

Post an Event for your Agency

This guide is intended for the following agencies: Improvement Authority, Planning boards, Human Services boards, Navigating Hope, Hope One, Housing Authority, Communications and Digital Media, Public Safety Training Academy, Human Relations Commission, Board of Transportation

Want to add a meeting or event to your agency’s calendar? Follow these instructions. Note that you can either **create a new event**, or if you already have an event listed and want to **make a copy**, you can do that too!

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ADD A NEW EVENT

Step 1: Log into OpenCities

Visit <https://morriscounty.admin.opencities.com/> and log in using your email address and password.

Step 2: Find your agency's event shortcut on the dashboard

Now, on the dashboard, you'll see a series of icons called "shortcuts." Find the one that applies to you:

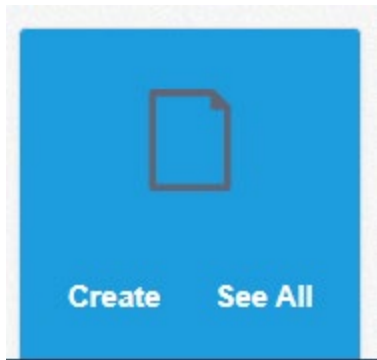
- Academy Class (for the Public Safety Training Academy)
- Board of Transportation Meeting
- County Comm. Events (for Commissioner meetings)
- Fire Grounds Event (for the Public Safety Training Academy)
- Hope One Stop
- Housing Authority Meeting
- Human Relations Commission
- Human Services Event (for Human Services board meetings, veterans events, and non-profit events)
- Navigating Hope Stop
- Planning Meetings (for Planning boards)
- Stigma- Free Committee events

Examples:



Step 3: Hover over the shortcut and select "Create"

Use your mouse to hover over the appropriate shortcut, and select "Create" to make a new event



Doing this will take you to a blank event screen.

Step 4: Fill in details about the event

Fill in the following:

Page name: How this event will be referred to in the backend of OpenCities, in the site tree. For ease of use, I recommend making the page name the event date, plus a shorthand description.

- a Planning Board meeting on January 15, 2021 could be called “1/15/21 Planning”.
- A Hope One stop at the courthouse on February 4 could be called “2/4/21 Courthouse”.

Event title: the actual title of the event. This is what appears *to the public*. Use the name of the org in the event title – events can be searched for across the site, from any page, and this will make it clear to the user what the event is for! Use titles like

- Board of County Commissioners Public Meeting
- Agriculture Development Board Meeting
- Hope One at Morris County Courthouse
- Navigating Hope at Dover Probation Office

Add event summary: a short summary of what the event is about. This text appears in web searches, underneath the event date in lists, etc.

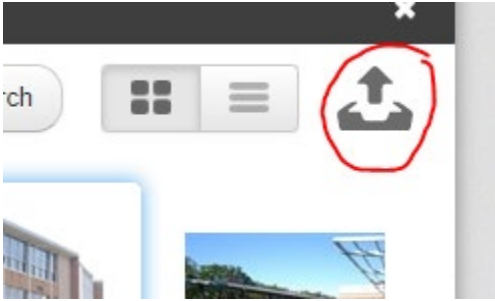
Add event date: the date of the event! Make sure to add the date(s).

Select categories: pick a category, or multiple categories (by pressing Shift while clicking) that the event fits into. People will be able to search by this category, so make sure to pick at least one!

Add event image: The event *will not show up on the home page without a news image*.

