TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

WEBSITE EDITING GUIDE

Thank you for reading! This is meant to be a guide to help municipal officials better understand and make use of the Town's website on their own. For additional help, please contact the Communications Coordinator in the Town Manager's Office.

Logging In

1. Go to townofwinchester.org and scroll to the bottom of the page. Click on the link that says "Admin Login" on the bottom right-hand side of the footer.


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2. Use your Town email address and your chosen password to access the Admin Portal. Once logged in, you should arrive at a page that looks something like this (though you may have different entity options listed below; only a few site managers have access to all entities):

Editing Basic Page Information

1. To make basic edits to a page, scroll through the entities you have access to and find the one you want to make changes to. For the purposes of this example, I will demonstrate changes on the Town Manager's Office page. Click on the name of the page that you want to make changes to and you'll arrive at a page that looks like this (which will be referred to as an "Entity Editing Portal" from here):
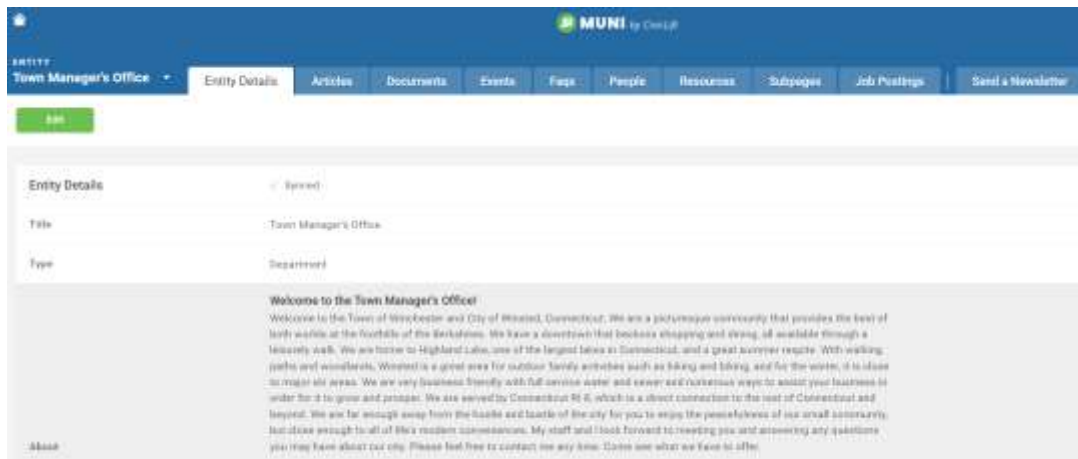
2. To make changes to the basic information listed on your page, including contact information for the department and an "about" section that provides details to the reader about what the given department does, click the "edit" button at the top left-hand side of the screen.

3. Once you've made the changes you want to the page's basic information, click on the "Submit" button at the bottom of your page to save and publish your edits!

4. Please note that it can take up to two hours for the website to completely refresh after edits are made; please be patient and post information sooner rather than later. If edits still haven't logged on the website after two hours, please reference the "Get Help" section of this guide.

Adding a Municipal Meeting or Government Event

Not to be confused with a public event or festivity meant for wider public viewing and interest – please see "Adding a Community Event" section for more information on that.

