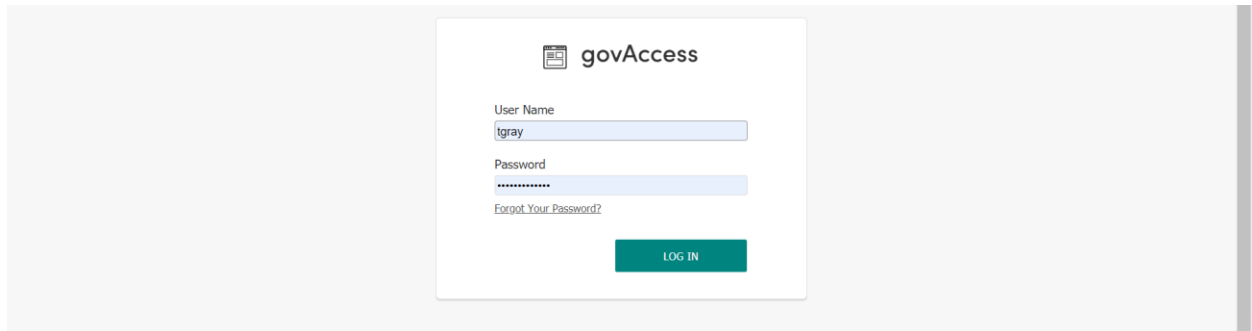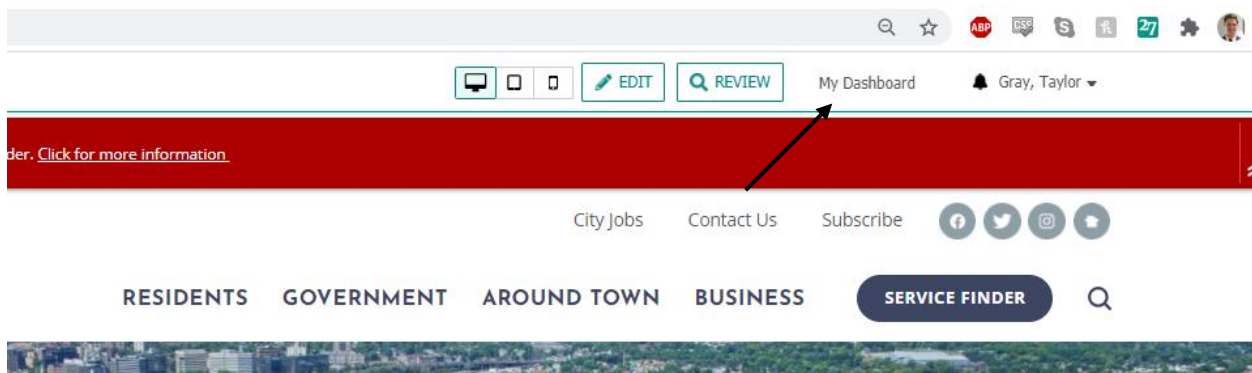# How to Publish Minutes and Agendas onto the City of Stamford Website.

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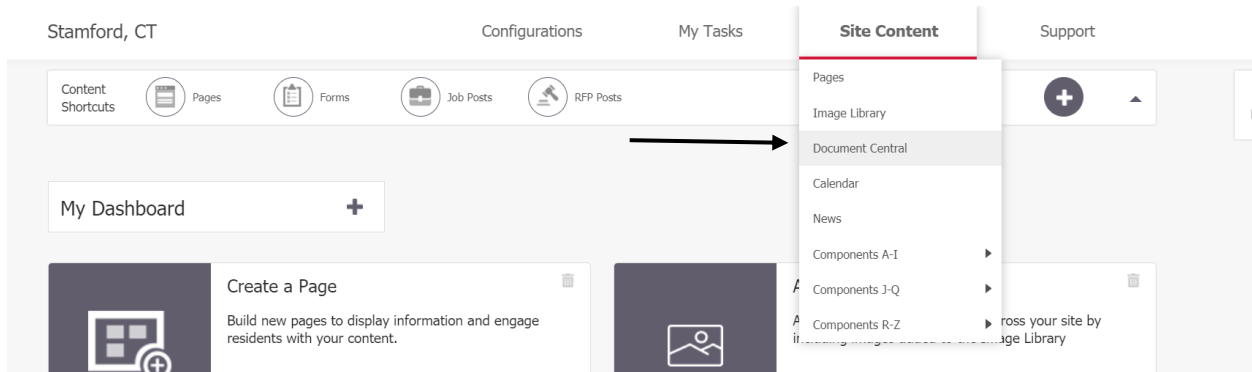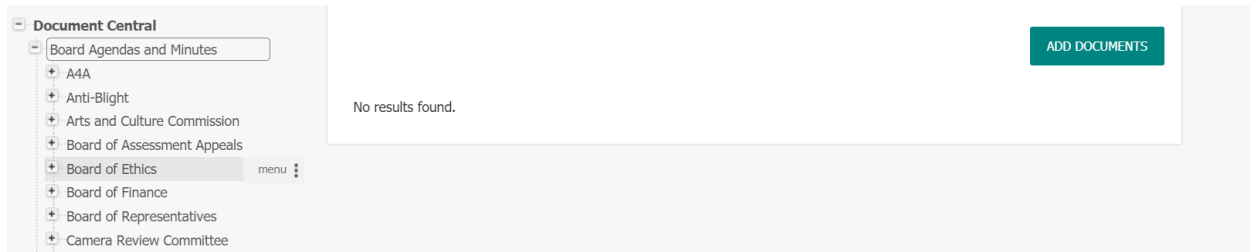
1) Log Into the website.
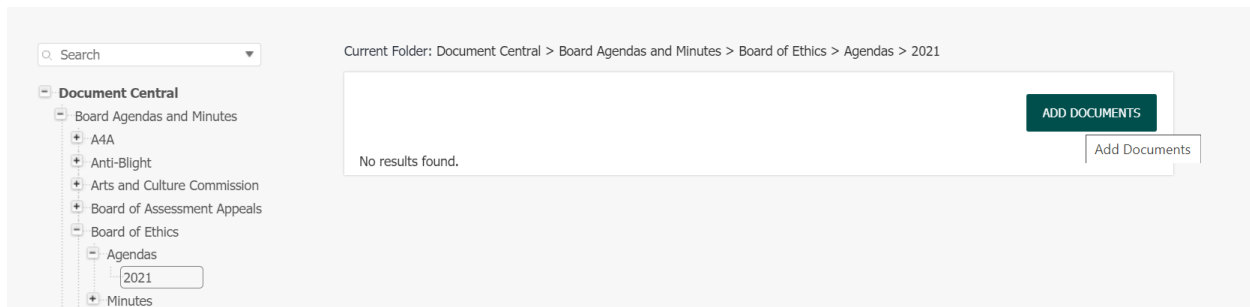