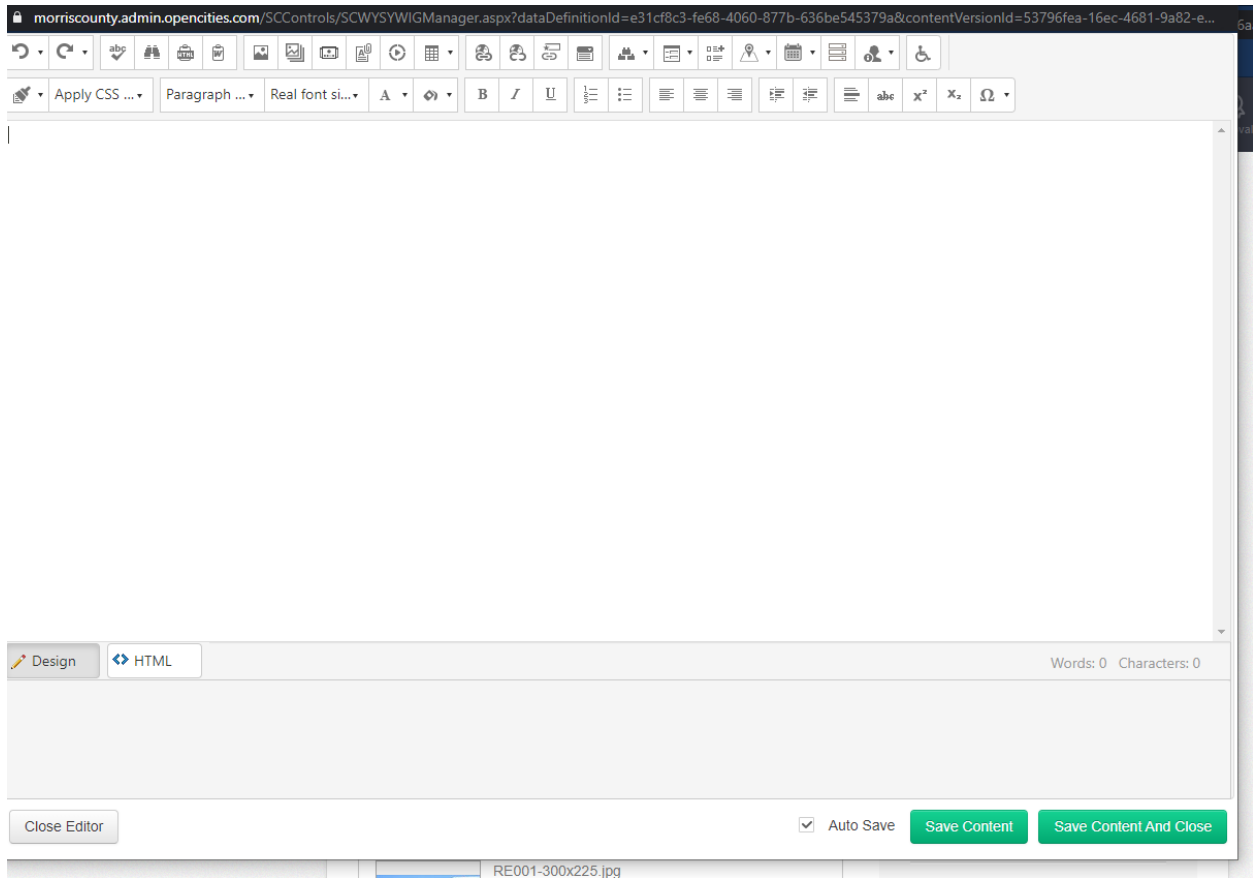
- 1) Click “Add image”
- 2) Navigate to the folder where your images “live”: Shared Files > Public > Departments
- 3) We’ve also uploaded a few generic logos you can use: Shared Files > Public > Main Site > Generics

- 4) You can pick a previously uploaded file here, and click Insert to add the image, OR you can upload an image by hitting the upload button:



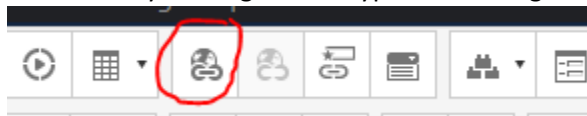
Step 5: Add any necessary description of the event
Click on the blue box to open a text editor:





This editor looks VERY similar to Microsoft Word. You can paste in your content from Word, or directly type into this window.

Add a link by clicking on the hyperlink manager:



You can add a link to an external site (“Hyperlink”), an *internal page* (“InternalLink”), or an email address (“Email”).

