# The Meetings Module

Introduction to the Meetings Module

The Meetings Module is intended to be easily accessible through the top-level website navigation. Its primary purpose is to centralize and streamline the availability of meeting minutes for various boards and committees.

Accessing the Meetings Module

To access the Meetings Module, users can simply navigate to the main website and locate the top-level navigation menu. Within this menu, a dedicated "Meetings" option is prominently displayed.
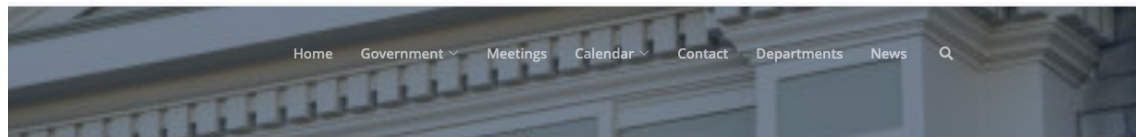
Clicking on this option directs users to the Meetings page, which serves as the central hub for all meeting-related information.

Meeting Categories

Select a Category

Planning Board
Town Board
Zoning Board of Appeals

Guidelines for Managing the Meetings Page

The Meetings page is designed to provide a comprehensive list of meetings in one location. This ensures that users can easily find all relevant meetings without navigating multiple sections of the website. However, individual meeting categories can also be located beneath other pages for more specific access. For instance, Town Board Minutes can be placed under the Town Board page.
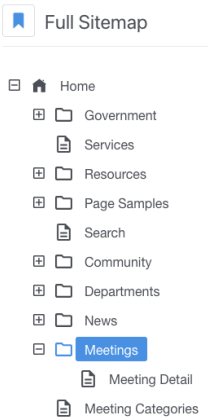
Important Caveats

There are two crucial instructions to follow when "relocating a Meetings page:

1. Do Not Delete or Move Specific Items

It is imperative not to delete or move the following within the site map:
- Meetings
- Meeting Detail
- Meeting Categories

2. Adjusting Attributes

Within the "Attributes" for each of the aforementioned items ("Meetings," "Meeting Detail," "Meeting Categories"), ensure the following setting is applied:

- Check the box for 'Exclude from navigation.'

By adhering to these guidelines, you can maintain the structure and functionality of the Meetings page while ensuring that critical elements remain intact and properly configured.
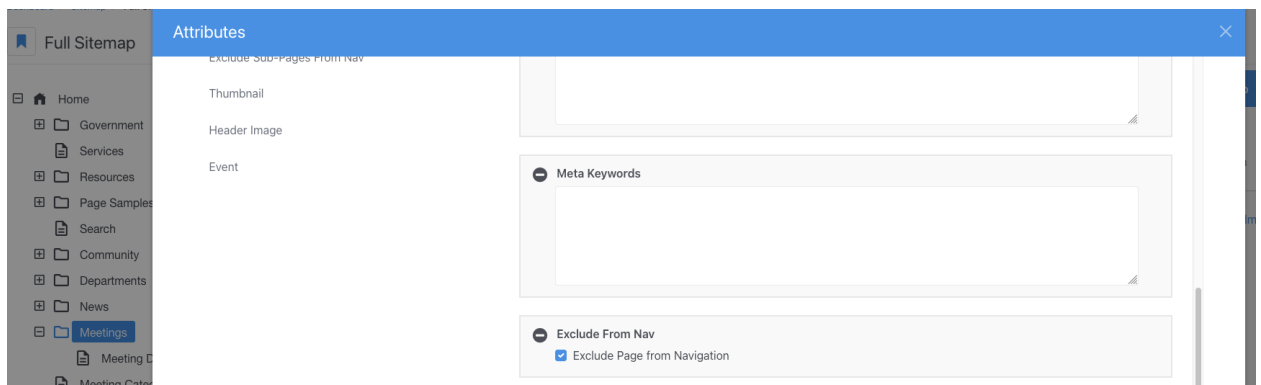
How to Locate Meetings Under Another Page

Step-by-Step Instructions

Step 1: Access the Parent Page

To begin, navigate to the parent page where you want to locate the meetings.

Step 2: Enter Edit Mode

Once you are on the parent page, put the page in edit mode.

Step 3: Add Content

In edit mode, click "Add Content".

Step 4: Drag the "Meetings List" Block

From the available content blocks, find the block labeled "Meetings List." Click and drag this block onto the page where you want the meetings to appear.

Step 5: Configure the Meetings List

After placing the "Meetings List" block on the page, you will need to configure it.

- Select the appropriate year for the meetings you want to display.
- Choose the relevant category.
- Set the scope to ensure that the meetings information displayed match your intended criteria.

Step 6: Save and Publish

Once you have configured the "Meetings List" block to your satisfaction, save your changes. After saving, make sure to publish the page so that the meetings list is visible to others.

By following these steps, you can locate and display meetings under another page efficiently. This method ensures that the information is organized and easily accessible to those who need it.

Conclusion

The Meetings Module is an essential tool for enhancing organizational transparency, accessibility, and engagement. By providing a central hub for meeting information and minutes, it ensures that constituents. The convenience and benefits offered by this module make it a valuable addition to any website's functionality, promoting a more connected and informed community.