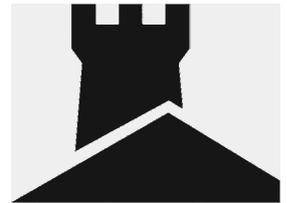


Create an automatic meeting schedule.



1 Navigate to the committee page to which you would like to add a schedule.

A screenshot of a web editor interface. On the left is a vertical navigation menu with items: Home Page, Pages, Lists, Standards, Users, Council, Committees, Services, Sites, Meetings, People, and Link to Website. The main content area has a blue header. Below it are fields for 'Title' (containing 'Planning Committee') and 'Description' (containing 'A new Committee'). Below these is an 'Editors' section with the text 'No editors assigned to this page'. A 'Sections' section is visible, with a dropdown menu open showing 'Planning Committee' and 'Past Meetings'. An 'Edit Section' button is positioned above the dropdown. To the right of the main content is a sidebar with 'Options Pinned', a green 'Save Changes' button, and buttons for 'Add Section', 'Add Editor', 'Create New Page', and 'View page on website'.

2 Click the edit section icon button.

The screenshot shows a web interface for editing a committee page. The main content area is titled "Sections" and contains a list of sections: "Committee Section" (with an edit icon circled in orange), "Planning Committee", and "Past Meetings". To the right of the sections list, there are buttons for "Add Section", "Add Editor", "Create New Page", and "View page on website". Above the sections list, there are fields for "Title" (containing "Planning Committee") and "Description" (containing "A new Committee"). Below the description, there is a section for "Editors" with the text "No editors assigned to this page". On the far right, there is a sidebar with a "Pinned" toggle switch and a "Save Changes" button.

3 Click "Schedule meetings automatically" to turn on the scheduler.

The screenshot shows a web interface for editing a committee page. The main content area is titled "Committee Details" and contains a form with the following fields: "Title" (containing "Planning"), "Committee Type" (a dropdown menu with "Committee" selected), and "Schedule meetings automatically" (a toggle switch circled in orange). Below the "Committee Details" section, there is a section for "Councillors" with a "Select Councillor" dropdown menu (containing "Select an option") and an "Add" button. To the right of the "Committee Details" section, there is a green "Add Meeting" button. On the far right, there is a sidebar with a "Save" button and buttons for "Add", "Ad", "Create", and "View w". On the far left, there is a navigation menu with items: "Menus", "Council", "Committees", "A-Z Services", "Users", "Settings", "Help", and "Back to Website".

4 Select the Frequency type box to choose between monthly or weekly schedules.

The screenshot shows a web interface for creating a meeting schedule. On the left is a navigation menu with items: Pages, Posts, Calendar, Menus, Council, Committees, A-Z Services, Users, Settings, Help, and Back to Website. The main content area is titled 'Committee Details' and contains the following sections:

- Committee Details:** Title (text input: 'Planning'), Schedule meetings automatically (checkbox: checked), Committee Type (dropdown: 'Committee'), and an 'Add Meeting' button.
- Meeting Schedule:** Frequency Type (dropdown: 'Monthly', highlighted with a yellow box and an orange circle), Every (text input: '1'), months (text input: '1'), Day of week (dropdown: 'Sunday'), and Week of the Month (dropdown).
- Schedule Dates and Time:** Schedule Starts (calendar: '01/03/2026'), Schedule Ends (calendar: '01/06/2026'), Infinite (checkbox: unchecked), Start Time (dropdown: '18:30'), and End Time (dropdown: '20:30').
- Councillors:** Select Councillor (dropdown: 'Select an option') and an 'Add' button.

On the right side of the form, there are buttons for 'Add', 'Ad', 'Create', and 'View w'.

5 Complete the rest of the fields to setup your schedule and how long you would like it to last.

6 Click "Save Changes" to store them.

The screenshot shows a configuration form for a committee. On the left is a 'menu' sidebar. The main area is titled 'Editors' and 'Sections'. The 'Committee Section' is set to 'Light'. The form includes fields for 'Title' (Planning), 'Schedule meetings automatically' (toggle), 'Committee Type' (Committee), 'Meeting Schedule' (Monthly, Every 1 month, Tuesday, Second week of the month), and 'Schedule Starts/Ends' (01/03/2026 to 01/06/2026, 18:30 to 20:30). An 'Add Meeting' button is visible. On the right, a 'Save Changes' button is circled in orange, along with other options like 'Add Section', 'Add Editor', 'Create New Page', and 'View page on website'.

7 Once the schedule as been setup you should see the committee section automatically populate with upcoming dates.

The screenshot shows the public view of the committee page. The left sidebar contains navigation links: Calendar, Menus, Council, Committees, A-Z Services, Users, Settings, Help, and Back to Website. The main content area has a 'Description' field with 'A new Committee'. Below is the 'Editors' section. The 'Committee Section' is 'Light'. The 'Planning Committee' section displays a description: 'Meetings usually occur every month on the second Tuesday of the month at 18:30'. The 'Upcoming Meetings' section shows three cards: 'Mar 10 2026 Planning Meeting 18:30 - 20:30', 'Apr 14 2026 Planning Meeting 18:30 - 20:30', and 'May 12 2026 Planning Meeting 18:30 - 20:30'. A 'Past Meetings' section is also visible at the bottom.