

Uploading Agendas & Minutes to the AGIC Calendar

The following procedure requires a login account to the AGIC Website. Contact [Arizona State Land Department staff](#) or [Lucas Murray](#) to request an account. Note, accounts will only be provided to AGIC Committee and Workgroup chairs or secretaries.

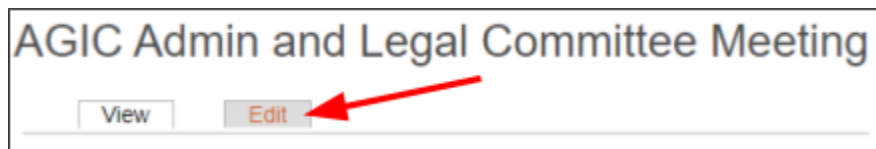
Step 1: Prepare Your Documents

The AGIC Calendar will allow documents in the following formats: txt, doc, docx, zip, and PDF. **It is recommended that agendas and meeting minutes be uploaded as PDF files.**

Step 2: Add meeting agendas, minutes, or related documents

To add documents, such as agendas, minutes, and other documents presented at the meeting (e.g. meeting handouts, budget reports), following these steps:

1. Login to the [AGIC website](#)
2. From the [AGIC Calendar](#) page, click on the event you are interested in.
3. At the top of the event page, click the "Edit" tab



4. Scroll down to the section titled "Meeting Agenda"
5. Click the "Choose File" button next to the section you are interested in
 - a. Upload agendas to the Meeting Agenda Section
 - b. Upload minutes to the Meeting Minutes Uploader section
 - c. Upload any other documents to one of the Related Docs sections
6. Once a file is added, click the "Upload" button
7. Scroll to the bottom of the page and click "Save"

IMPORTANT: Once you click the save button, the changes are made public.