

How to Add Content and Join a Virtual Courtroom

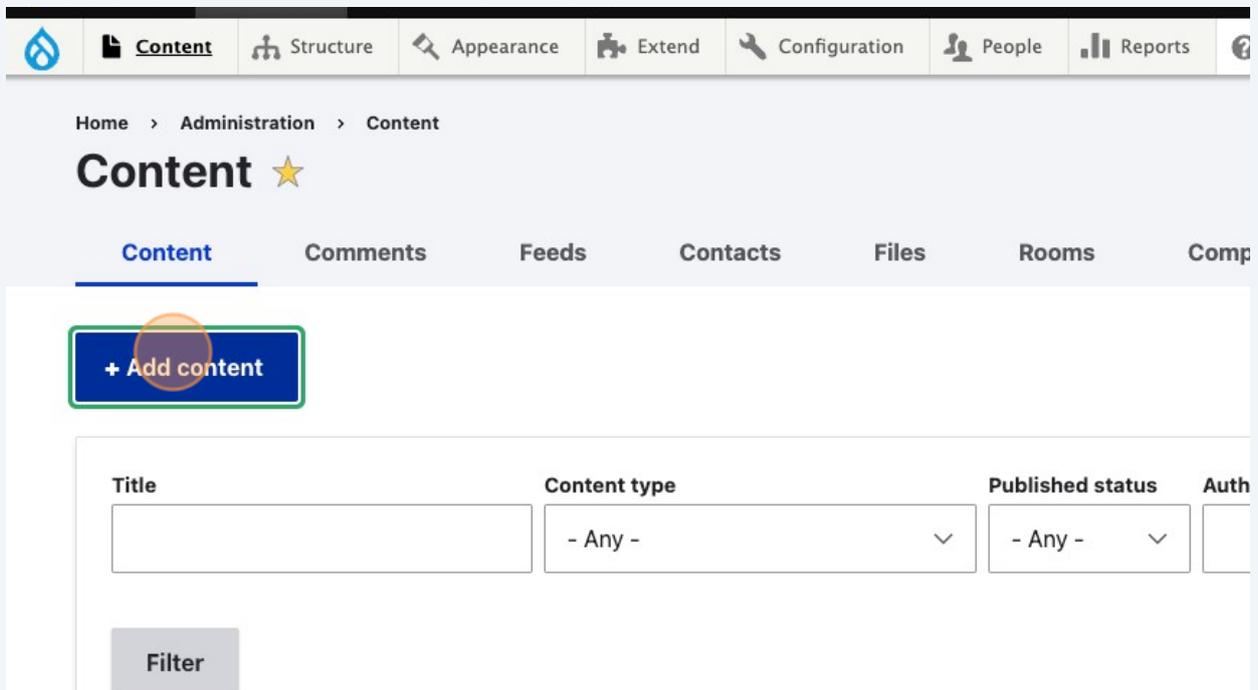
1

Navigate to

<https://live-colorado-judicial-branch.pantheonsite.io/admin/content>

2

Click "Add content"



The screenshot displays the administrative interface for content management. At the top, there is a navigation bar with icons for Content, Structure, Appearance, Extend, Configuration, People, and Reports. Below this, a breadcrumb trail reads "Home > Administration > Content". The main heading is "Content" with a star icon. A horizontal menu contains tabs for Content, Comments, Feeds, Contacts, Files, Rooms, and Comp. The "Content" tab is active. A blue button with a white plus sign and the text "+ Add content" is highlighted with a green and blue border. Below the button is a form with four columns: "Title" (text input), "Content type" (dropdown menu showing "- Any -"), "Published status" (dropdown menu showing "- Any -"), and "Auth" (text input). A "Filter" button is located at the bottom left of the form area.

3 Click "Virtual Courtroom"

> [Press Release](#)

> [Probation Department](#)

> [Rule Change](#)

> [Self-Help Form](#)

A content type for forms that are often printed & filled.

> [Sitewide Alert](#)

> [Virtual Courtroom](#)

> [Water Court](#)

> [Water Court Ruling](#)

> [Webform County Contact](#)

Use for identifying email addresses that should be notified for a given county when a webform is submitted.

