

Steps to Posting PZC –or- TC Meeting Items

Welcome to the steps of Posting PZC or TC Meeting Items on Laserfiche & CivicPlus/CivicSend

Step 1 Login to:  Laserfiche Repositories

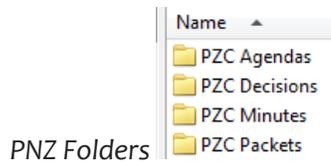
Step 1.1 Select:  Public Documents

Step 1.2 Select:  Planning and Zoning Commission OR  Town Council

Step 1.3 Upload meeting documents to the appropriate folder below:

NOTE! The folders are instantly LIVE!

TC- Town Council folders are not shown here-



Step 1.4 After documents are uploaded to  Laserfiche Repositories

Proceed to **STEP 2** to generate the  Email.

Step 2 Log on to CivicPlus to enter CivicSend

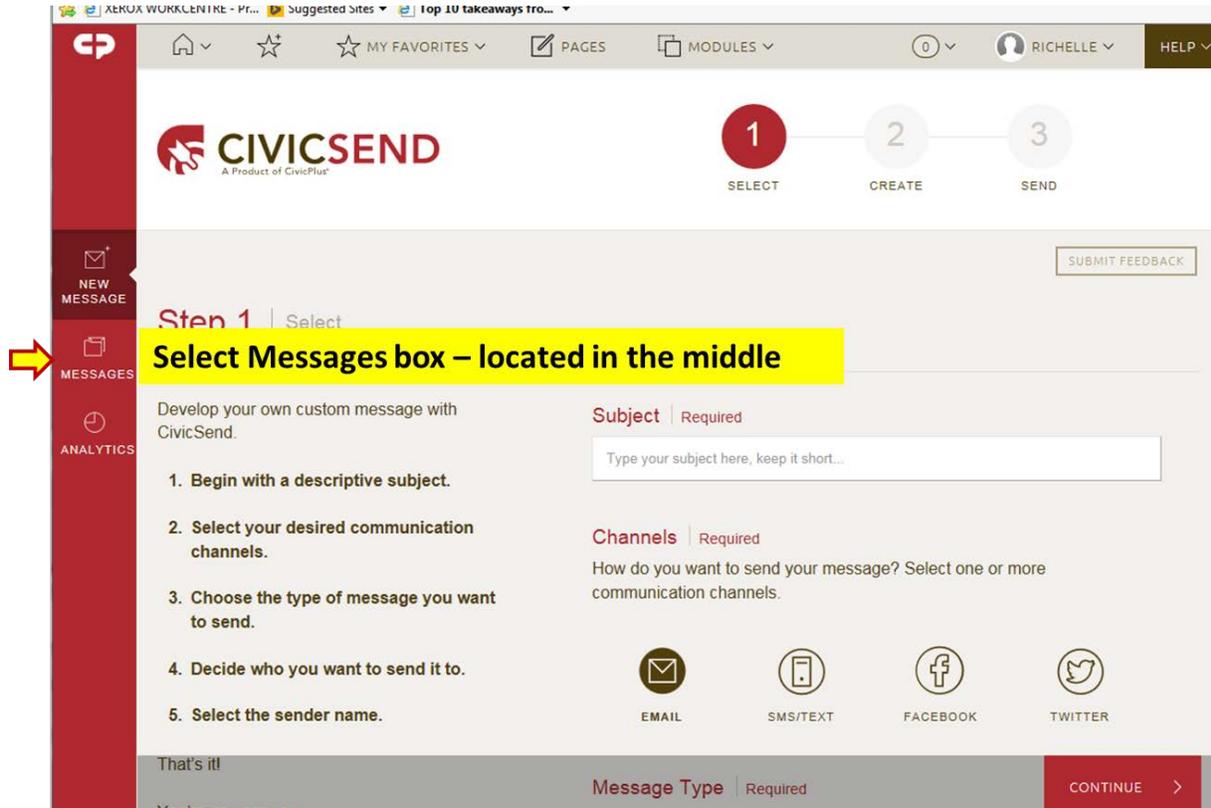


Step 2.1 Select:  CivicSend

Helpful Tip: Save directly into Laserfiche-LF from Microsoft Word, Excel, Power Point, Outlook Calendar!

