1. RENAME files save as PDF ONLY
2. LOGIN to southwoldtown.com/login
3. Click DOCUMENTS from left hand panel
4. SELECT folder

ADD DRAFT MINUTES (Add)

5. UPLOAD file (Select file from bottom of page)
5. Edit Description DRAFT
6. Set PUBLISHED ON to DATE OF MEETING
7. SAVE SETTINGS

APPROVED MINUTES (Replace)

4. SELECT DOCUMENT
5. REPLACE document (bottom right panel - send new version)
6. Change Description to APPROVED
8. SAVE SETTINGS

AGENDAS (Replace)

4. SELECT DOCUMENT
5. REPLACE document (bottom right panel - send new version)
6. EDIT description to reflect MEETING DATE
7. Set PUBLISHED ON to TODAYS DATE
6. Change Description to APPROVED
8. SAVE SETTINGS