1. To add an event to a department, board, or commission page, look at the top navigation bar within that Entity Editing Portal and click on the "Events" tab:
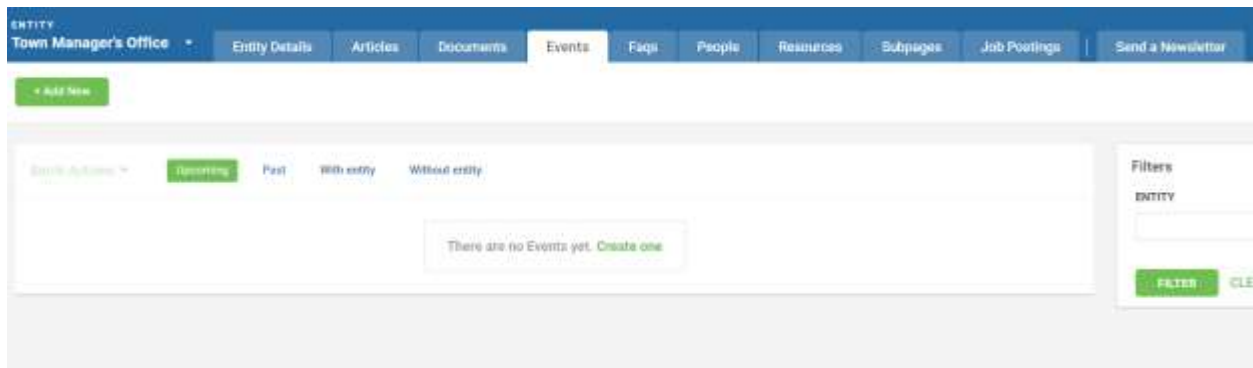
2. To make a new event, click "Create One" or "Add New" on this page. It will ask you to fill out detailed information about the event. Please be thorough!

3. Once you've entered all the required information, please remember to click "Submit" at the bottom of the page!

4. There is NO NEED to post an event multiple times. Events posted to any department will automatically appear on the municipal calendar of events, which is located here.

5. Please note that it can take up to two hours for the website to completely refresh after edits are made; please be patient and post information sooner rather than later. If edits still haven't logged on the website after two hours, please reference the "Get Help" section of this guide.

Adding a Agenda & Minutes

ALL Agenda and Minutes should be attached to a Municipal Event – please see the previous section to create a municipal event if you have not already.

1. To post agenda and minutes online, look at the top navigation bar within that Entity Editing Portal and click on the "Events" tab:
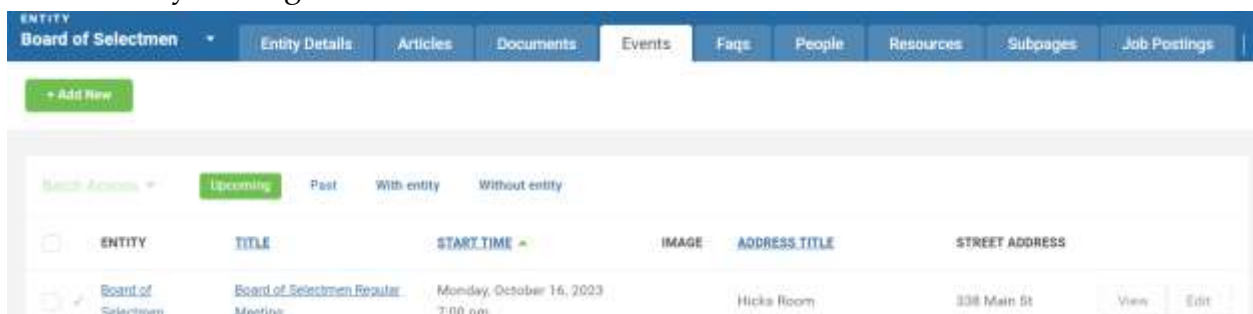
2. Click on the event that requires an agenda or minutes to be posted; click "Edit" at the top-left side of the page:

3. Scroll down until you find the sections that say "Add Agenda" and "Add Minutes." Click on the button that pertains to your posting and upload the document you need to post. DO NOT UPLOAD WORD DOCUMENTS; please ONLY upload PDFs:

4. Once uploaded, click "Submit" at the bottom of the page.
5. There is NO NEED to post agenda or minutes multiple times. Agenda and minutes posted to any event will automatically appear in the document database and will automatically appear on the Event listing in the municipal calendar.
6. Please note that it can take up to two hours for the website to completely refresh after edits are made; please be patient and post information sooner rather than later. If edits still haven't logged on the website after two hours, please reference the "Get Help" section of this guide.

Adding a Different Document (NOT Agenda or Minutes)

Please see the prior section for help posting agenda and minutes. Do NOT post agenda and minutes in a manner as described in this section!

