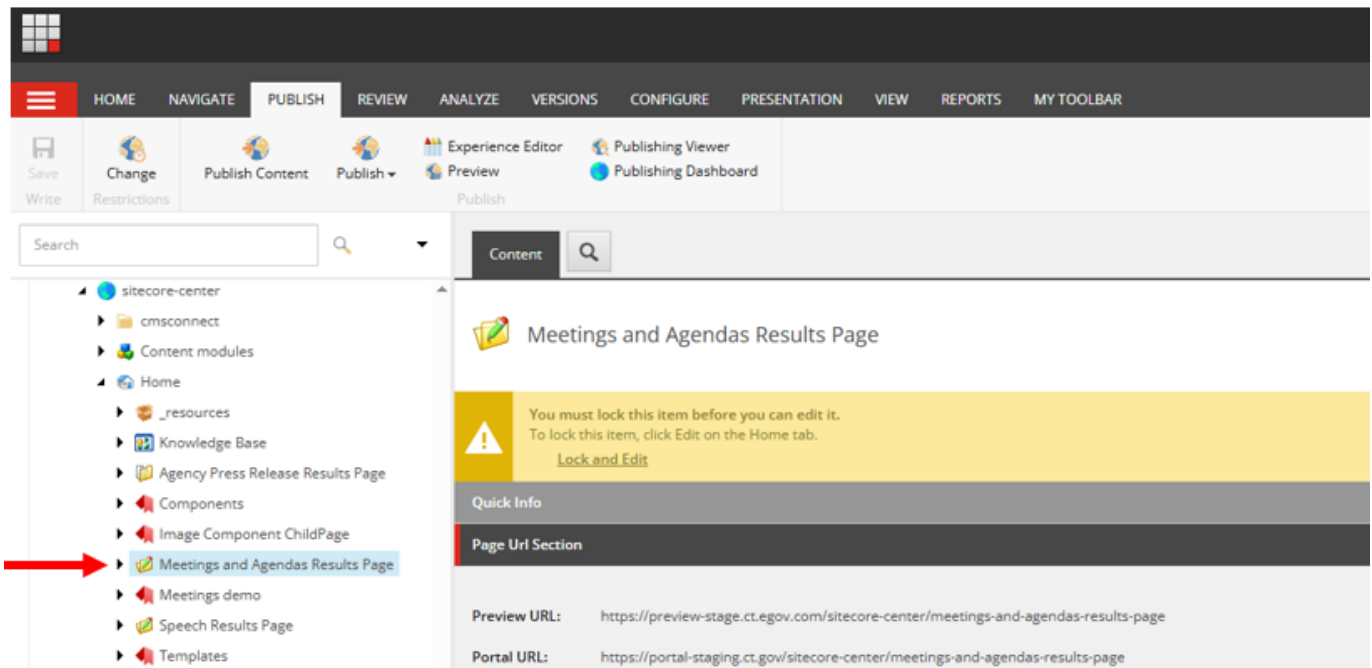
Step 2:

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.

Meeting Content: Add descriptive copy with details about the meeting by clicking on the Show Editor link in the Meeting Agenda Content HTML section.

Video:

To add a video to the meeting content, select the copy to add the hyperlink for the video and save.

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