4 Click here.

Create Virtual Courtroom ☆

Type

- None - ▾

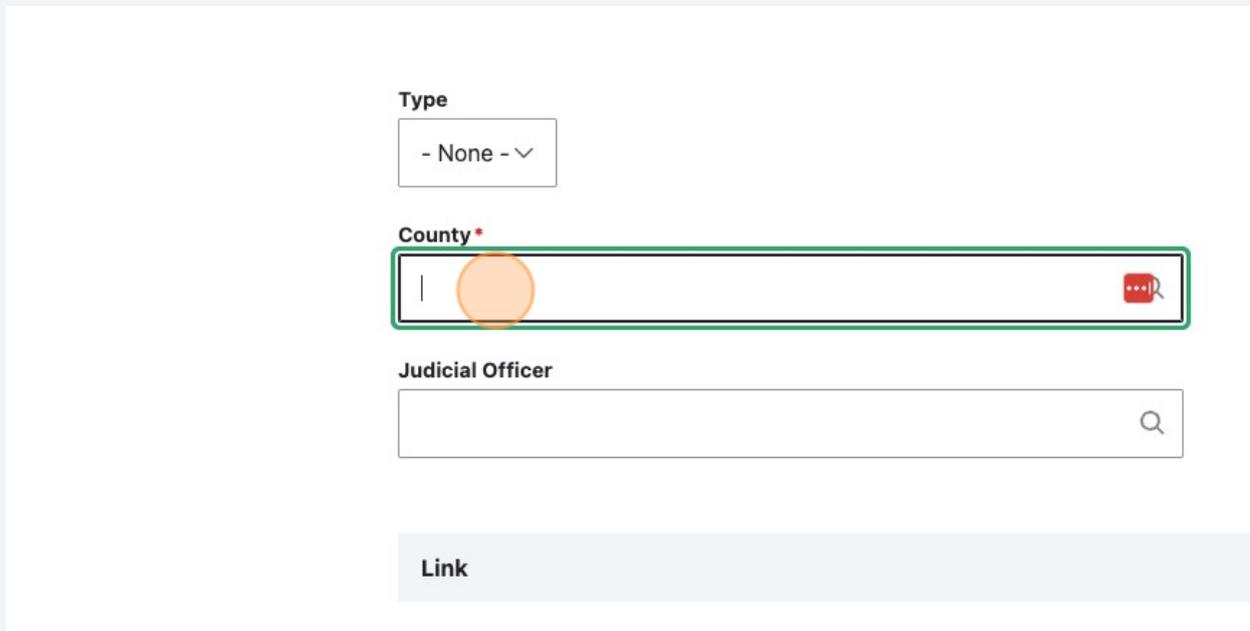
County*

Judicial Officer

Link

5 Click the "County" field.

Create virtual courtroom



The screenshot shows a form titled "Create virtual courtroom". It contains the following fields:

- Type**: A dropdown menu with the option "- None -" selected.
- County***: A text input field with a red circle highlighting it. A red speech bubble icon is visible on the right side of the field.
- Judicial Officer**: A search input field with a magnifying glass icon on the right.
- Link**: A button located below the search field.