Hyperlink Manager

InternalLink Hyperlink Anchor Email Phone

URL: https://

Link Text:

ID:

Target: Same Window

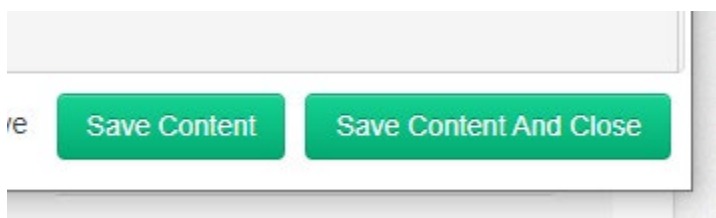
Existing Anchor: None

Tooltip:

CSS Class: Apply Class

Cancel OK

Once you're done adding your content, click "Save Content and Close" to close out of the text editor:

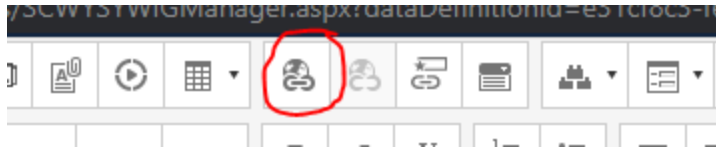


Step 5A: Uploading Agendas/Documents

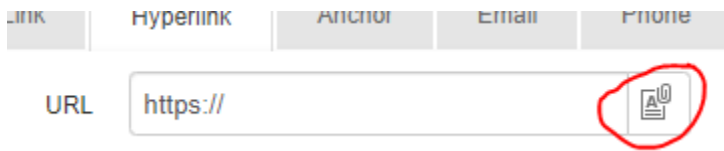
If you're posting a board or commission meeting, you might need to upload the meeting agenda as well! These calendar events are how the public will access information about your meeting, including agendas.

To upload your agenda, go into the WYSIWYG editor (click the blue box to bring up the editor).

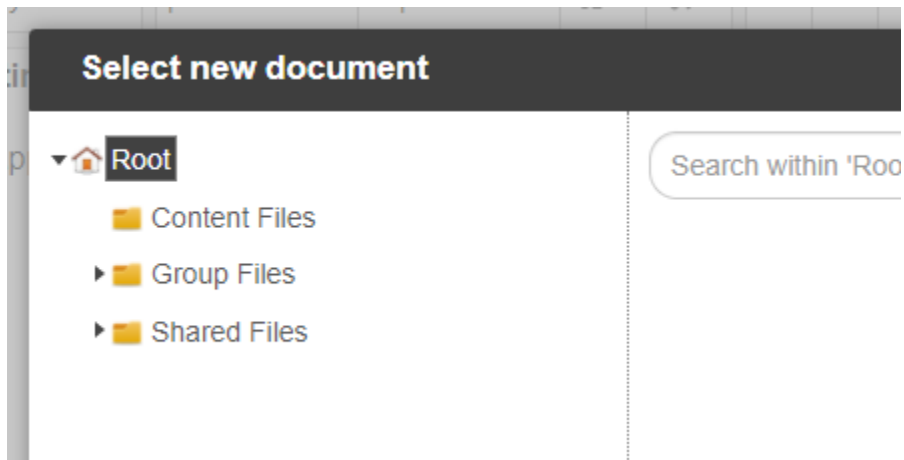
Click on the hyperlink manager button:



Then, click on the Document Manager button, which looks like a document and a paper clip:

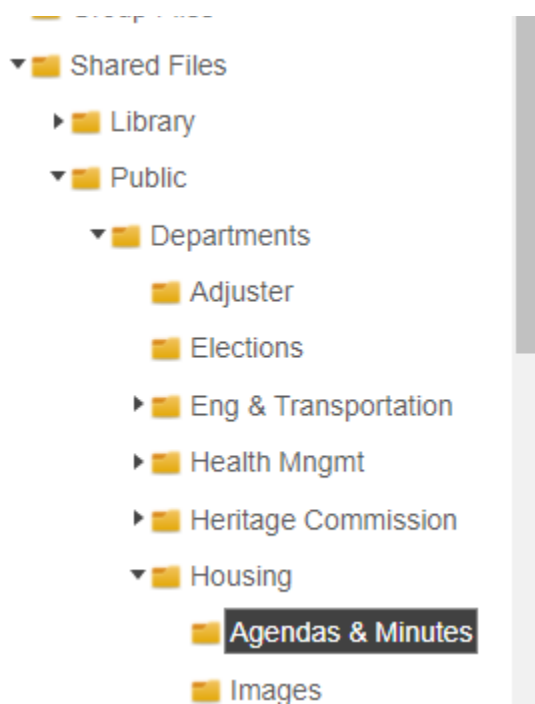


This will bring up the Document Manager:

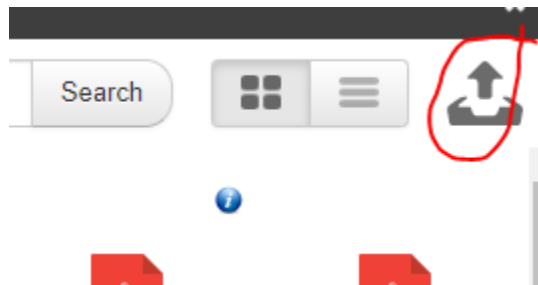


Navigate to your agency's folder.

