



## How-To Guide: Enrolling in Agenda Subscriptions

1. Go to <https://www.westfargond.gov/1202/Agendas-Minutes>.
2. Scroll to the My Subscriptions section (third section from the top)

Most Recent Events		Category	
Name	Date/Time	Media	Files
<a href="#">Planning and Zoning Commission</a>	10/12/2021 5:30 PM		Download
<a href="#">Public Library Board</a>	10/7/2021 5:30 PM		Download
<a href="#">Mobile Library Task Force Meeting</a>	10/6/2021 5:00 PM		Download
<a href="#">City Commission Meeting (First)</a>	10/4/2021 5:30 PM		Download

My Subscriptions		MANAGE	LOGIN
Name	Date/Time	Media	Files
You haven't added any subscriptions yet. Login and click the "Manage" button to enter your preferences. Media will show up here based on those settings			

3. Click Login

My Subscriptions		MANAGE	LOGIN
Name	Date/Time	Media	Files
You haven't added any subscriptions yet. Login and click the "Manage" button to enter your preferences. Media will show up here based on those settings			

4. Click Create Account

Search

Keywords or Phr

Current and Upcom

Name

City C

Airpo

### Login

Login Below

E-mail:

Password:

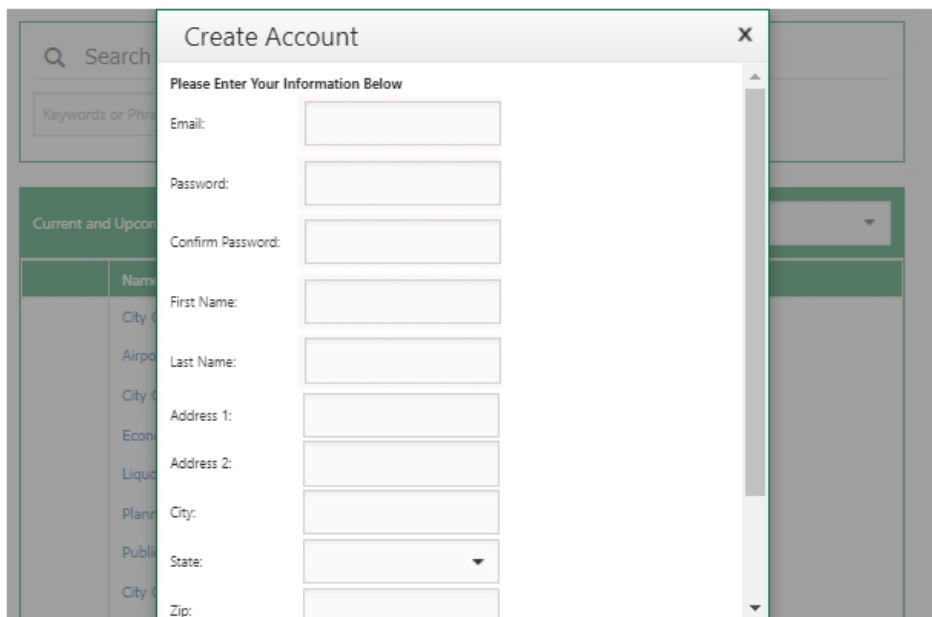
Remember Me

[Create Account](#) [Forgot Password?](#)

5. Enter information to create an account

Required Information:

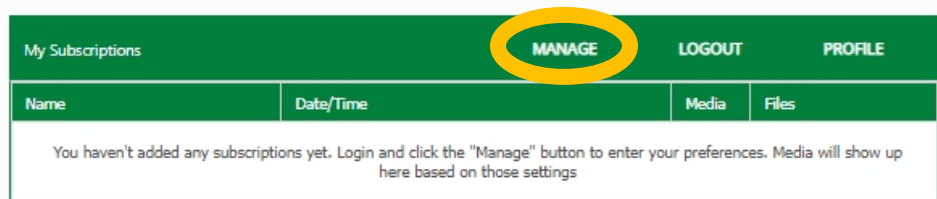
- Email
- Password
- First Name
- Last Name



The screenshot shows a 'Create Account' modal window. The title bar says 'Create Account' with a close button (X). Below the title, it says 'Please Enter Your Information Below'. The form contains the following fields:

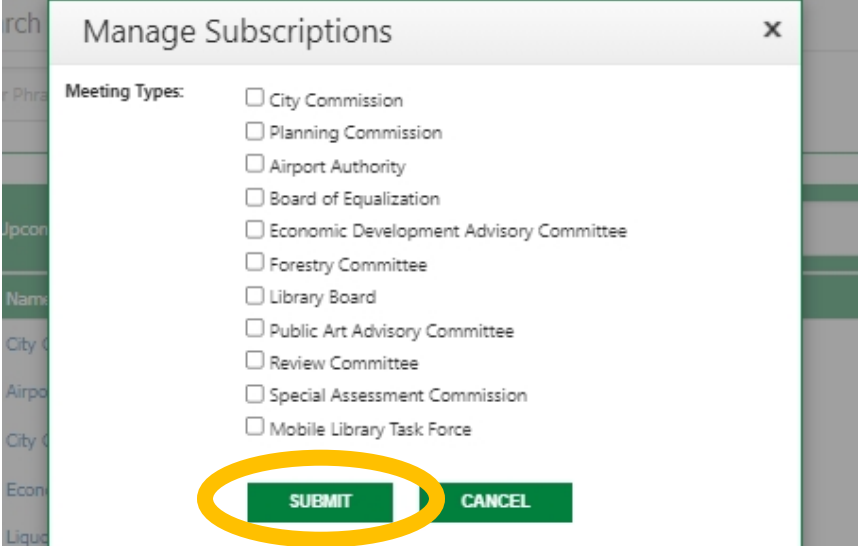
- Email:
- Password:
- Confirm Password:
- First Name:
- Last Name:
- Address 1:
- Address 2:
- City:
- State:
- Zip:

6. After creating an account, return to My Subscriptions on the Agendas and Minutes page and click "Manage."



The screenshot shows the 'My Subscriptions' page. At the top, there is a green navigation bar with the text 'My Subscriptions' on the left and three buttons: 'MANAGE', 'LOGOUT', and 'PROFILE'. The 'MANAGE' button is circled in yellow. Below the navigation bar is a table with the following columns: 'Name', 'Date/Time', 'Media', and 'Files'. The table is currently empty, and a message is displayed below it: 'You haven't added any subscriptions yet. Login and click the "Manage" button to enter your preferences. Media will show up here based on those settings'.

7. Check the boxes next to the meeting agendas you'd like to subscribe to and click Submit.

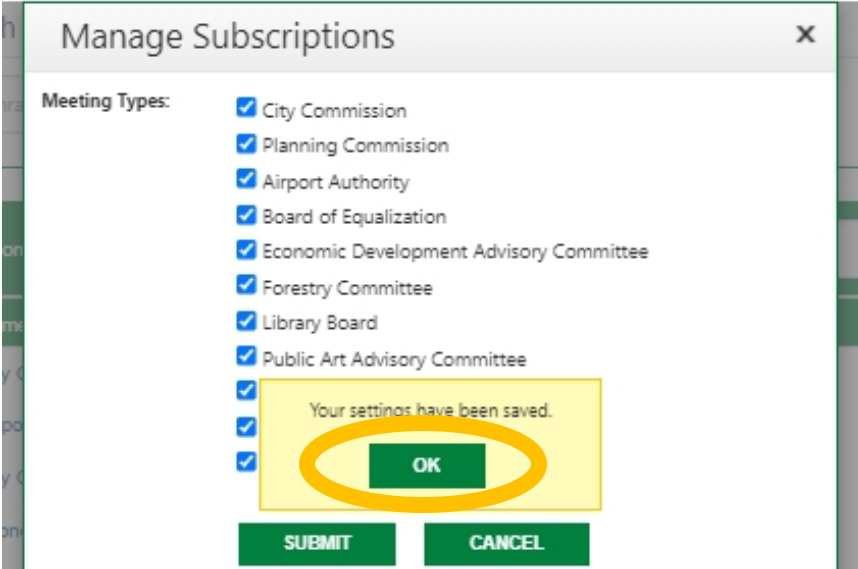


The screenshot shows a dialog box titled "Manage Subscriptions" with a close button (X) in the top right corner. Under the heading "Meeting Types:", there is a list of eleven items, each with an unchecked checkbox:

- City Commission
- Planning Commission
- Airport Authority
- Board of Equalization
- Economic Development Advisory Committee
- Forestry Committee
- Library Board
- Public Art Advisory Committee
- Review Committee
- Special Assessment Commission
- Mobile Library Task Force

At the bottom of the dialog box, there are two buttons: "SUBMIT" and "CANCEL". The "SUBMIT" button is highlighted with a yellow oval.

8. You will receive a confirmation window that says your settings have been saved. Click OK to return to the page.



The screenshot shows the same "Manage Subscriptions" dialog box, but now all eleven checkboxes are checked. A yellow confirmation box is overlaid on the list, containing the text "Your settings have been saved." and an "OK" button, which is highlighted with a yellow oval. The "SUBMIT" and "CANCEL" buttons are still visible at the bottom of the dialog box.