6 Type "adams"

7 Click "Adams County"

Type
- None - v

County*
adams
Adams County
Q

Link

URL
Q

8 Click the "Judicial Officer" field.

Type
- None - v

County*
Adams County (9)
Q

Judicial Officer
|
Q

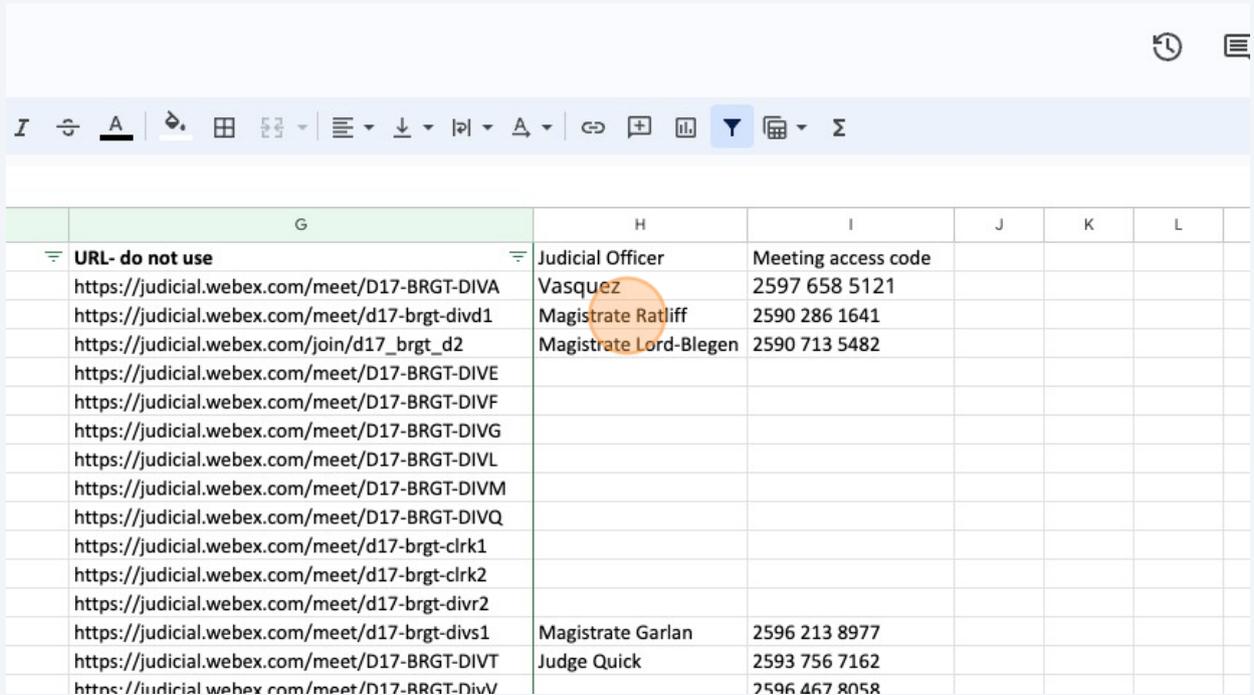
Link

URL
Q

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/front` or a URI such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display

9 Switch to tab "Virtual_Court Rooms - Google Sheets"

10 Copy the Judicial officer name from column H



	G	H	I	J	K	L
	URL- do not use	Judicial Officer	Meeting access code			
	https://judicial.webex.com/meet/D17-BRGT-DIVA	Vasquez	2597 658 5121			
	https://judicial.webex.com/meet/d17-brgt-divd1	Magistrate Ratliff	2590 286 1641			
	https://judicial.webex.com/join/d17_brgt_d2	Magistrate Lord-Blegen	2590 713 5482			
	https://judicial.webex.com/meet/D17-BRGT-DIVE					
	https://judicial.webex.com/meet/D17-BRGT-DIVF					
	https://judicial.webex.com/meet/D17-BRGT-DIVG					
	https://judicial.webex.com/meet/D17-BRGT-DIVL					
	https://judicial.webex.com/meet/D17-BRGT-DIVM					
	https://judicial.webex.com/meet/D17-BRGT-DIVQ					
	https://judicial.webex.com/meet/d17-brgt-clrk1					
	https://judicial.webex.com/meet/d17-brgt-clrk2					
	https://judicial.webex.com/meet/d17-brgt-divr2					
	https://judicial.webex.com/meet/d17-brgt-divs1	Magistrate Garlan	2596 213 8977			
	https://judicial.webex.com/meet/D17-BRGT-DIVT	Judge Quick	2593 756 7162			
	https://judicial.webex.com/meet/D17-BRGT-DiV		2596 467 8058			

11

Click "Ashley Ratliff" - If the judicial office is not found - try just entering the last name if still not found then in a new tab create the Contact for the Judicial officer based on their details from the legacy site.

County*

Adams County (9) 

Judicial Officer

rat 

Michael J. Grattan

Ashley Ratliff

URL



Start typing the title of a piece of content to select it. You can also enter an internal path such as URL such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display *<button>* to display keyboard-accessible link text only.

Link text

12

Click the "URL" field.

Judicial Officer

Ashley Ratliff (3395) 

Link

URL



Start typing the title of a piece of content to select it. You can also enter an internal path such as URL such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display *<button>* to display keyboard-accessible link text only.