1. To add a new document to a department, board, or commission page, look at the top navigation bar within that Entity Editing Portal and click on the "Documents" tab:
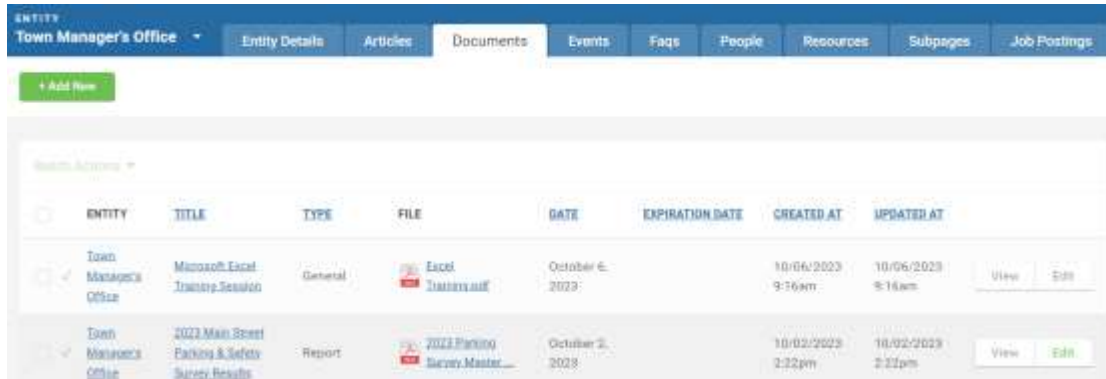
2. To upload a new document, click "Add New" on this page. It will ask you to upload a document and provide some information about it. DO NOT UPLOAD WORD DOCUMENTS; please ONLY upload PDFs. Please be thorough and accurate!

3. Once you've entered all the required information, please remember to click "Submit" at the bottom of the page!

4. There is NO NEED to post a document multiple times. Documents posted to any department will automatically appear in the document and files directory. If you wish to have the document linked to in another area of the website, copy and paste the URL of the uploaded document and insert a link where you need. For help with this, contact the Communications Coordinator.

5. Please note that it can take up to two hours for the website to completely refresh after edits are made; please be patient and post information sooner rather than later. If edits still haven't logged on the website after two hours, please reference the "Get Help" section of this guide.

Adding an Article or Announcement

Please note that Articles and Announcements are prominently featured on the front page of the Town's website. As with all website postings, please be professional, thorough, and accurate with the information you are posting. Always put your best foot forward!

1. To add an article or announcement, go to the Entity Editing Portal for the department, board, or commission that is making the announcement and click on the "Articles" tab:
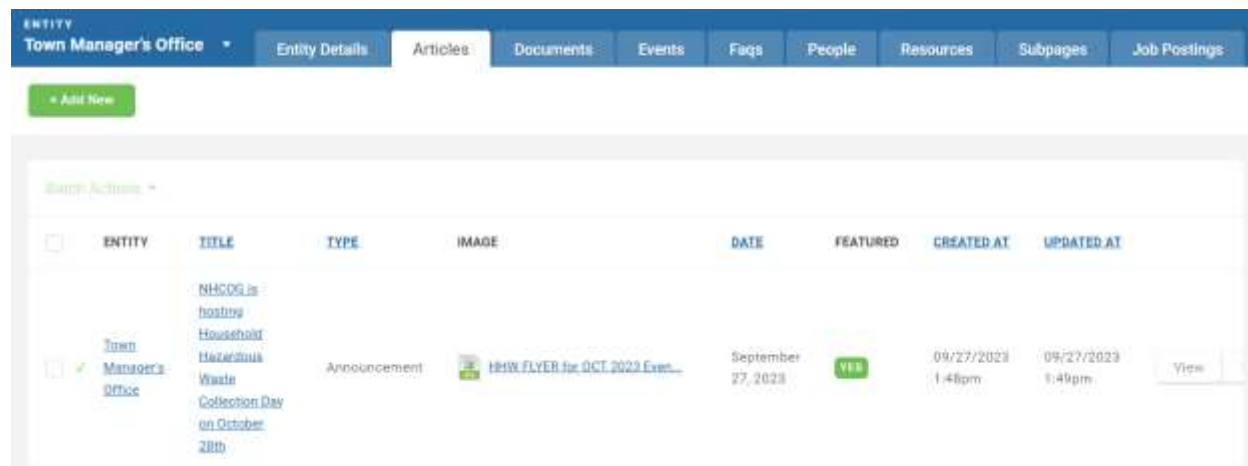
2. To add a new article or announcement, click "Add New" on this page. It will ask you to upload an image and provide some information. Please be thorough and accurate! A picture always helps capture attention, but please make sure it is high-quality and relevant to your post.

