UBE Umbraco: Meetings Macro

This macro displays a table with a list of meeting dates, time and location and links to documents in pdf format. Here is an example. It can be used to display all the meetings scheduled in the near future and the links to related documents, like agendas and minutes, can be added as the documents are published. The meetings are displayed in the table in ascending date order by default. They can be sorted by clicking the heading of a column.

The columns are:

1. Column 1 contains the name of the meeting.
2. Column 2 contains the date and time of the meeting.
3. Column 3, which is optional, contains the location of the meeting.
4. Column 4 contains a link to a document.
5. Column 5 contains a link to another document.

If you would like to add meetings to a table that is already on your web page, scroll down to "**Add a meeting to the meetings' table**" below.

If you already have one or more meeting tables displayed on your web page and would like to add another meeting table, scroll down to "**Add a folder which will contain the meetings to be listed in one table**" below.

Setting up the macro

There are two steps to setting up this macro:

1. Store the meetings in a special place so that they can be accessed by the macro.
2. Install the macro in the required position on a web page and tell it where the meetings are stored.

Create a folder to hold one or more tables of meetings

1	Click the ellipsis to the right of the Home page in the Content tree.	The Home page is at the top of the Content tree and has the name of your organisation.
2	Select the document type xxxxMacroParentPage.	xxxx are the first four or five letters of the name of your organisation.
3	Enter a name for this page.	This name will appear in the Content tree for you to identify the page. Call it "Meeting library", or something similar.
4	Enter a Page Title on the SEO tab	
5	Click the Content tab	
6	Check the box "Hide from the navigation bar".	This is a page of your website; it has a URL (see it under the Properties tab). We do not want it displayed on the website's navigation bar.
7	Click "Save and publish".	This new page will now be displayed near the bottom of the Content tree. It has a different icon to distinguish it from visible pages of the website.

Add a folder which will contain the meetings to be listed in one table.

8	Click the ellipsis to the right of page that is the parent to the meetings' folder.	This was created in steps 1 to 7 above. If it was already created, it'll be near the bottom of the Content Tree called "Meetings" or something similar

9	Click the "Meeting folder" document type.	This creates a folder into which the meetings will be added.
10	Give the meeting folder a name that identifies the meetings to be added like "Meetings in 2017", for example.	Type the name at the top of the page over "Enter a name….".
11	Click "Save and publish".	

Add a meeting to the meetings' table.

12	Click the ellipsis next to the folder meetings' folder.	
13	Click the "Meeting detail" document type. Enter a name at the top of the main panel.	This only appears in the back office Content tree to help you identify the content of this page.
14	Click the "Meeting, when, location" tab and complete the fields	The name of the meeting and the Date and Time are required but the Location field is optional.
15	Click the "Document 1" tab.	The document can be added later when it is available.
16	Click the "+" inside the dotted box labelled "Document 1 file".	The Media contents opens in a panel on the right hand side of the window to browse and select the required document. If it hasn't yet been uploaded, browse the required folder and click "Upload" top right.
17	Give Document 1 a name.	
18	Click the "Document 2" tab.	The document can be added later when it is available.
19	Click the "+" inside the dotted box labelled "Document 2 file".	The Media contents opens in a panel on the right hand side of the window to browse and select the required document. If it hasn't yet been uploaded, browse the required folder and click "Upload" top right.
20	Give the Document 2 a name.	
21	Click "Save and Publish".	

Now you've stored the meeting(s) to be used by the macro, install the macro on the web page where the Meetings are to be displayed as follows:

22	Click the page where the Meetings are to be displayed.	
23	On the Content tab, click the + sign where the macro is to be installed.	
24	Click Macro.	A panel displays on the right hand side with a drop-down list of macros.
25	In the macro drop-down list, select the macro named "Meetings".	The panel will now say "Select the parent page that contains the meetings" with "+ Add" below it.
26	Click "Add" under "Select the parent page that contains the meetings".	Your Content tree will display.
27	Expand the Content tree and click the folder that contains the meetings required.	
28	Enter the number of rows to be displayed in the table	If there are more meetings than the number of rows entered, the user will be able to scroll to the remaining meetings.

29	Enter a name for the header of the "Meeting" column	
30	Enter a name for the header of the "Date and Time" column	
31	Check the box to display the "Location" column	
32	Enter a name for the header of the Document 1 column	The name entered will be a link that will open Document 1 in a new tab.
33	Enter a name for the header of the Document 2 column	The name entered will be a link that will open Document 2 in a new tab.
34	Enter the number of rows to be displayed in the table (the default is 16).	If the number of meeting entered is greate than the number entered here, the user will be able to scroll to additional pages.
26	Click "Select" in the bottom right hand corner of the right hand panel.	
27	Click "Save and Publish".	

The Meetings will now display on the web page (refresh the page first).