

Upload Agendas

1. Be sure the Agendas are in PDF format
2. Go to <http://countycourthouse.org/caffeine>
3. Login: Election, pw: Election
4. Under Modules, click on Agendas
5. Click Add Agenda
6. Enter Agenda Name (Regular Meeting, Special Meeting, etc.)
7. Select Agenda Category (Election Board)
8. Enter Date of Agenda (The day of the meeting)
9. No description necessary
10. Click Browse... to select the agenda
11. Browse to the location of the agenda, select the PDF, and click open
12. Click Add Agenda