3. If you would like the article to be pinned to the top of the home page of the website for a period of time, check the "Mark article as featured" box. If you would like a headline to appear at the top of the home page of the website to appear for a period of time to ensure that the news is seen by visitors to the website, check the "Mark article to show in the Announcement Bar" box.

4. Once you've entered all the required information, please remember to click "Submit" at the bottom of the page!

SHOW IN ANNOUNCEMENT BAR

☐ Mark article to show in the Announcement Bar

DOCUMENTS

[ADD DOCUMENT]

☐ Create another Article

[SUBMIT] Cancel

5. There is NO NEED to post articles or announcements multiple times. Articles and announcements posted to any department will automatically appear on the home page as well as the department's page.

6. Please note that it can take up to two hours for the website to completely refresh after edits are made; please be patient and post information sooner rather than later. If edits still haven't logged on the website after two hours, please reference the "Get Help" section of this guide.
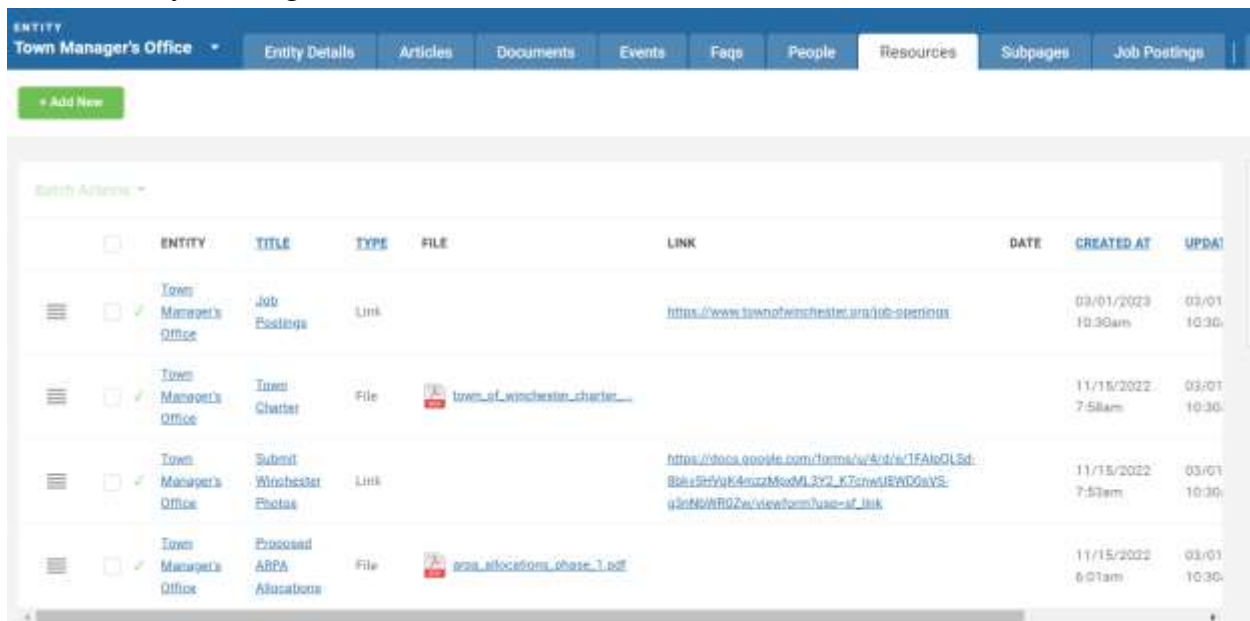
Adding FAQs

