

# eComments Instruction Guide Step-by-Step

The Meetings page enables users to view upcoming meetings. Users can click a meeting title to view agenda items for the meeting, and comment on those items. Users can also state their position on an item (Support, Neutral, or Opposed), add attachments with their comments.

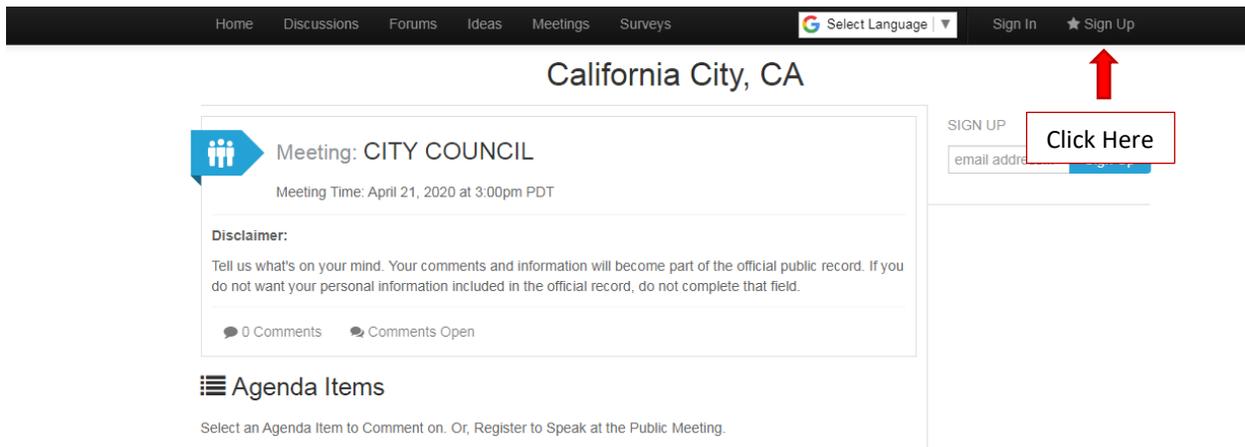
1<sup>ST</sup> Step: Locate Upcoming Events through [Californiacity-ca.gov](http://Californiacity-ca.gov) by clicking on the “Video Feed” tab in the front page of the city website.

2<sup>ND</sup> Step: Once on the front page of the “Upcoming Events” you will see all upcoming meetings. On the right side you will notice a “eComment” hyperlink next to each meeting click on the one that you desire to comment on.

## Upcoming Events



3<sup>rd</sup> Step: Click on “Sign Up” to register to enable the ability to public a comment on an agenda items.



4<sup>th</sup> Step: Complete the following information to sign up or connect through Facebook.

The following information is a requirement if you desire to sign up through via email or Facebook but, only the name will be published with any comments. The other information will be kept private.

(Next page for Images)

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## Sign Up

Email  [Already have an account?](#)

Password

Name

The personal information collected by California City, CA, including forums, surveys, discussions, will be used to inform the Jurisdiction's decision making process on new initiatives, programs, service, spending allocations etc. The Jurisdiction only collects your email address and personal information necessary for specific initiatives posted on California City, CA. Sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act are the legislated authorities for the collection of personal information. Unless requested, please do not include personal information that identifies you or other individuals when submitting content to California City, CA. Personal information that is not requested will be deleted and not considered in the evaluation of new initiatives etc.

By clicking "Sign up" you agree to the [terms and conditions](#), and grant California City, CA, Granicus and their designees the right use your ideas and submissions in any way they see fit without notice, attribution or compensation.

I'm not a robot  [Privacy](#) [Terms](#)

or

[Terms and Conditions](#) [Privacy Policy](#) [Support](#) powered by [SpeakUp](#) © 2020 Granicus

## facebook

### Log Into Facebook

[Forgot account?](#)

