

eComment Steps for the Community

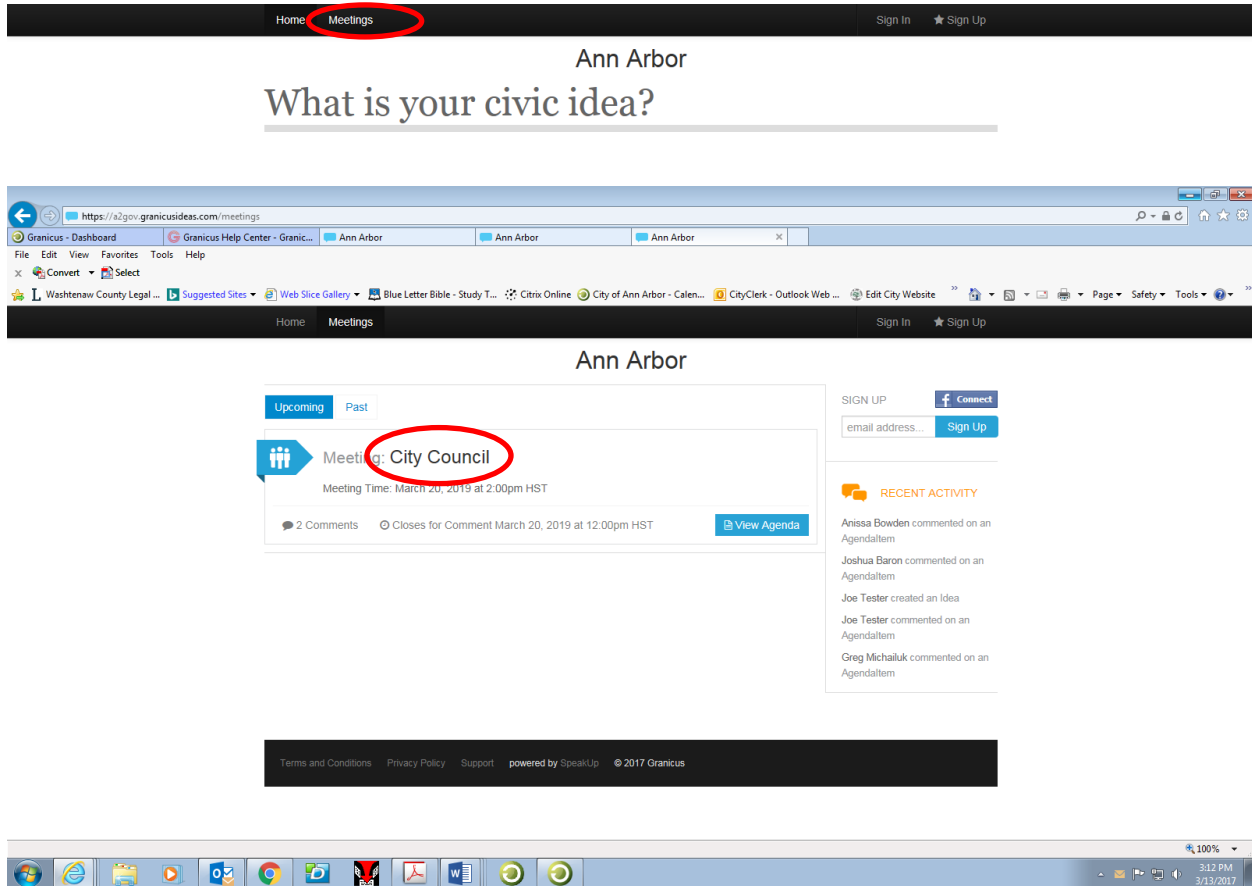
Viewing Details of an Upcoming Meeting

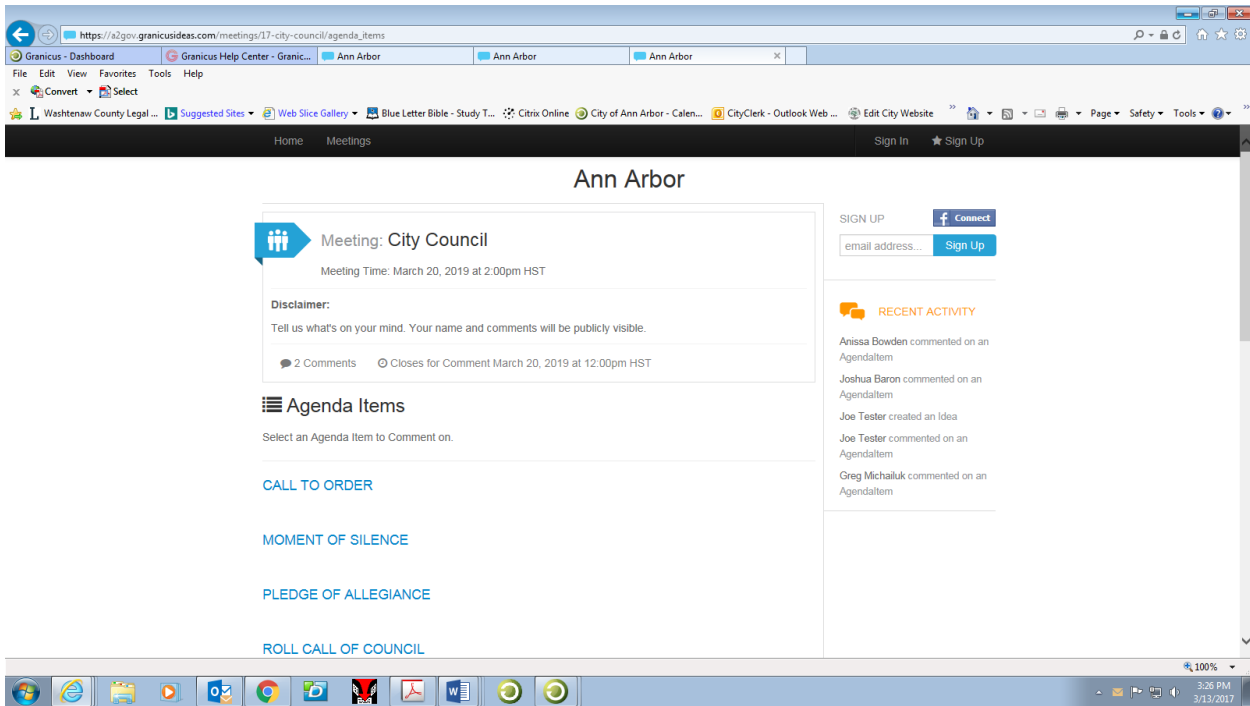
Sign into the website <https://a2gov.granicusideas.com/> (If you don't have an account you must create one in order to use eComment.)

The screenshot shows a web browser window with the URL <https://a2gov.granicusideas.com/>. The browser's address bar and tabs are visible. The website header includes "Ann Arbor" and navigation links for "Home" and "Meetings". A red circle highlights the "Sign In" and "Sign Up" links in the top right corner. The main content area features the heading "Ann Arbor" and "What is your civic idea?". Below