

HOW TO POST ON THE SLNC WEBSITE

THE CONCEPT

1. Upload your pdf agenda/meeting or minutes, which you may then link to in your postings.
2. Post your agenda/meeting in two (2) places on the website. (Minutes are posted in one (1) place.)
 - a. as a new post, and,
 - b. on the event calendar (MyCalendar) or (Add Event)
The posting on the event calendar is draw into the (Upcoming Events) box on the right side of the home page.

The new post does not appear on the home page, but does appear on your committee's list of agendas or minutes. You can refer to this page from your event page - copy the URL into the "Event Link (Optional)" text box on your event page. This will make your notice under the Home Page's "Upcoming Events" linked to your post.

Please follow these steps:

UPLOAD THE PDF VERSION OF YOUR AGENDA OR MINUTES

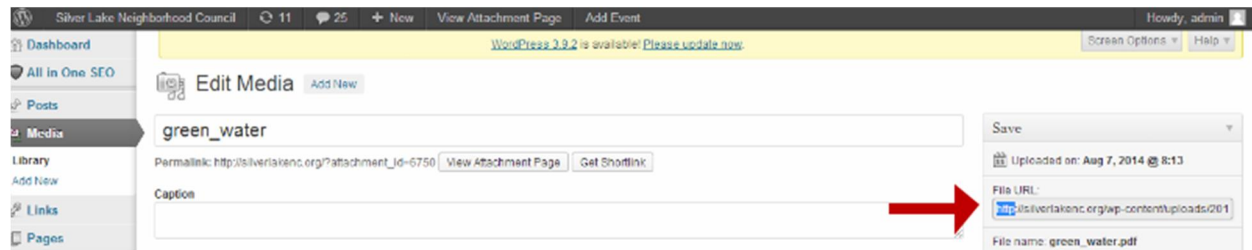
1. Login to your account.
2. Under "Media" select "Add New". Either drop your PDF or graphic file in the indicated space or upload it. When it is finished uploading, click on the "Edit" link.

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 32MB.



On the next page copy the "File URL" from the text field on the right hand side of the page.



CREATE A NEW POST (agendas/meetings and minutes)

1. Login to your account.
2. Under "Posts" select "Add New".

Enter the title - Committee Name and meeting date, for example:

Education Committee Meeting.May 15, 2014

Enter your meeting information and agenda.

Copy the text version of your agenda or minutes into the big text box - link the agenda or minutes to the pdf document, using the link button and the URL of the agenda or minutes.

3. On the right side of the page select the appropriate "Categories". If you're posting an agenda, check the box for "Agendas," and then, for Education, for example I would select "Education Agendas". This is MOST important and allows your committee agendas and minutes to be accessed from the general Agendas section of the site and your committee section.

5. When you are satisfied with your post, click on the blue "Publish" button on the top right side of the page. If you are posting an agenda, please continue.

4. Go to the top of the page in the dark gray menu bar and click on "View Post". Copy the URL of this document out of the browser location bar and save it.

ADD YOUR MEETING TO THE EVENT CALENDAR (agendas/meetings only)

1. Login to your account.

2. Under "MyCalendar" select "Add New Event".

3. Under "Event Link (Optional)" copy in the URL to your event post.

4. Enter your title. Most people capitalize these, like EDUCATION COMMITTEE MEETING

5. Copy the text version of your agenda or minutes into the big text box - link the agenda or minutes to the pdf document. To link to your agenda from here you will have to code html. It goes like this:

Agenda, where your_agenda_url is the URL you copied out of UPLOAD THE PDF VERSION OF YOUR AGENDA OR MINUTES above.

6. Set "Event Host" and "Event Category" to match your committee, or leave alone.

7. Set the date and time of your meeting, make sure the a.m. / p.m. is correct.

8. Under "Event Location" select a preset location or type in your meeting address.

9. Click on the "Save Event" button at the bottom of the page.