Link text

Meeting Codes

13 Click here.

Virtual_Court Rooms ☆ 📁 ☁

File Edit View Insert Format Data Tools Extensions Help

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H3 ▾ | fx =VLOOKUP(C3,range1,2,false)

	A	B	C	F	
1	Location	COURT_LOCATIC	COURT_ROOM	Meeting room url	URL- do no
2	Adams District		1 A	https://www.coloradojudicial.gov/m/1-A	https://jud
3	Adams District		1 D1	https://www.coloradojudicial.gov/m/1-D1	https://jud
4	Adams District		1 D2	https://www.coloradojudicial.gov/m/1-D2	https://jud
5	Adams District		1 E	https://www.coloradojudicial.gov/m/1-E	https://jud
6	Adams District		1 F	https://www.coloradojudicial.gov/m/1-F	https://jud
7	Adams District		1 G	https://www.coloradojudicial.gov/m/1-G	https://jud
8	Adams District		1 L	https://www.coloradojudicial.gov/m/1-L	https://jud
9	Adams District		1 M	https://www.coloradojudicial.gov/m/1-M	https://jud
10	Adams District		1 Q	https://www.coloradojudicial.gov/m/1-Q	https://jud
11	Adams District		1 R	https://www.coloradojudicial.gov/m/1-R	https://jud
12	Adams District		1 R1	https://www.coloradojudicial.gov/m/1-R1	https://jud
13	Adams District		1 R2	https://www.coloradojudicial.gov/m/1-R2	https://jud
14	Adams District		1 S1	https://www.coloradojudicial.gov/m/1-S1	https://jud
15	Adams District		1 T	https://www.coloradojudicial.gov/m/1-T	https://jud
16	Adams District		1 V	https://www.coloradojudicial.gov/m/1-V	https://jud

14 Click here.

Data Tools Extensions Help

\$ % .0_ .00 123 | Default... ▾ - 10 + | B I 🔁 A | 🗨️ 📄 📊 📉 📈 📏 📐 📑 📗 📙 📚 📛 📜 📝 📞 📟 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿

	C	F	G	
	COURT_ROOM	Meeting room url	URL- do not use	Judicial
1		https://www.coloradojudicial.gov/m/1-A	https://judicial.webex.com/meet/D17-BRGT-DIVA	Vasqu
2		https://www.coloradojudicial.gov/m/1-D1	https://judicial.webex.com/meet/d17-brgt-divd1	Magistr
		https://www.coloradojudicial.gov/m/1-D2	https://judicial.webex.com/join/d17_brgt_d2	Magistr
		https://www.coloradojudicial.gov/m/1-E	https://judicial.webex.com/meet/D17-BRGT-DIVE	
		https://www.coloradojudicial.gov/m/1-F	https://judicial.webex.com/meet/D17-BRGT-DIVF	
		https://www.coloradojudicial.gov/m/1-G	https://judicial.webex.com/meet/D17-BRGT-DIVG	
		https://www.coloradojudicial.gov/m/1-L	https://judicial.webex.com/meet/D17-BRGT-DIVL	
		https://www.coloradojudicial.gov/m/1-M	https://judicial.webex.com/meet/D17-BRGT-DIVM	
		https://www.coloradojudicial.gov/m/1-Q	https://judicial.webex.com/meet/D17-BRGT-DIVQ	
		https://www.coloradojudicial.gov/m/1-R	https://judicial.webex.com/meet/d17-brgt-clrk1	
1		https://www.coloradojudicial.gov/m/1-R1	https://judicial.webex.com/meet/d17-brgt-clrk2	
2		https://www.coloradojudicial.gov/m/1-R2	https://judicial.webex.com/meet/d17-brgt-divr2	
1		https://www.coloradojudicial.gov/m/1-S1	https://judicial.webex.com/meet/d17-brgt-divs1	Magistr
		https://www.coloradojudicial.gov/m/1-T	https://judicial.webex.com/meet/D17-BRGT-DIVT	Judge C
		https://www.coloradojudicial.gov/m/1-V	https://judicial.webex.com/meet/D17-BRGT-DiV	