2) Click my Dashboard.


3) Highlight Site Content > Document Central

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.

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".

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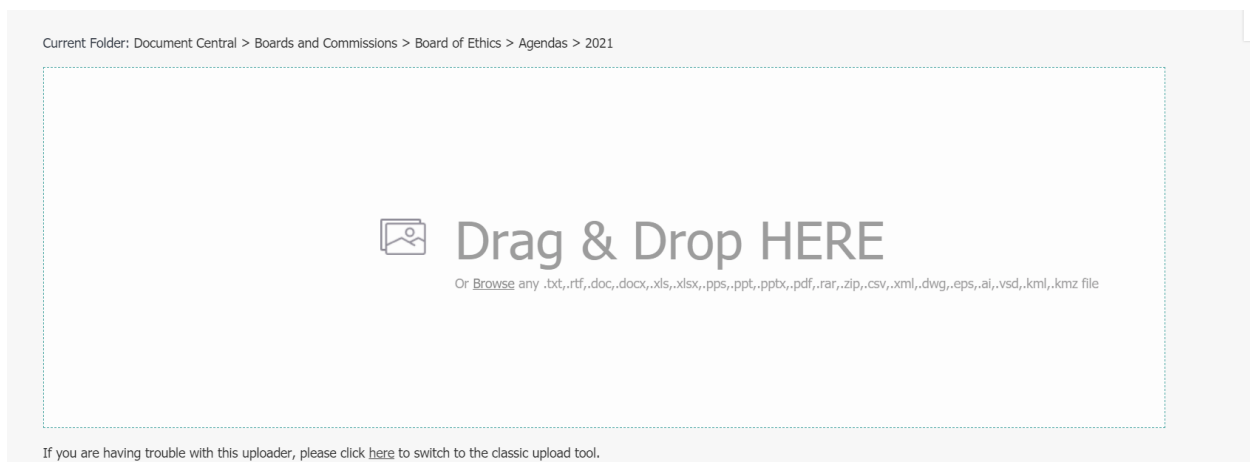
7) Pick out your content group. For the majority of Boards and Commissions, the content group should be Boards and Commissions. There are a few exceptions (Board of Finance, Land Use Boards)

OPTIONS FOR BULK PROCESSING OF DOCUMENTS

Content Group *

(Choose Content Group)

(Choose Content Group)
_Default
Administration
Animal Control Center
Board of Finance
Board of Representatives
Boards and Commissions
Building
Cashiering & Permitting
Citizen Services
Community Development
Economic Development
Engineering
Environmental Inspections
Fire Department
Fleet Maintenance
Grants
Health

Document Name *

Board of Ethics Agenda 3-8-21

Key Words

REMOVE

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.

OPTIONS FOR BULK PROCESSING OF DOCUMENTS

Content Group *

Boards and Commissions   SAVE   SAVE & PUBLISH

Membership Groups
There are no Member Groups.

☑ Select all

	Select	Display	Document Name *	
	☑	☑	Board of Ethics Agenda 3-8-21	SAVE
			Key Words	SAVE & PUBLISH
				REMOVE

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.

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

AGENDAS

📁 2021

MINUTES

📁 2021

Free viewers are required for
some of the attached

AGENDAS

Agendas » 2021

📄 **Board of Ethics Agenda 3-8-21**

MINUTES

📁 2021

Free viewers are required for
some of the attached
documents.
They can be downloaded by
clicking on the icons below.

FAQS