How to Publish Minutes and Agendas onto the City of Stamford Website.

Please use this guide to learn how to publish a minute or agenda onto the city website.

1) Log Into the website.

2) Click my Dashboard.

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| der. <u>Click for more information</u> | | | / | | | | |
| | | City Jobs | Contact Us | Subscribe | 00 | | |
| RESIDENT | S GOVERNMENT | AROUND TOWN | BUSINESS | SERV | VICE FINDER | Q | |
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3) Highlight Site Content > Document Central

| Stamford, CT | Configurations | My Tasks | Site Content | Support |
|---|---------------------------------|----------|--|-----------------------------------|
| Content Shortcuts Pages (E) Forms | Job Posts RFP Posts | | Pages Image Library | • |
| My Dashboard + | | | Calendar News | |
| Create a Page Build new pages to display residents with your conter | r information and engage it. | ~ | Components A-1 Components J-Q A Components R-Z it | ross your site by sge Library |

4) Click the plus button next to Board Agendas and Minutes on the left hand side and find the Board you are looking for and click the plus button.

| Document Central Board Agendas and Minutes A4A | | ADD DOCUMENTS |
|---|-------------------|---------------|
| Anti-Blight Arts and Culture Commission Board of Assessment Appeals | No results found. | |
| Board of Ethics menu | 1 | |
| Board of Finance | | |
| Board of Representatives | | |
| Camera Review Committee | | |

5) Click the plus button next to either the minutes or agendas folder then click the corresponding year of the document and press "Add Documents".

| ् Search | v | Current Folder: Document Central > Board Agendas and Minutes > B | Board of Ethics > Agendas > 2021 |
|--------------------------------------|--------------|--|----------------------------------|
| Board Agendas and | d Minutes | | ADD DOCUMENTS |
| Arti-Blight Arts and Culture | Commission | No results found. | Add Documents |
| Board of Assessr Board of Ethics | ment Appeals | | |
| Agendas 2021 Minutes | | | |

6) Drag the document into the space titled "Drag & Drop HERE" or press the space and find the pdf in your folders. You can drag up to twenty documents at a time.



7) Pick out your content group. For the majority of Boards and Commissions, the content group should be Boards and Commissions. There are a few exceptions (Board of Finance, Land Use Boards)

| OPTIONS FOR BULK PROCESSING O | IF DOCUMENTS | |
|-------------------------------|-------------------------------|--------|
| Content Group * | | |
| (Choose Content Group) | ~ | |
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| _Default | | |
| Animal Control Center | | |
| Board of Finance | | |
| Board of Representatives | | |
| Boards and Commissions | | |
| Cashioring & Pormitting | Document Name * | REMOVE |
| Citizen Services | Board of Ethics Agenda 3-8-21 | KEMOVE |
| Community Development | Key Words | |
| Economic Development | | |
| Engineering | | |
| Environmental Inspections | | |
| File Department | | |

8) Rename the document name to whatever you would like displayed on the website, press select and SAVE & PUBLISH. If you just press save, it will not be visible to residents on the website.

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| | Select | Display | Key Words | | SAVE & DUB |
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9) Your board agenda or minutes are now live on the board page. Click the year and the list of agendas or minutes will be visible.

| <u>STAFF</u> | TITLE | DEPARTMENTS | <u>PHONE</u> | <u>EMAIL</u> |
|-------------------------------|---------------|--------------------|--------------|--------------|
| <u>Lang, Allan D.</u> | Chair | Board of Ethics | | |
| <u>Dzujna, Christine A.</u> | Member (D) | Board of Ethics | | |
| <u>Folkinshteyn, Benjamin</u> | Member (U) | Board of Ethics | | |
| <u>Hynes, Thomas W.</u> | Member (D) | Board of Ethics | | |
| Schlessinger Smyth, Monica | Member (D) | Board of Ethics | | |
| <u>Sessa, Myrna I.</u> | Member (D) | Board of Ethics | | |
| <u>Quinn, Kevin J.</u> | Alternate (D) | Board of Ethics | | |
| <u>Springer, Fred C.</u> | Alternate (R) | Board of Ethics | | |

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| AGENDAS | |
| 2021 | |
| MINUTES | |
| 2021 | |
| Free viewers | are required for |

| AGENDAS | |
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| <u>Agendas</u> » <u>2021</u> | |
| Board of Ethics Agenda 3-8- 21 | |
| MINUTES | |
| 2021 | |
| Free viewers are required for | |
| documents. | |
| They can be downloaded by | |
| clicking on the icons below. | |
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