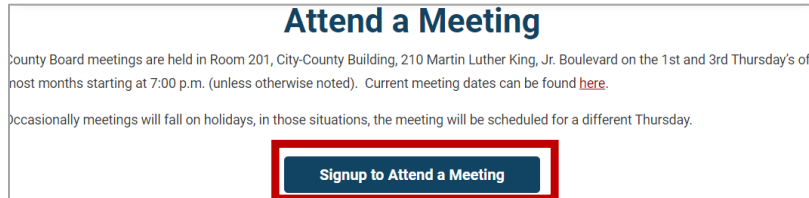


Registration Process

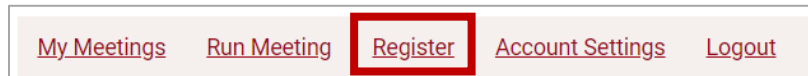
Instructions for Members of the Public

Updated: 11/29/23

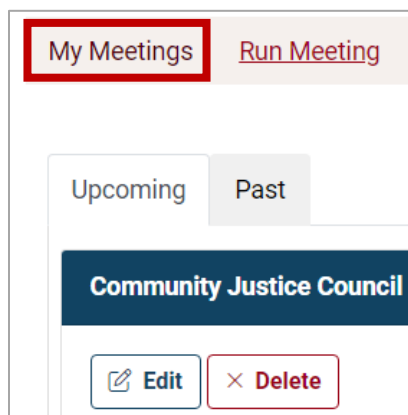
1. Register for a meeting here: <https://board.countyofdane.com/meetings/attend-meeting>
2. Select the “Sign Up to Attend Meeting” tab



3. Create an account if you do not already have an account
4. Select “Register Tab”



5. Select the meeting you want to attend from the “Available Meetings” list
6. Select how you plan to attend the meeting:
 - I plan to attend via Zoom
 - I plan to attend in person
 - I plan to attend via Phone
7. Then select either “Speak or Indicate Position on Agenda Item” OR “Attend Meeting”
8. If you select “I’d like to speak to or indicate my position on an agenda item”:
 - Scroll through the list of agenda items
 - Find the item(s) you want to register for
 - Register to speak to an item, your position, and whether or not you are being paid to speak to the item
9. Select “Signup” - An email from Zoom will be sent to you with your login credentials
10. If you plan to just attend the meeting select “Attend” - An email from Zoom will be sent to you with your login credentials
11. To edit your registration, log back into your account, navigate to the “My Meetings” tab. Select the registration you want to edit and select “Edit” button.
12. Edit your registration (i.e. switch from attending on Zoom to in person) then select “Save” button.
13. To delete your registration, log back into your account, navigate to the “My Meetings” tab. Select the registration you want to delete and select the red “Delete” button.



Registration Process

Instructions for Members of the Public

Updated: 11/29/23

Items to Note:

- IF you selected “Yes” to the following question, “Are you being paid to represent an organization” an additional registration form will be emailed to you. Fill out the form and return it to the staff person listed in the email.
- IF the email with your Zoom credentials gets deleted, at the time of the meeting, log back into your account, navigate to the “My Meetings” and find the meeting you registered for and select join.
- IF the meeting is switched from a hybrid/in person meeting to a 100% virtual meeting, an email will be sent to you.
- IF the meeting is cancelled, an email will be sent to you.
- IF an agenda item is removed from the agenda, an email will be sent to you.