1. If your department, board, or commission frequently is asked the same questions over and over, you can post answers to those questions online:

FAQs

Why is there a referendum on the approval of additional water project costs coming up on Saturday, January 7, 2023? ⊗

An original borrowing authority of $6.2 million was granted to Winsted Water Works (WWW) in early 2021 to cover water line replacements and water storage tank replacements. Since that time, inflation has been rampant, and the estimated costs to complete all projects have increased by $2.3 million. The Water & Sewer Commission is holding this referendum to ask the public if they will approve additional expenditures of $2.3 million to allow for all the improvements to be made to the water system that were originally approved in 2021. If the increased borrowing is not approved, the Water & Sewer Commission will have to cut back on the projects and not replace the Crystal Lake storage tank at this time.

For which projects is an additional borrowing authorization needed? ⊗

Addition of a 690,000-gallon water storage tank to the Crystal Lake Water Treatment plant on Route 263. The existing 25-year-old 1,000,000 gallon storage tank requires rehabilitation. While this tank is being repaired, the new tank will allow the treatment system to continue to operate undisturbed. It will serve as additional storage for the water system when it has been repaired. See Crystal Lake Water Tank at https://www.townofwinchester.org/water-sewer-commission for more information.

2. To add FAQs, go to the Entity Editing Portal for the department, board, or commission you want and click on the "Faqs" tab:
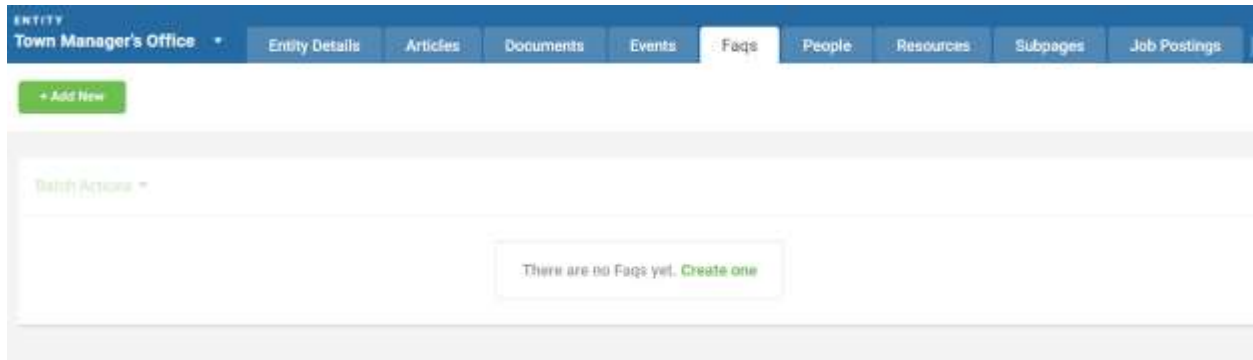
3. Click "Add New" on this page. It will simply ask you to post the question and its answer that you'd like to have listed on your page. Please be thorough and accurate! It's better to post no info than wrong info.

4. Once you've entered all the required information, please remember to click "Submit" at the bottom of the page!

5. Please note that it can take up to two hours for the website to completely refresh after edits are made; please be patient and post information sooner rather than later. If edits still haven't logged on the website after two hours, please reference the "Get Help" section of this guide.

Changing People Information

1. The Town of Winchester lists information about its employees online. Generally, this information should be managed by the Communications Coordinator or other members of the Town Manager's Office. Please contact the Communications Coordinator if you wish to make substantial edits to employee listings on the website.