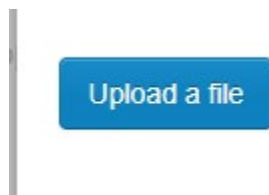
- **Human Services Boards:** Shared Files > Public > Departments > HS Boards Services
- **Human Services – Non-profit and Veterans events:** Shared Files > Public > Departments > Human Services
- **Agriculture Development Board:** Shared Files > Public > Departments > Planning & Preservation – Farmland
- **Construction Board:** Shared Files > Public > Departments > Planning & Preservation – Construction
- **Flood Mitigation Program:** Shared Files > Public > Departments > Planning & Preservation – Flood
- **Historic Preservation:** Agriculture Development Board: Shared Files > Public > Departments > Planning & Preservation – HISTORIC
- **Trail Preservation:** Shared Files > Public > Departments > Planning & Preservation – Trail
- **Planning Board:** Shared Files > Public > Departments > Planning & Preservation
- **Housing Authority:** Shared Files > Public > Departments > Housing > Agendas & Minutes
- **Improvement Authority:** Shared Files > Public > Departments > Improvement Authority > Minutes, Bill Lists and Resolutions
- **Stigma-Free Committee:** Shared Files > Public > Departments > Stigma-Free



Once you've navigated to the correct folder, you'll see an upload button on the top right. Click on it:



Click "upload a file" to pick a file from your computer:






Once it's selected, you'll notice the screen populates:

Select new document

1-28-2021 Agenda.1.15.21.pdf [Cancel](#)

File Upload Options

- Auto-rename new file 
- Overwrite existing file 
- Skip new file 

Allowed file types : pdf, doc, xls, csv, ppt, txt, zip, rar, docx, pptx, xlsx, rtf

Max filesize : 488.28 MB

Textfilename

File description

Change the *file description* to something meaningful, such as “Meeting Date, Year Agenda”:

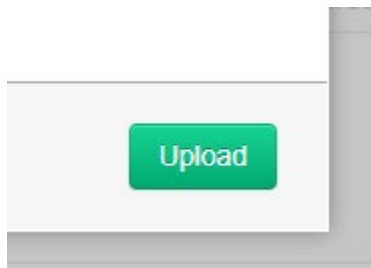
Allowed file types : pdf, doc, xls, csv, ppt, txt, zip, rar, docx, pptx, xlsx, rtf