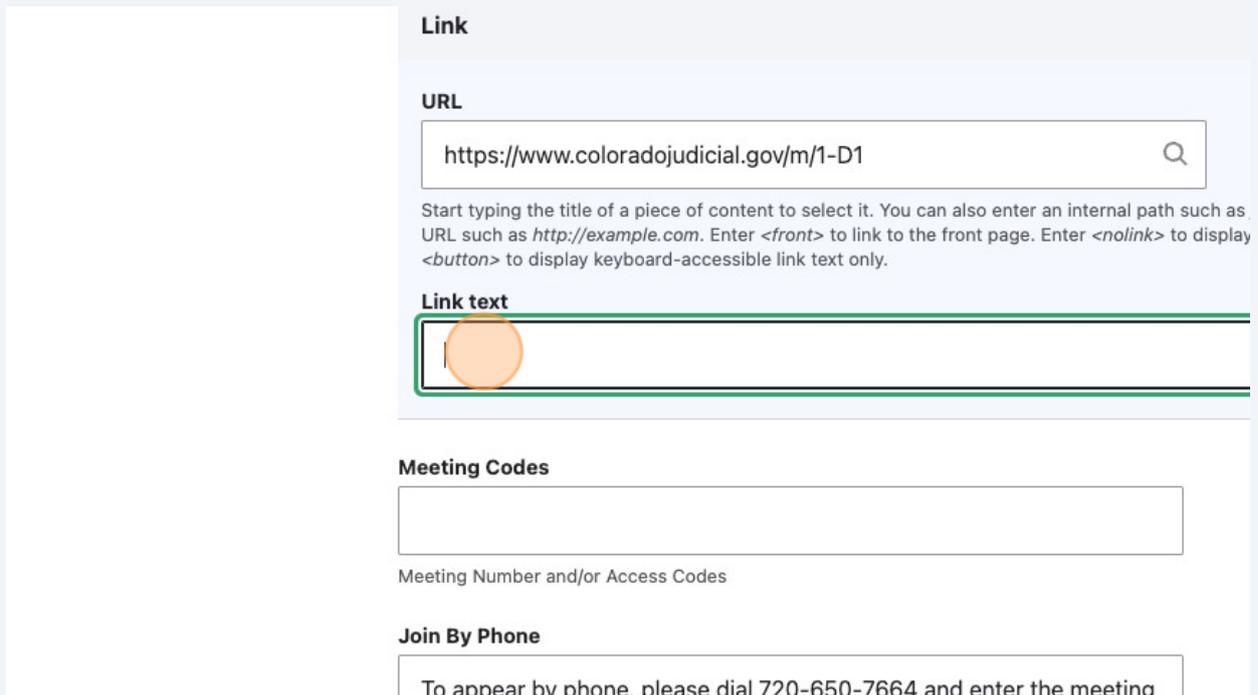
15 Click here.

The screenshot shows a spreadsheet application interface. At the top, there is a menu bar with 'mat', 'Data', 'Tools', 'Extensions', and 'Help'. Below the menu bar is a toolbar with various icons and a search bar containing '10'. The spreadsheet has three columns: 'COURT_ROOM', 'Meeting room url', and 'URL- do not use'. The 'Meeting room url' column contains a list of URLs starting with 'https://www.coloradojudicial.gov/m/1-'. A tooltip with the text 'Copy link' is positioned over one of the URLs in this column.

COURT_ROOM	Meeting room url	URL- do not use
1 A	https://www.coloradojudicial.gov/m/1-A	https://judicial.webex.com/meet/D17-BRGT-DIVA
1 D1	https://www.coloradojudicial.gov/m/1-D1	https://judicial.webex.com/meet/d17-brgt-divd1
1 D2	https://www.coloradojudicial.gov/m/1-D2	https://judicial.webex.com/join/d17_brgt_d2
1 E	https://www.coloradojudicial.gov/m/1-E	https://judicial.webex.com/meet/D17-BRGT-DIVE
1 F	https://www.coloradojudicial.gov/m/1-F	https://judicial.webex.com/meet/D17-BRGT-DIVF
1 G	https://www.coloradojudicial.gov/m/1-G	https://judicial.webex.com/meet/D17-BRGT-DIVG
1 L	https://www.coloradojudicial.gov/m/1-L	https://judicial.webex.com/meet/D17-BRGT-DIVL
1 M	https://www.coloradojudicial.gov/m/1-M	https://judicial.webex.com/meet/D17-BRGT-DIVM
1 Q	https://www.coloradojudicial.gov/m/1-Q	https://judicial.webex.com/meet/D17-BRGT-DIVQ
1 R	https://www.coloradojudicial.gov/m/1-R	https://judicial.webex.com/meet/d17-brgt-clrk1
1 R1	https://www.coloradojudicial.gov/m/1-R1	https://judicial.webex.com/meet/d17-brgt-clrk2
1 R2	https://www.coloradojudicial.gov/m/1-R2	https://judicial.webex.com/meet/d17-brgt-divr2
1 S1	https://www.coloradojudicial.gov/m/1-S1	https://judicial.webex.com/meet/d17-brgt-divs1
1 T	https://www.coloradojudicial.gov/m/1-T	https://judicial.webex.com/meet/D17-BRGT-DIVT
1 V	https://www.coloradojudicial.gov/m/1-V	https://judicial.webex.com/meet/D17-BRGT-DiV

