

How to Sign Up To Get Agenda Packets Emailed Directly To You

1) Click 'Register' as circled in red here.

The screenshot shows the homepage of the Macoupin County Board Meeting Agendas & Minutes website. The header includes the county seal, the title "MACOUPIN COUNTY BOARD Meeting Agendas & Minutes", and the name of the County Clerk, Pete Duncan. A navigation menu contains links for "Welcome", "Meetings", "Notices", and "Boards+". A search bar is located in the top right corner, and the "Register" link is circled in red. The main content area features a welcome message, a list of website features, and a photo of Pete Duncan. A sidebar on the left contains a "Meeting Group" dropdown menu and a "Print This Page" button. Below the main content, there is a section for "Upcoming Meetings" with a calendar icon and links for "Full Calendar" and "RSS".

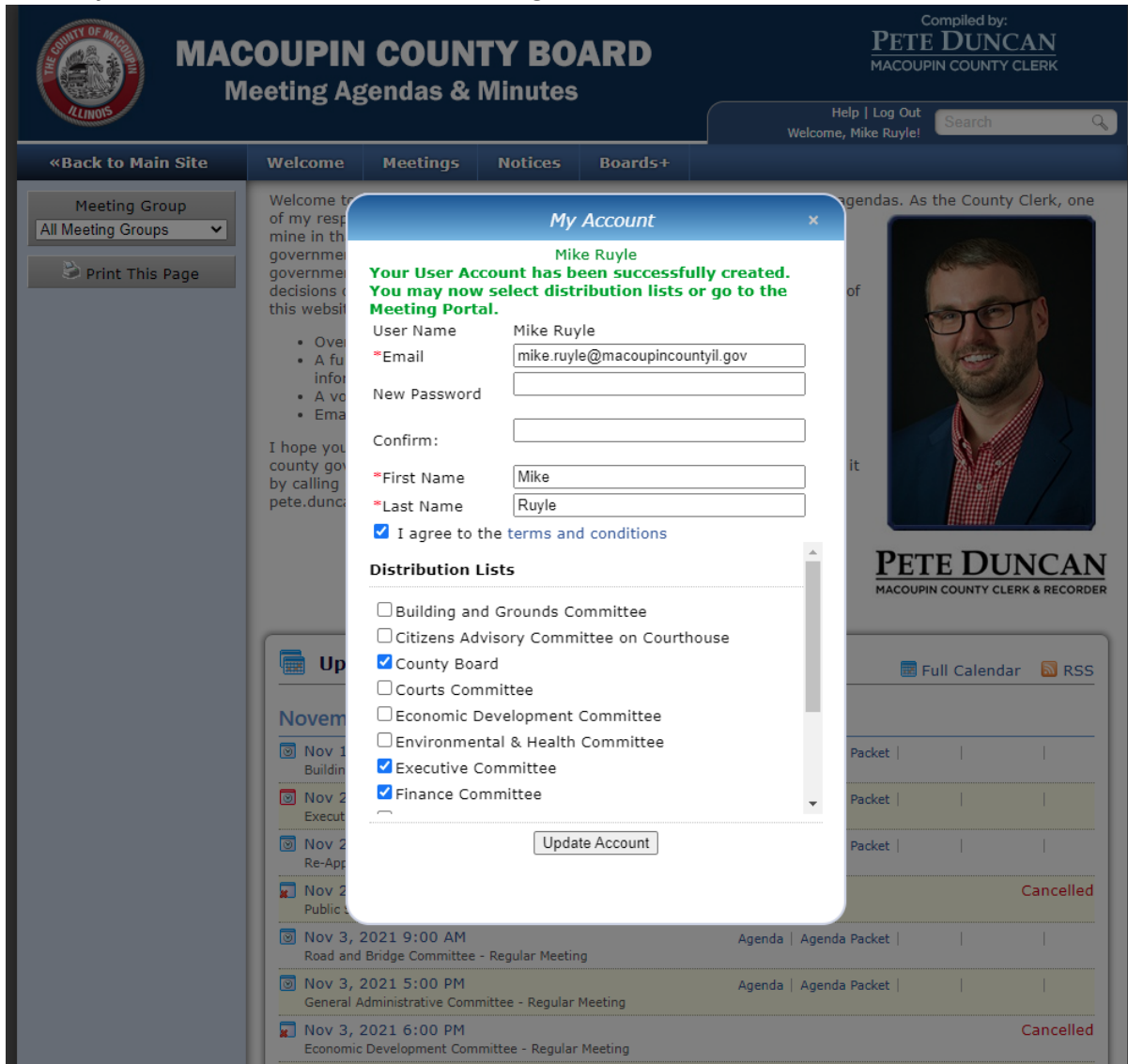
2) Fill out the required information to set up your account.

This screenshot shows the same website homepage as above, but with a "Create an Account" modal form open in the center. The form contains the following fields and options:

- *User Name:** electionclerk
- *Email:** mike.ruyle@macoupincountyil.gov
- *Password:** [Redacted]
- *Confirm:** [Redacted]
- *First Name:** Mike
- *Last Name:** Ruyle
- I agree to the terms and conditions
- Create Account** button

The background of the page is dimmed, showing the same content as the first screenshot, including the navigation menu, welcome message, and upcoming meetings table.

- 3) Once your account is created, you can select any agenda packets you would like to be emailed to you. Just select the meetings you would want, you can select them all or just one. **Make sure your email address is typed correctly since whatever is there is what the agendas will be sent to each time.**



- 4) Once you click 'Update Account' your settings will be saved and can always be updated by logging back into your account.

