Town of Hanover
Website Posting Guide
Meeting Events, Agendas, and Minutes

This resource may be used to help guide you when posting **events**, **agendas**, and **minutes** on the hanover-ma.gov website. This also serves as a reference on how to name supplemental uploaded files. Please take a moment to review each category.

Topics
- [Creating an Event](#)
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- [Posting of Minutes](#)
- [Suggester File Naming of Uploaded Documents](#)
- [Additional Information](#)

Questions
For content requests or help, please submit your request with all pertinent information for review to:

Stephen Ryerson

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Address: Hanover Town Hall, 550 Hanover Street, Hanover, MA, Room 106

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Preparing Your Documents

Any document posted on the website must be saved as or converted to pdf. Saving your file as a PDF ensures universal accessibility. PDF files preserve the appearance of your document. You won't have to worry about shifted tables or different font sizes, which may occur with different versions of software. Once you save your file as a PDF file, it will appear exactly the same on every computer.

1. Once you create your document (Word, Excel, PowerPoint, etc), save it as a PDF into a folder of your choice. You'll need to remember where your file is saved on your computer.

2. Log in to the website. *If you do not have a login or need a new password, please send a message to* communications@hanover-ma.gov. You may **login** using the link located at the bottom of the page.

3. Navigate to the page where you would like to post your document. If you previously logged into the website, you can now **Create Content**.

Website Posting Guide

Creating an Event

▼ Create Content

- Bulletin Item
- Event
- FAQ
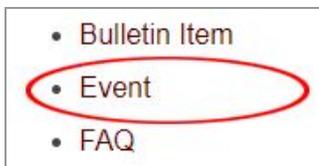
Create Content Menu

1. In the Create Content menu of the *board or committee page*, click on <u>Event</u> and then enter the required fields:

    a. Title *(ex: Board of Selectmen Meeting 11/9/19)*.

        i. **Meeting titles should be formatted using board or committee name followed by the date, as shown.**

    b. Event Type: Public Meeting.

    c. Event Date: Select the start date and time of the meeting

        i. You may uncheck the *Show End Date* if there is no confirmed end time.

    d. Click **Save and Close**

    e. Check to ensure the event was posted by reviewing the calendar.

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Meeting Agendas

Create Content Menu
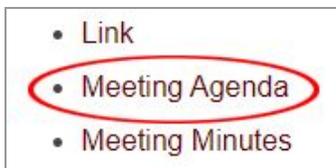
1. In the Create Content menu, click on Meeting Agenda and enter the required fields:
   a. Title: This is similar to the event title *(ex: Board of Selectmen Agenda 11/9/19)*.
      i. **Meeting agenda should be formatted using the board or committee name followed by the date, as shown above.**
   b. Date: Select the meeting date and time
   c. **Related Event: This is where you link the agenda to the event.** To link the agenda to the event, start typing the name of the event (it is important that the titles match).
   d. Upload file: This is your meeting document. Click Choose Files to upload the PDF that was previously created.
      i. Checkbox: Click the *Launch uploaded file without description page* button. This option allows the viewer to click on the file links without having to click an additional link.
   e. Click Save and Close
   f. Check to ensure agenda posted correctly by viewing the agendas on the board/committee page.

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Create Meeting Minutes

Create Content Menu

1. In the Create Content menu, click on <u>Meeting Minutes</u> and enter the required fields:
   a. Title: This is *similar* to the event and agenda title *(ex: Board of Selectmen Minutes 11/9/19)*.
      i. **Meeting minutes should be formatted using the board or committee name followed by the date, as shown above.**
   b. Date: Select the meeting date.
   c. **Related Agenda: This is where you link the minutes to the agenda. To link the minutes to the agenda, start typing the name of the event (it is important that the titles match).**
   d. Upload file: This is your meeting document. Click <u>Choose Files</u> to upload the PDF that was previously created.
   e. Checkbox: Click the *Launch uploaded file without description page* button. This option allows the viewer to click on the minutes title and immediately open the minutes.
2. Click Save and Close
3. Check to ensure minutes posted correctly by viewing the minutes on the board/committee page.

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Suggested File Naming of Uploaded Documents

Some meeting agendas may reference external documents that will need to be uploaded to the agenda page as attachments. **All uploaded documents must be saved as PDF**. When saving your document for posting on the website, please use the following formatting:

Agendas
- Date of meeting, name of document, attachment number
  - The following are examples of agendas that show the meeting date, agenda version, and version date. The version date will change with each draft.
    - **Example: 01062020_ draft1_01012020.pdf**
    - **Example: 01062020_ draft2_01012020.pdf** (same day, different version)
    - **Example: 01062020_ draft3_01032020.pdf**

Supplemental Files / Attachments
- File attachments should be named logically and include attachment numbers that can be referenced within the agenda text.
  - This is an example of a document that may be referenced as attachment 1 in the actual agenda text: date of meeting, name of document, attachment number
    - **Example: 01062020_name_attachment1.pdf**

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Notices

- When an agenda or minutes document is posted, a notification will be sent to anyone who has opted to receive meeting notifications.
- You may subscribe to other notices by clicking on the *subscribe* button on the main page of the site.
- It is important that the **original posted agenda remain on the website** so that there is evidence of the meeting and agenda being **posted before the 48 hour deadline**.

Revisions

- If agendas or minutes are revised or edited and then saved, a notification email will automatically be sent to subscribers **unless the E-Subscriber Notification checkbox is unchecked**.
- The E-Subscriber notification option is located on the left side menu options in the minutes / agenda edit window.
- If you need to update the agenda **after the 48 hour deadline**, you may upload a second version of the agenda.
- Do not remove the original agenda. There's an additional field where you can upload additional meeting documents, if necessary, that is found in the upload file area. Any new documents should be labeled "Board / Committee Agenda Date - Revised" (Board of Selectmen Agenda 11/9/19 - Revised)

Events

- When an event is created, it will appear on the page calendar and also on the main page calendar. All website viewers will be able to see the event.