Max filesize : 488.28 MB

Textfilename

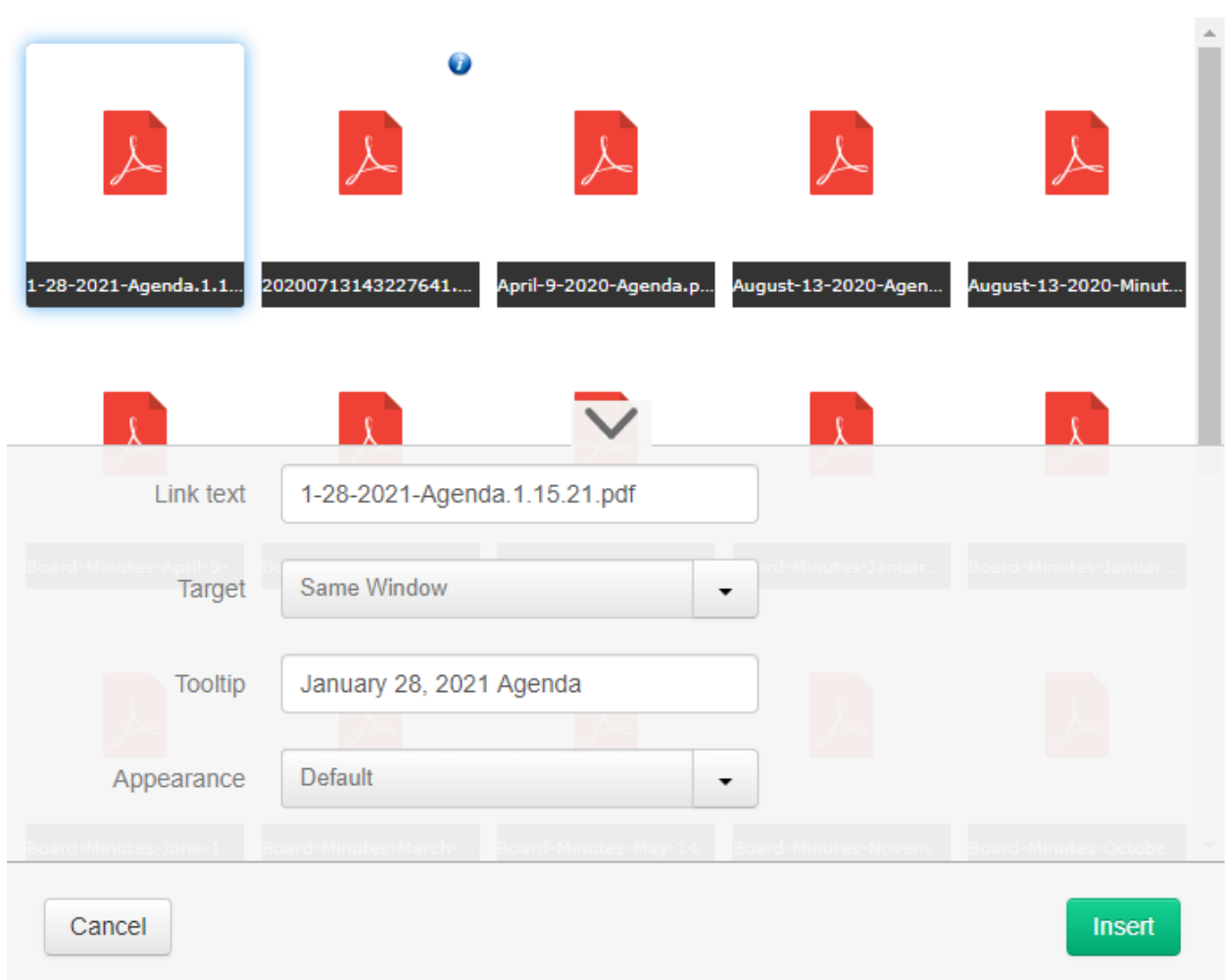
File description

Finally, hit “upload:”



This will upload the file to the folder.

Now you need to *select that file* by looking through the folder, and clicking on the correct file. Once you’ve selected it, click “Insert”:



This will take you back to the Hyperlink Manager, where the newly uploaded file is ready for you to insert:

Hyperlink Manager [X]

InternalLink | **Hyperlink** | Anchor | Email | Phone

URL: /files/635d2859-bd6e-4b26-aaab-b53f57 [A]

Link Text: 1-28-2021-Agenda.1.15.21.pdf

ID: [] [Refresh]

Target: Same Window [v]

Existing Anchor: None [v]

Tooltip: January 28, 2021 Agenda

CSS Class: Apply Class [v]

Cancel [OK]

Change the link text to something meaningful, like “Meeting Date, Year Agenda”:

InternalLink | **Hyperlink** | Anchor | Email | Phone

URL: /files/635d2859-bd6e-4b26-aaab-b53f57 [A]

Link Text: **January 28, 2021 Agenda**

And click OK at the bottom:

None ▼

January 28, 2021 Agenda

Apply Class ▼

OK

The agenda is now linked to!

We hear appeals filed by owner

[January 28, 2021 Agenda](#)

Make sure to save your work when you're done.

Step 6: Add the appropriate content label

On the bottom of the page, you'll see a heading called "Supporting information." Click on the arrow to expand it.

Choose how this content will display on homepage listings

Show on homepage listing (default) ▼

Supporting information ▼

At the bottom of this section, you'll see "Content labels".

Content labels

Select some options

You need to add the correct content label to your event, or it won't appear in the proper place (such as on your board page, your list of classes, or your page describing your service).