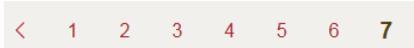
Steps to Posting PZC –or- TC Meeting Items

Step 2.2 Select: Messages Only (the middle “messages” box)



Step 2.3 Immediately scroll down to the bottom of the page and **Select the last page; example pg 7-**

-Very important to select the previous message sent out-
example will change with time...



this pg

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Steps to Posting PZC –or- TC Meeting Items

Step 2.4 Click on the red “Subject” title of the last message for PNZ - or - TC

**Click on the last meeting-
“Subject”**

Subject	List	Send Date	Status
Police Department Host CALFA Meeting	General Information, Media, Police Information	09/18/2015 09:00 AM	Sent
Town of Avon Council Meeting for Tuesday, September 22, 2015	Council Agenda	09/18/2015 04:42 PM	Sent
Avon Rec. Center Group Fitness Schedule	Recreation Class Schedule	09/20/2015 11:30 AM	Sent
Candid Camera: Avon Police to Start Wearing Body Worn Cameras	General Information, Media	09/22/2015 10:46 AM	Sent
Yoga for Stiff People Cancellation	Recreation Class Schedule	09/23/2015 03:41 PM	Sent
Town of Avon Planning and Zoning Meeting for Tuesday, September 29, 2015	Planning & Zoning Agenda	09/25/2015 02:59 PM	Sent
Avon Rec. Center Group Fitness Schedule	Recreation Class Schedule	09/27/2015 11:30 AM	Sent

Step 2.5 Click Copy Here

The upcoming Town of Avon Planning and Zoning Meeting [Agenda](#) and [Packet Materials](#) are now available for viewing.

The Avon Town Planning and Zoning meetings are held the first and third Tuesday of every month at 5:30 p.m. at the Town of Avon Council Chambers.

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PRINT COPY

Click Here "COPY"

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Step 2.6 Update the “month, day, year Only,” the other fields do not need to be updated.

Step 1 | Select

Update the “month, day, year Only”

Subject | Required

Town of Avon Planning and Zoning Meeting for Tuesday, September 29, 2015

Channels | Required

How do you want to send your message? Select one or more communication channels.

EMAIL SMS/TEXT FACEBOOK TWITTER

Message Type | Required

What kind of message do you want to send? Select whether you want to use a template (for visually rich messages) or send a quick message (text only).

Click Here “Continue”

CONTINUE >

Step 2.7 Click the “Save & Continue”

Email Templates
(All templates are now responsive!)

Which template would you like to use for your message? We've pulled out our two most popular templates, but there are several other responsive options to choose from!

Flexible Template with Banner

Flexible Template without Banner

Additional Responsive

Flexible Template with Banner

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If you no longer wish to receive emails from us, you may [Unsubscribe](#).

Email not displaying correctly? [View it in your browser](#).

Include sharing links

Empty sections will not appear in the sent email message.

SAVE DRAFT

Click Here “Save & Continue”

BACK < SAVE & CONTINUE >

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Steps to Posting PZC –or- TC Meeting Items

Step 2.8

Step 3 | **SEND** **CLICK SEND TEST- ONLY if you want to send a TEST Email to yourself, before sending it to THE subscribers.**

Test, Schedule & Finalize

You're almost finished!

You can send a test, send your message immediately, or schedule for later delivery.

Your message will go to the following selected contacts:

Email Subscriber List	Subscriber Count
Planning & Zoning Agenda	186

You can provide an email address and/or phone number to send a test message, if you'd like. You can also print your message.

SEND TEST **PRINT**

Schedule Your Message to be Sent Later?

Want Your Message to have a Public Expiration Date?

Click Here "SEND NOW" to Officially-Send to Subscribers

Good Job 😊
The CivicSend Notification has been sent!

SEND NOW

BACK

This site is powered by [CivicPlus](#) Rev: 4.0.47241 | For assistance, please [visit our support site](#) | [Learn more about the CivicPlus Service](#)

Step 2.9 Good Job; and don't forget to view your Outlook Email for the meeting items!

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