16 Press **cmd + v**

17 Click the "Link text" field.



The screenshot shows a web form with several sections. On the left is a large empty white box. To its right is a section titled "Link" with a light blue background. Inside this section, there is a "URL" field containing the text "https://www.coloradojudicial.gov/m/1-D1" and a search icon. Below the URL field is a paragraph of instructions: "Start typing the title of a piece of content to select it. You can also enter an internal path such as URL such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display *<button>* to display keyboard-accessible link text only." Below this is a "Link text" field, which is a long horizontal input box with a double green border and an orange circle highlighting its left side. Below the "Link" section are three more sections: "Meeting Codes" with an empty input box and the text "Meeting Number and/or Access Codes" below it; "Join By Phone" with an input box containing the text "To appear by phone, please dial 720-650-7664 and enter the meeting"; and a partially visible "Join By Video" section at the bottom.

18 Type "Join Virtual Courtroom"

19 Click the "Meeting Codes" field.

Start typing the title of a piece of content to select it. You can also enter an internal path such as URL such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display *<button>* to display keyboard-accessible link text only.

Link text

Join Virtual Courtroom

Meeting Codes

Meeting Number and/or Access Codes

Join By Phone

To appear by phone, please dial 720-650-7664 and enter the meeting

Phone number to join virtual courtroom.

Body ([Edit summary](#))

Paragraph | **B** | *I* | | | | | | |

20 Click here.

⌚ | 💬 | 📺 | 📅

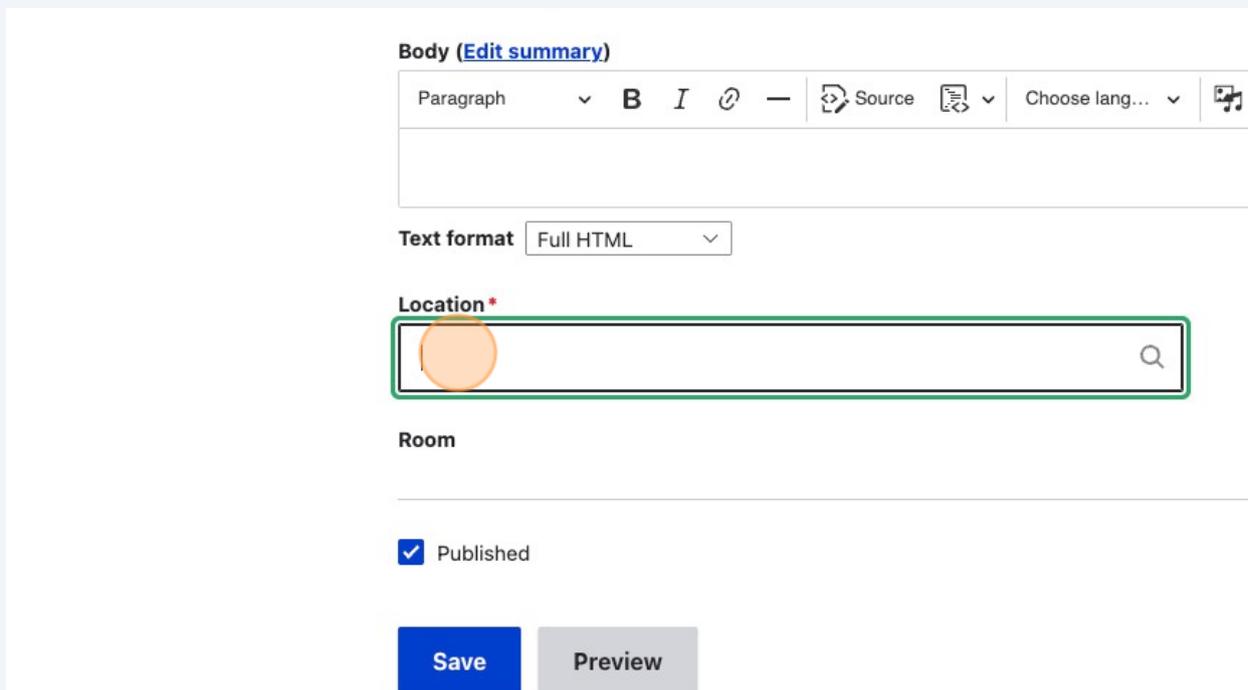
🏠 | 📄 | 📁 | 📂 | 📅 | 📆 | 📇 | 📈 | 📉 | 📊 | 📋 | 📌 | 📍 | 📎 | 📏 | 📐 | 📑 | 📒 | 📓 | 📔 | 📕 | 📖 | 📗 | 📘 | 📙 | 📚 | 📛 | 📜 | 📝 | 📞 | 📟 | 📠 | 📡 | 📢 | 📣 | 📤 | 📥 | 📦 | 📧 | 📨 | 📩 | 📪 | 📫 | 📬 | 📭 | 📮 | 📯 | 📰 | 📱 | 📲 | 📳 | 📴 | 📵 | 📶 | 📷 | 📸 | 📹 | 📺 | 📻 | 📼 | 📽 | 📾 | 📿