The following are the content labels each event type should use:

- **Board of Transportation:** board-transportation
- **County Commissioners:** county-commissioners
- **County Holidays:** holiday
- **Housing Authority:** housing-authority
- **Hope One:** hope-one
- **Improvement Authority:** improvement
- **Navigating Hope:** navigating-hope
- **Human Services non-profit events:** non-profit
- **Human Services veterans events:** veterans
- **Human Services boards:**
 - o **Advisory Committee on Women:** HSboard-women
 - o **Advisory Council on Aging, Disabilities and Veterans:** HSboard-adv
 - o **County Alliance Steering Committee:** HSboard-CASS
 - o **Human Services Advisory Council:** HSboard-HSAC
 - o **MAPS Citizen Advisory Committee:** HSboard-MAPS
 - o **Mental Health Addictions Services Advisory Board:** HSboard-mentalhealth
 - o **MSW HIV/AIDS Advisory Committee:** HSboard-HIV
 - o **Workforce Development Board:** HSboard-WDB
 - o **Youth Services Advisory Committee:** HSboard-YSAC
 - o **Continuum of Care:** HSboard-CoC
- **Stigma-Free Committee:** stigma-free
- **Planning-related boards:**
 - o **Agriculture Development Board:** planning-agriculture
 - o **Construction Board of Appeals:** construction
 - o **Flood Mitigation Committee:** planning-flood
 - o **Historic Preservation Trust Fund Review Board:** planning-historic
 - o **Open Space Committee:** planning-openspace
 - o **Planning Board:** planning-board
 - o **Trail Program Advisory Committee:** planning-trail

Begin typing in the name of the appropriate label, and you'll be able to select it:

Content labels

planning

Add option: "planning"

planning-agriculture

planning-board

planning-flood

planning-historic

planning-openspace

planning-trail

Click on the correct label, it will look like this:

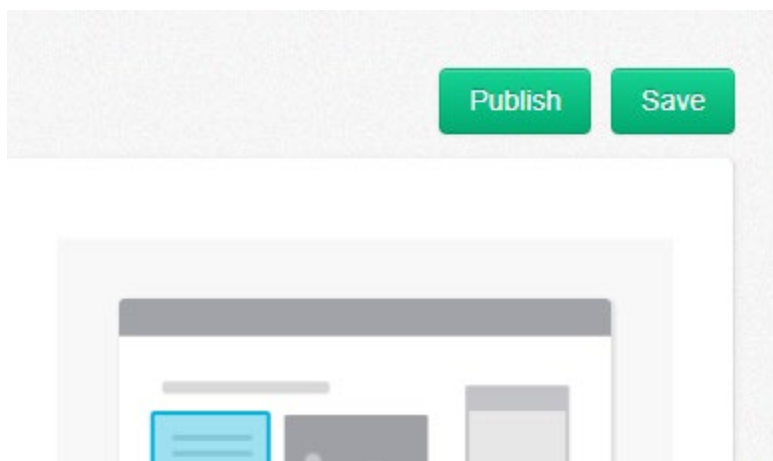
Content labels

planning-flood ✕

Step 7: Save or Publish your event

If you want to keep your event as a draft, click the "Save" button. You can return to your event later.

If you want to publish your event, click "Publish." You'll be asked to write a note before publishing. This is useful when you're making changes to your release in the future, if needed.



Copy a Previously Created Event

Step 1: Log into OpenCities

Visit <https://morriscounty.admin.opencities.com/> and log in using your email address and password.

Step 2: Find your agency's event shortcut on the dashboard

Now, on the dashboard, you'll see a series of icons called "shortcuts." Find the one that applies to you:

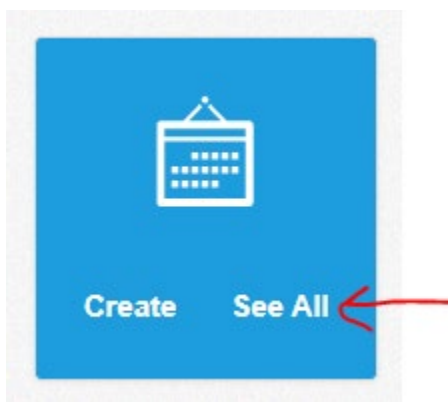
- Academy Class (for the Public Safety Training Academy)
- Board of Transportation Meeting
- County Comm. Events (for Commissioner meetings)
- Fire Grounds Event (for the Public Safety Training Academy)
- Hope One Stop
- Housing Authority Meeting
- Human Relations Commission
- Human Services Event (for Human Services boards, veterans events, and non-profit events)
- Navigating Hope Stop
- Planning Meetings (for Planning boards)
- Stigma-Free Event

Examples:



Step 3: Hover over the Shortcut and Select "See All"







In order to view the event you want to copy, hover over the appropriate shortcut and select "see all".



