

## woodstockny.gov Website Training – 1/24/26 – Laura Ricci

### Topics:

- Website layout
- Website Dashboard and how to get from it when you log on or from elsewhere on the website
  - Sitemap: Website layout
  - File System: Needed to upload files to a page as you will do for Town Board, Planning Board, and ZBA meetings
  - Meetings Structure: Used so that when you set up Meetings, you will automatically have a place to put your description, agenda and minutes
  - Department Structure: Yvonne would need to know this to update department information
- Create and update a calendar entry using the Meetings module (e.g. Board meetings), including how to set end times, and not using the Meetings module (e.g. Holidays)
- Create and update a meeting entry:
  - Text and hotlinks
  - Posting agenda and minute text, and posting agenda and minute files
  - Recommended Agenda and Minutes naming convention: WEC 2026 0121 Minutes Final
- Create a page that is not a Department page and fix it on the sitemap
- Update a page that is not a Department page
  - Insert Layout
  - Insert text and hotlinks
  - Insert Image
  - Insert File
  - Insert Document Library
- Create a Department page and fix it on the Sitemap
- Update a Department page
  - Update fields in the Department module
  - Add or update fields not in the Department module