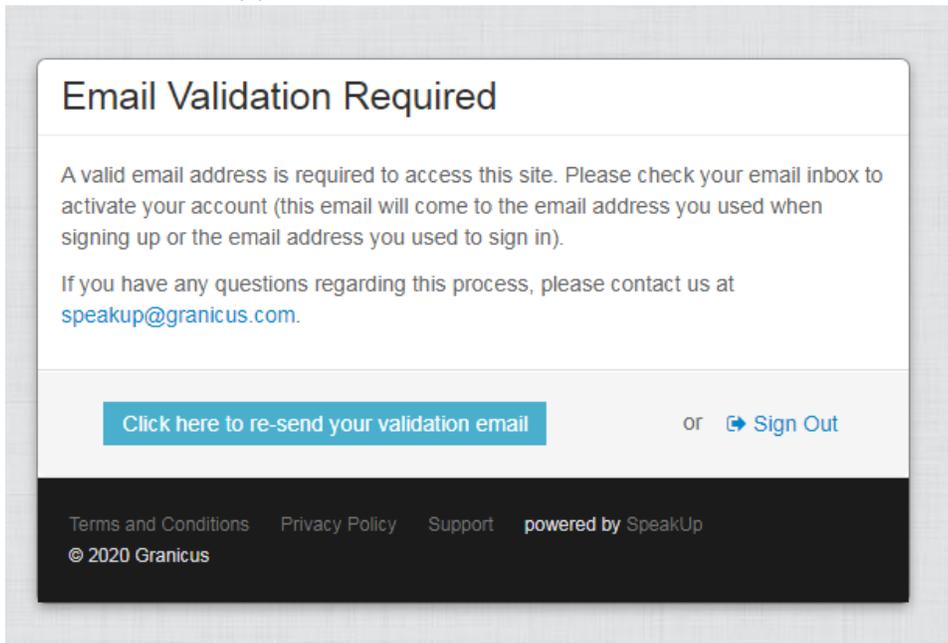
or

[Not now](#)

# eComments Instruction Guide Step-by-Step

5<sup>th</sup> Step: Once complete the following confirmation will appear.

- Signed up via email? Please verify your email see below for details.



## Welcome to SpeakUp

Thank you for joining [californiacity.granicusideas.com](http://californiacity.granicusideas.com). Here you can post your genius ideas to make your world better. You now have the ability to make your voice heard for all those little and big ideas you have to improve the products and services you use daily. <http://californiacity.granicusideas.com/users/confirmation?> [REDACTED]

[Click here to confirm your account.](#)

Start posting, commenting and sharing now.

Click on any of the 2 hyperlinks

Please be sure to [complete your profile](#). This is very important and will allow us to invite you to private online discussions where you can interact with the community and provide additional feedback privately. You will get to see and comment on new initiatives first, and make a real difference.

Any questions? Contact us at: [speakup@granicus.com](mailto:speakup@granicus.com)

Thanks!

SpeakUp

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Home Discussions Forums Ideas Meetings Surveys Select Language | John Doe

We appreciate your comments which will become part of the official public record.

## California City, CA

**Meeting: CITY COUNCIL**  
Meeting Time: April 21, 2020 at 3:00pm PDT

**Disclaimer:**  
Tell us what's on your mind. Your comments and information will become part of the official public record. If you do not want your personal information included in the official record, do not complete that field.

1 Comment Comments Open

### Agenda Items

Select an Agenda Item to Comment on. Or, Register to Speak at the Public Meeting.

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE / INVOCATION
- ROLL CALL
- ADOPTAGENDA
- PUBLIC COMMENTS  
1 Comment View Comment
- CLOSED SESSION

**RECENT ACTIVITY**  
John Doe commented on an AgendaItem

**MEETINGS**  
CITY COUNCIL  
CITY COUNCIL

- Signed up through Facebook? Please see below for details.

Civio Ideas

**SpeakUp!** will receive:  
your name and profile picture and email address.

[Edit This](#)

