

Directions to Post a Meeting on NOVUS Agenda

The easiest way to post your agenda is to create it in a Word document. Don't use headings, just type the body of the agenda, using bullets or numbers for the items as you wish. When you're finished, "Copy" it and Save it (probably to your desktop).

Then Log onto Novus at: <http://plymouthtown.novusagenda.com/AgendaWeb/Login.aspx>
Your Log-in is your first initial and last name. Your password is "password". You'll want to change your password to something you'll remember.

- Click Meetings
- Click New Meeting
- Click down arrow and select your correct Meeting Type
- Click down arrow and select your correct Voting Department
- Type in the meeting location
- Use 'description' box for internal notes only. Do not put your agenda here.
- Click on the calendar icon and select day/date, enter time and then AM or PM
- Meeting Status should remain (Draft) for the time being.
- Click Save.
- Scroll down and click Quick Add. Where it says "Title", type the word **Agenda** .
- "Paste" your agenda in the Summary box. A message will appear; just click "Allow Access" twice and your agenda items will appear.
- Scroll to the top of the screen and click Save and Push to Agenda. X out of that screen.
- NOW change the meeting status to Public and Closed.

Directions to Cancel a Meeting on Novus

Log onto Novus, do a search for your meeting and open it. In the block where it shows the meeting location, type the word CANCELLED. Save and exit.