This will bring up the full list of events under that category:

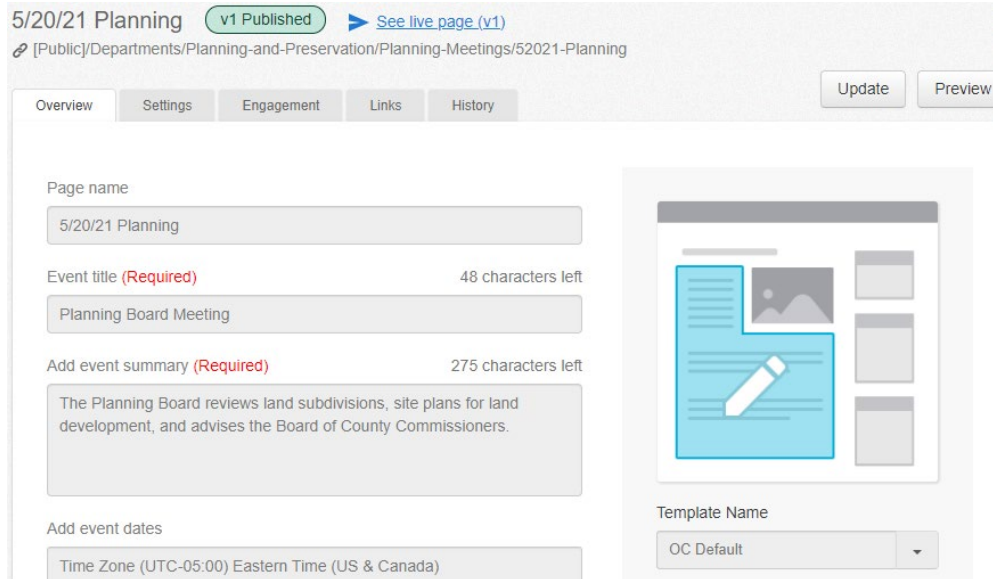
Planning Meetings

Page 1 of 3, 47 item(s)

<input type="checkbox"/>	Name	Content Type	Owner Name	Status
<input type="checkbox"/>	 2/18/21 Planning	OC Event	Jamie Klenetsky	Published
<input type="checkbox"/>	 3/18/21 Planning	OC Event	Jamie Klenetsky	Published
<input type="checkbox"/>	 4/15/21 Planning	OC Event	Jamie Klenetsky	Published
<input type="checkbox"/>	 5/20/21 Planning	OC Event	Jamie Klenetsky	Published
<input type="checkbox"/>	 6/17/21 Planning	OC Event	Jamie Klenetsky	Published
<input type="checkbox"/>	 7/15/21 Planning	OC Event	Jamie Klenetsky	Published

Step 4: Click on the event you want to copy

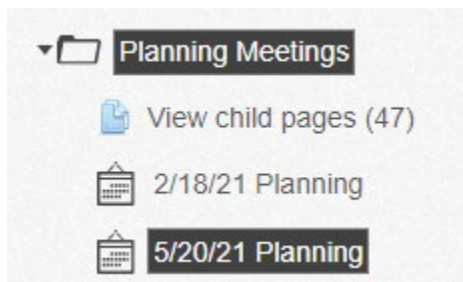
In this case, I've opened the "5/20/21 Planning" meeting:



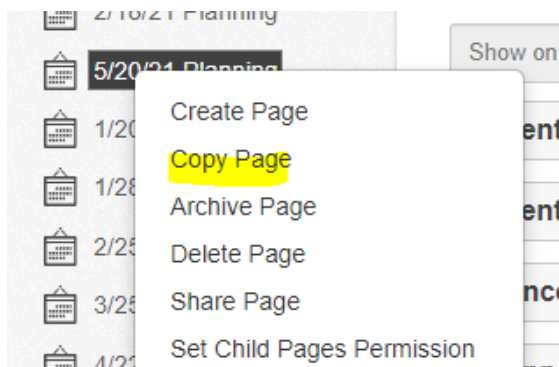
You'll notice that the text fields are grayed out: that's because this is a *published event*, and can't be edited unless you hit the "Update" button.

