

Adding Announcements, Events and Meeting Information
Frequently Asked Questions (FAQ'S)
12/28/2008 (Last update)

1. Who can post information to the Announcements, Events and Meeting Information web pages? What type of items should be posted?

- a. Designated individuals can be authorized to post announcements, calendar events and other documents to the Announcements, Events and Meeting Information web pages. In order to do this, these designated individuals must obtain a web site logon (and password) by emailing the web clerk (click here to [email](#)). The announcements, events and Meeting Information should be meeting-related and endorsed by Meeting and/or a Meeting Committee.

2. How do I post an announcement?

- a. Go to www.richmondfriends.org
- b. Click on the Announcements link.
- c. Enter your logon/password information when prompted.
- d. Click on **Add new announcement**
- e. Enter an announcement **Title**.
- f. Enter the text (**Body**) of actual announcement.
- a. Select an expiration date (**Expires**) for the announcement (the date on which the announcement is no longer displayed. Please make certain an expiration date is entered for all announcements.
- g. Click on **Save and Close**.

3. How do I post an event/calendar item?

- a. Go to www.richmondfriends.org
- b. Click on the Announcements link.
- c. Click on **Add new event**.
- d. Enter your logon/password information when prompted.
- e. Enter the event **Title**.
- f. Indicate the event **Begin** date and time.
- g. Indicate the event **End** date and time.
- h. Enter a **Description** for the event.
- i. If the event happens multiple times and on a regular schedule (like second Tuesday of each month), click on one of the options (weekly, monthly) and indicate the schedule "**pattern**" and **date ranges**.
- j. Click on **Save and Close**.

4. How do I add a document to the Document libraries?

- a. Go to www.richmondfriends.org
- b. Click on the Announcements link.
- c. Click on **Meeting Information** (top of left-hand panel).
- d. Click on the library/folder to which a document is to be added.
- e. Click on "Upload Document".

- f. Click on either **“Browse”** or **“Upload Multiple Files”** (you may or may not see the Multiple Files Option).
- g. Provide your logon/password information, if prompted.
- h. Browse to the file/document on your computer to upload.
- i. Select file(s)/document(s) to upload.
- j. Click on **Save and Close**.

5. What type of documents can be added to the Document libraries?

- a. You may post Word Documents (.doc), text files (.txt), spreadsheets (.xls) and pdf files.

6. Why does a box pop up and ask for a logon/password when I try to add announcement, event or upload a file?

- a. This is a public web site and we do not want everyone adding content to our pages. Therefore, the web site will prompt you for your credentials as a security measure – often prior to adding the web content. These prompts may occur several times (depending on what you are trying to do combined with your computer equipment , your internet service provider and your computer security settings).

7. What do I do if I have a problem?

- a. Contact the web clerk or email/call a member of the Web Committee to get assistance. Although the Announcements, Events and Meeting Information web pages are meant to be “self-servicing”, we recognize that some people will have problems due to differences in the computer equipment they use or their technical abilities. The Web Committee is here to support you as needed.