

Website Training for the ZBA Secretary – 6/3/26

Purpose of this Training Session

- To show how to update Meeting information and Board information using ZBA as an example
- Information on how to create structures such as Meetings and Pages is in the Introductory Admin Training session

Updating the Meeting

Look at Michele's email with Zoom and Agenda request

- Open Agenda file, Save in Word, ensuring File Name matches Naming Convention
ZBA yyyy mmdd Minutes/Agenda Draft/Preliminary/Final
Example: ZBA 2026 0528 Agenda Final
- Select all and Ctrl Copy – puts Agenda contents on Clipboard
- Save As pdf

Go to woodstockny.gov and Login (two ways to access Login screen)

- Go to Dashboard and Open Files
 - Find ZBA Agendas and Minutes subfolder (in Boards Committees folder)
 - Upload pdf
- Look at Calendar
 - Note Meetings, Events, Holidays
- Go to Dashboard
 - Discuss Calendar and Events – although not needed for this exercise
 - Open Meetings
 - Search on ZBA
 - Open May 28, 2026 ZBA meeting
 - Paste in Agenda contents into Agenda area – and Save
 - Select Minutes file to post to the meeting entry – and Save

Look at Michele's email with Zoom and Agenda request

- Select all Zoom info and Ctrl Copy

Return to woodstockny.gov – ensure you are still in the correct meeting entry

- Add “and Zoom” to location
- Paste Zoom info into Description field – and Save
- Go to Calendar to check everything looks OK in that Calendar entry

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Updating the ZBA Page

Go to ZBA page at <https://woodstockny.gov/boards-committees/boards-and-committees/zoning-board-appeals-zba>, look at the content

- Put page in Edit mode
- Click the + sign to see Block types, noting Text, Files, and Document Library
- Put an existing Text Block in Edit mode, discuss edit tool bar, and OK or Cancel out
- Put a File and a Document Library Block in Edit mode to see the differences

Go to Dashboard

- Select Files
 - Discuss overall File folder setup including noting DOCUMENT LIBRARY folders
 - Add a file, for demonstration purposes:
 - In Files, in Boards Committees, place ZBA TEST in ZBA Case Documents DOCUMENT LIBRARY subfolder, then look at ZBA page to see where it shows up
 - Move ZBA TEST to Boards Committees, ZBA Decisions DOCUMENT LIBRARY subfolder, then look at ZBA page to see where it shows up
 - Move ZBA TEST to Boards Committees, ZBA Other subfolder, then look at ZBA page to see where it shows up, and of course, it doesn't
- Go to ZBA page
 - Place in Edit mode (if not already in Edit mode)
 - Select + and move a file block to the area where individual files are, and add ZBA TEST
 - Exit Edit Mode, discuss the choices there: Publish, Save, Discard. Select Discard as this was a demonstration and we do not want to leave these changes on this page.