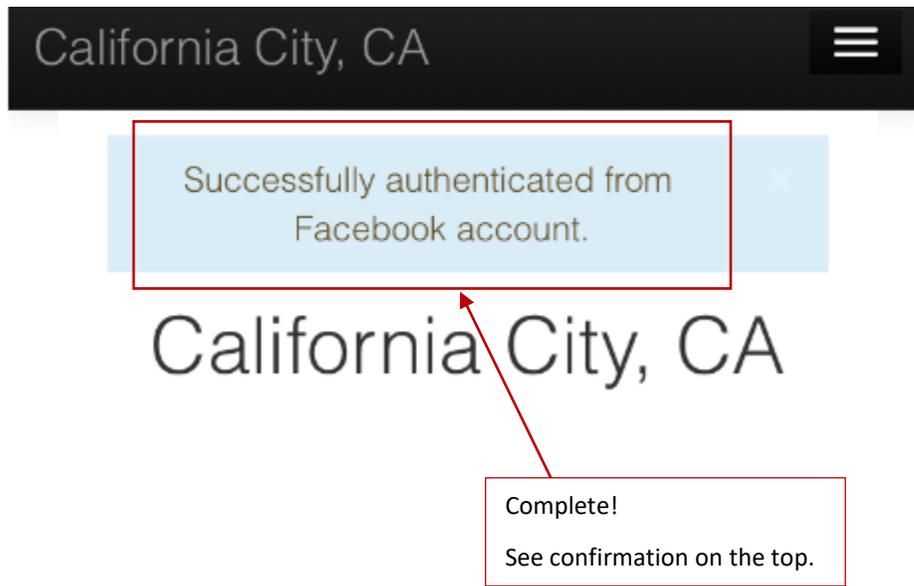
Continue as

Cancel

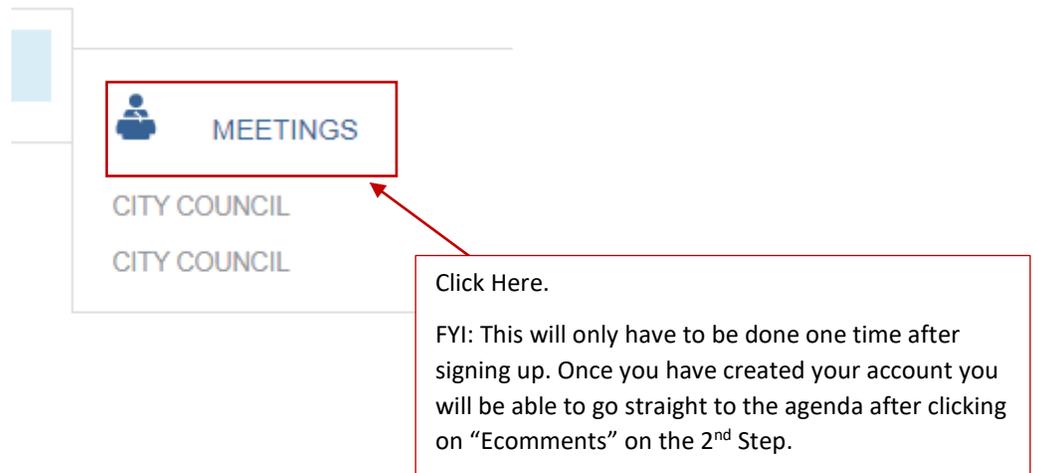
This doesn't let the app post to   
SpeakUp!'s [Privacy Policy](#) and

Click here to continue through your Facebook account.

# eComments Instruction Guide Step-by-Step



6<sup>th</sup> Step: Once confirmed click the "Meetings" tab, then click a meeting title.



# eComments Instruction Guide Step-by-Step

## California City, CA

Upcoming Past

 Meeting: CITY COUNCIL

Meeting Time: April 21, 2020 at 3:00pm PDT

0 Comments Comments Open

[View Agenda](#)

Click here

- View of the agenda selected.

## California City, CA

 Meeting: CITY COUNCIL

Meeting Time: April 21, 2020 at 3:00pm PDT

**Disclaimer:**  
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0 Comments Comments Open

**Agenda Items**

Select an Agenda Item to Comment on. Or, Register to Speak at the Public Meeting.

[CALL TO ORDER](#)

[PLEDGE OF ALLEGIANCE / INVOCATION](#)

[ROLL CALL](#)

[ADOPT AGENDA](#)

[...](#)

**MEETINGS**

- CITY COUNCIL
- CITY COUNCIL

# eComments Instruction Guide Step-by-Step

7<sup>th</sup> Step: As you look through the agenda you will notice a “comment” tab next to the agenda items the user has abilities to comment on. Click the appropriate agenda item you intend to leave a comment on.

## PUBLIC COMMENTS



### **Disclaimer:**

**Your comments and information will become part of the official public record. If you do not want your personal information included in the official record, do not complete the comment process.**

8<sup>th</sup> Step: After an agenda item is selected, the user will see a text box where they can type comments. There is a 500-character limit with an option to select a position: Oppose; Neutral; or Support and/or upload up to 3 documents.

(See next page for image)

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Home Discussions Forums Ideas Meetings Surveys Select Language | John Doe

**Meeting: CITY COUNCIL**  
Meeting Time: April 21, 2020 at 3:00pm PDT

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Tell us what's on your mind. Your comments and information will become part of the official public record. If you do not want your personal information included in the official record, do not complete that field.