Step 4: Make the Copy

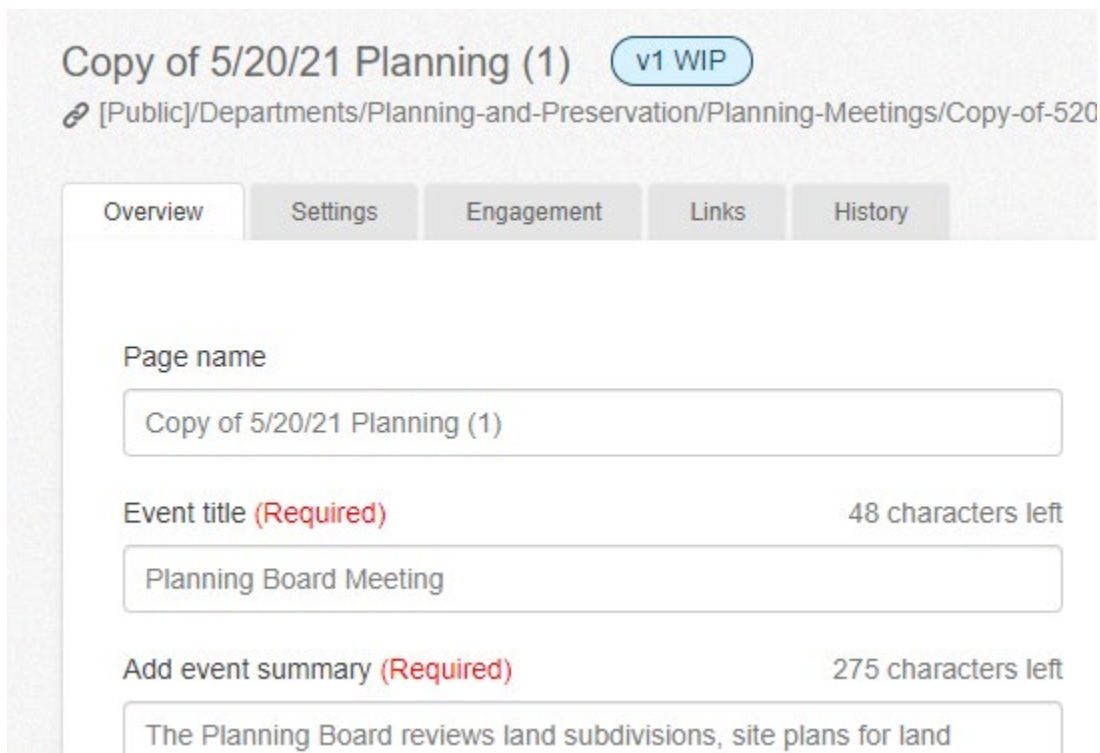
Now that you've clicked on the event you want to copy, it will appear in the SITE TREE, on the left side of your screen:



RIGHT-CLICK on the event you want to copy, and select "Copy Page:"



An exact duplicate of the event will open:



Copy of 5/20/21 Planning (1) v1 WIP

[\[Public\]/Departments/Planning-and-Preservation/Planning-Meetings/Copy-of-520](#)

Overview Settings Engagement Links History

Page name

Copy of 5/20/21 Planning (1)

Event title **(Required)** 48 characters left

Planning Board Meeting

Add event summary **(Required)** 275 characters left

The Planning Board reviews land subdivisions, site plans for land

Step 5: Make Edits and Publish

Now that your copy has been created, make your edits! Change the page name, change the date, upload your meeting agenda (see previous section “Step 5A”).

Note: DO NOT CHANGE THE CONTENT LABEL, listed under “Supporting Information.” This determines which page/calendar the event is placed on.

Save your changes and preview them to make sure you didn’t miss anything.

Finally, hit **Publish**.