Posting Job Openings

1. The Town of Winchester posts jobs online. Generally, this information should be posted and managed by the Town Manager's Office. Please contact the Executive Assistant in the Town Manager's Office if you wish to post a job opening.
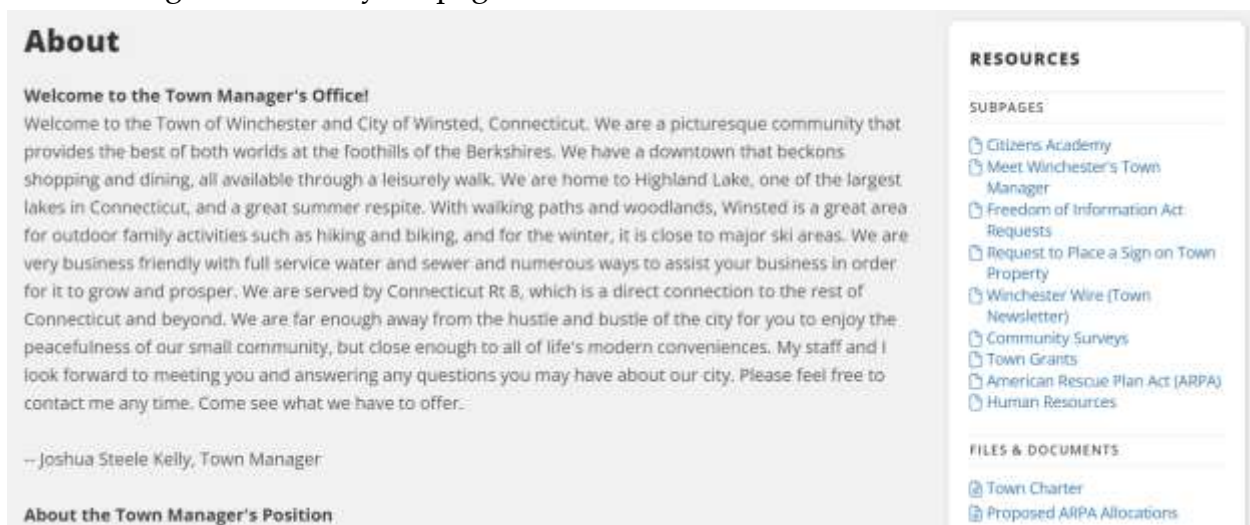
Adding Other Resources

1. If your department, board, or commission has more information it would like to post online, that can be done under the "Resources" or "Subpages" tab in the Entity Editing Portal:

2. Any resource or subpage that you create will be posted on the right-hand navigation bar on your page:

3. To add a link to an external website or to upload a document that you'd like to have listed in this "Resources" section of your page, go to the Entity Editing Portal for the department, board, or commission you want and click on the "Resources" tab. To create a Subpage, lick on the "Subpages" tab.

4. If you are linking to or uploading a new resource, do so and be sure to click "Submit" once the link is given or the document is uploaded. DO NOT UPLOAD WORD DOCUMENTS; please ONLY upload PDFs. Be thorough!

5. If you are creating a new Subpage, please note that these subpages are somewhat customizable and can contain a lot of data, text, and information in general. Make use of that space in a professional and thorough manner. Ask the Communications Coordinator for help if needed, and be sure to click "Submit" once your changes are made!

6. Please note that it can take up to two hours for the website to completely refresh after edits are made; please be patient and post information sooner rather than later. If edits still haven't logged on the website after two hours, please reference the "Get Help" section of this guide.

<u>Adding a Community Event</u>

Not to be confused with a municipal event or meeting – please see "Adding a Municipal Meeting or Government Event" section above for more information on that.

1. Community events, such as the Fall Foliage Festival, the Firemen's Carnival, and more must be posted using an entirely different login. Click here and scroll to page 3 to learn how to create a CivicLift account so that you can post community events to our webiste.

2. Once created, Community Events are listed here and are also automatically shared on the Discover Litchfield Hills website.

3. Please note that it can take up to two hours for the website to completely refresh after edits are made; please be patient and post information sooner rather than later. If edits still haven't logged on the website after two hours, please reference the "Get Help" section of this guide.

<u>Get Help</u>

If you need help with any website editing process, please contact the Communications Coordinator to have them (1) help you learn how to complete the process yourself or (2) complete the process on your behalf. The Communications Coordinator is a part-time position and works limited hours each week, so please be patient and think ahead. It is always better to try to post information sooner rather than later!