G	H	I	J	K	L	M	N	O
e	Judicial Officer	Meeting access code						
webex.com/meet/D17-BRGT-DIVA	Vasquez	2597 658 5121						
webex.com/meet/d17-brgt-divd1	Magistrate Ratliff	2590 286 1641						
webex.com/join/d17_brgt_d2	Magistrate Lord-Blegen	2590 713 5482						
webex.com/meet/D17-BRGT-DIVE								
webex.com/meet/D17-BRGT-DIVF								
webex.com/meet/D17-BRGT-DIVG								
webex.com/meet/D17-BRGT-DIVL								
webex.com/meet/D17-BRGT-DIVM								
webex.com/meet/D17-BRGT-DIVQ								
webex.com/meet/d17-brgt-clrk1								
webex.com/meet/d17-brgt-clrk2								
webex.com/meet/d17-brgt-divr2								
webex.com/meet/d17-brgt-divs1	Magistrate Garlan	2596 213 8977						
webex.com/meet/D17-BRGT-DIVT	Judge Quick	2593 756 7162						
webex.com/meet/D17-BRGT-DivV		2596 467 8058						

21 Press **cmd + c**

22 Press **cmd + v**

23 Click the "Location" field.



The screenshot shows a form editor interface. At the top, there is a section titled "Body (Edit summary)" with a rich text editor toolbar containing options for Paragraph, Bold (B), Italic (I), Link, Unlink, Source, and Language. Below this is a "Text format" dropdown menu set to "Full HTML". The "Location*" field is a text input field with a magnifying glass icon on the right, highlighted with a green border and an orange circle. Below the "Location" field is a "Room" label. At the bottom, there is a "Published" checkbox which is checked, and two buttons: "Save" (blue) and "Preview" (grey).

24 Type "ada"

25 Click "Adams County Justice Center"

The screenshot shows a form editor interface. At the top, there is a toolbar with options for Paragraph, Bold (B), Italic (I), Link, and Unlink, along with a Source icon, a language dropdown, and a help icon. Below the toolbar is a text input field. Underneath that is a 'Text format' dropdown menu set to 'Full HTML'. A 'Location*' field is highlighted with a green border and contains the text 'ada'. A search icon is visible in the top right of this field. Below the input field, a blue dropdown menu is open, displaying 'Adams County Justice Center' as a search result, which is circled in orange. Below the search field, there is a 'Published' checkbox that is checked. At the bottom, there are two buttons: a blue 'Save' button and a grey 'Preview' button.

26 Click the "D1" field. Find the courtroom from column C in the Google sheet

The screenshot shows a vertical list of radio button options. The options are: 7, 8, A, B, B1, C, D, D1, D2, DC, E, F, G, H, K. The 'D1' option is highlighted with a green circle and an orange border, indicating it is the selected or target option.

27 Click this button.

- S
- S1
- T
- T1
- V
- VC
- W

Published

Save Preview

