As a Committee Secretary, it is your responsibility to also manage the Overview page of your committee site. This guide will provide instructions on how to do that.

**Editing the Text on the Overview Page**

Most of the text on the Overview page can be edited. This includes the summary of the committee’s purpose and the Chair and Secretary information.

1. Navigate to the upper right corner of the page and click on the cog to the right of your name

2. Click Edit Page in the menu that appears

This will place the page in Edit mode.

You can now edit Committee Information, the text of Meeting Information and Committee Contacts Information directly in that page.
3. When you have finished editing the page, click the Page tab in the upper left corner, then click Stop Editing.

Your changes will be saved and will now display on the Overview page.

**Note:**

If you find that your changes to the Overview page are only visible to you, or you are unable to edit the page, you should follow the steps below for checking the page in. This is most likely to occur with older committee sites.

**Check In the Overview Page**

Some older sites may check out the Overview page to you when you edit it. Unfortunately this is not immediately obvious when the Overview page has been edited. To ensure your Overview page is visible after edits, follow these steps:

1. Navigate to the upper right corner of the page and click on the cog to the right of your name

2. Select Site Contents from the menu that appears
3. Select Site Pages from the apps shown

4. Check if there is a green arrow against the Welcome page icon

If this arrow appears, the Overview page has been checked out. For the new content to be seen, the page needs to be checked back in.

5. Click the ellipsis (…) next to the name of the document, click on the ellipsis in the action menu that appears, then select Check In from the second menu
6. In the Check In window, add any comments and click OK. Adding comments about changes that have been made assist in capturing the version history of the page.

The Overview page has now been checked in and should be visible to all users who have access to the site.
Editing the Meeting Information Table

To add meeting dates to the Overview page, you simply need to add them to the Meeting Dates calendar and they will then reflect in the Meeting Information Table. To do so:

1. Navigate to the Meeting Dates link in the left panel

   This will open a calendar.

   2. Navigate to the date of the meeting you wish to add using the arrows.

   3. Hover your mouse over the date and +add will appear

   4. Click on the +add

   5. In the window that appears, add the details of your meeting and click Save
6. Navigate back to the Overview page and you will see that the Meeting Information Table will display your new meeting.

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