0 Comments Comments Open

**Agenda Item**  
PUBLIC COMMENTS

**John Doe**  
Select a Position:  Oppose  Neutral  Support **-(Optional)**

Inset your comment here. Test 101  
466 of 500 characters remaining

Add Attachments:    **-(Optional)**

Click Here once done with comment

Complete the following information ("Selecting a Position" & "Add attachments" is optional)

9<sup>th</sup> Step: After "Submit Comment" A confirmation message will appear on your screen if the comment is successfully published.

Home Discussions Forums Ideas Meetings Surveys Select Language | John Doe

We appreciate your comments which will become part of the official public record.

**Congratulations!**  
Your first comment has been published

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10<sup>th</sup> Final Step: You can see your comment and/or view others comment as follows or you can continue to comment on other agenda items one time.

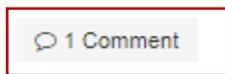
- **Beware** all comments are final and changes can not be made once submitted.
- As you scroll through the agenda you will see your “Comment” tab go to the left to identify that you have left a comment on the following item.

**Option 1:** View recent comments on the right side of the screen under “Recent Activity” Click on the individuals comment you wish to view.

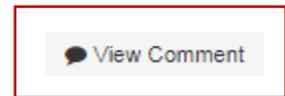


**Option 2:** As you scroll through the agenda you will see a “View Comment” tab on the right of the agenda item by clicking the view comment tab you will see all the comments for that following agenda item.

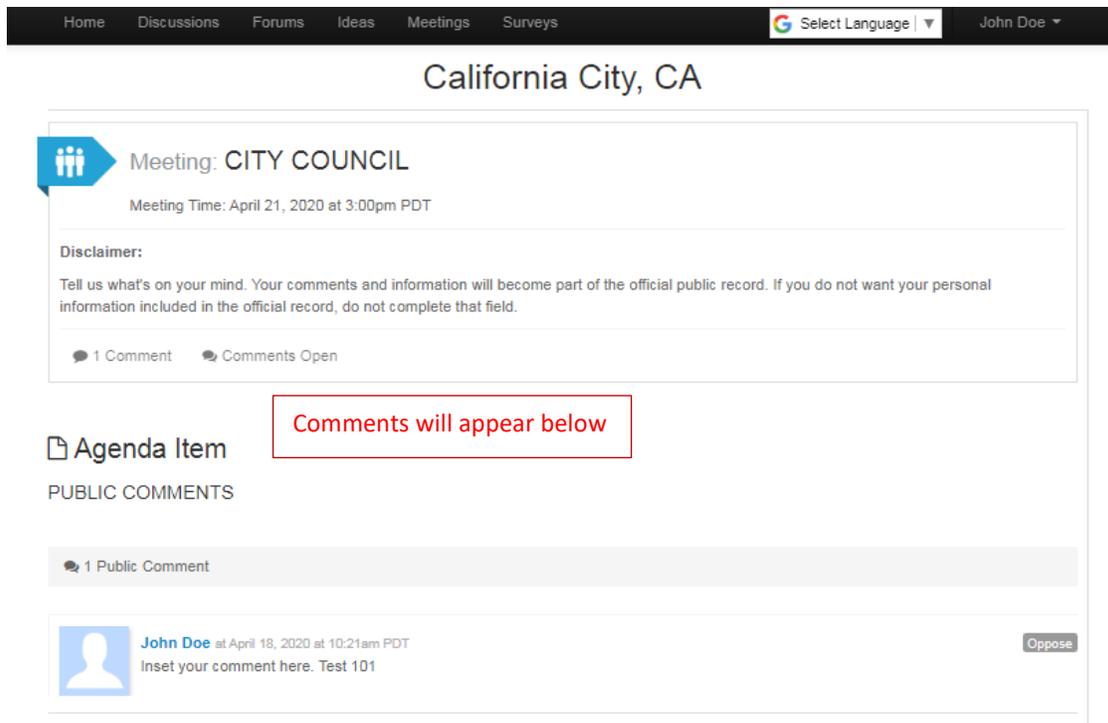
## PUBLIC COMMENTS



(View your comment)



(To view all comments on agenda item)



For any additional help please contact Granicus Customer Support at: [support@granicus.com](mailto:support@granicus.com)

Or

Online: [support.granicus.com](mailto:support.granicus.com)

[Cityclerk@californiacity-ca.gov](mailto:Cityclerk@californiacity-ca.gov)

Phone: 1.800.314.0147