this is a text input field labeled "Enter your idea here..." with a "Submit" button. A "See More Ideas" link is also present. A notification banner states: "This SpeakUp site is recently launched. Please come back in a few days to Participate". On the right side, there is a "SIGN UP" section with a "Connect" button and an input field for "email address...". Below this is a "RECENT ACTIVITY" section listing user actions such as "Anissa Bowden commented on an Agendaltem" and "Joe Tester created an Idea". The browser's taskbar at the bottom shows various application icons.

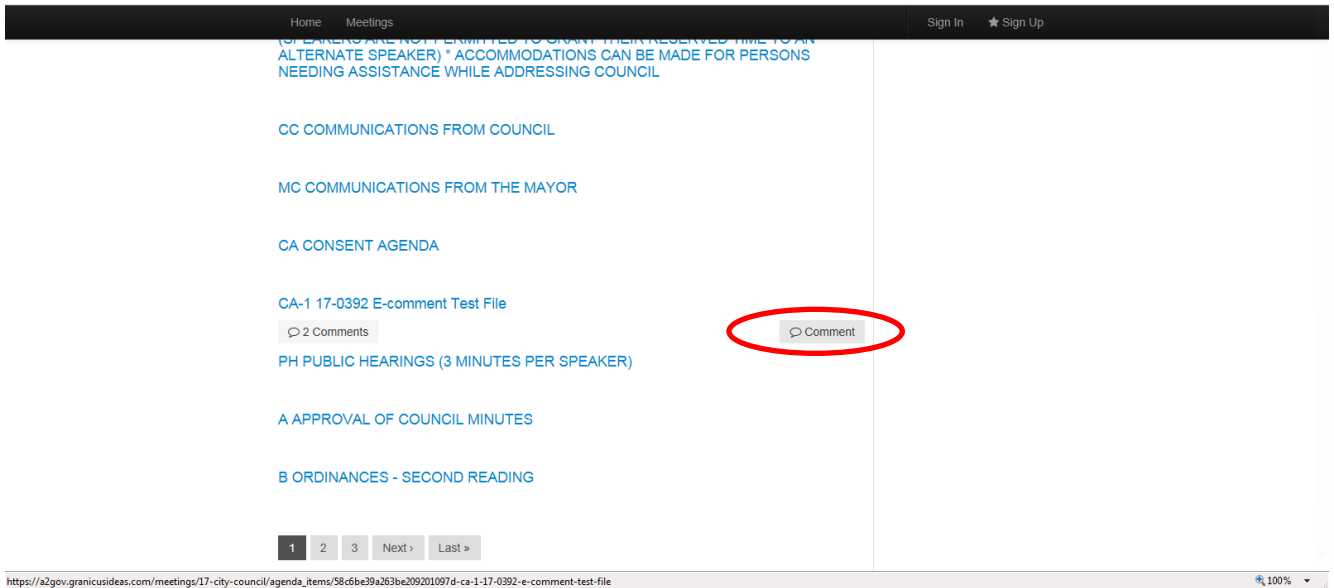
The screenshot shows the "Sign In" form. It has a title "Sign In" at the top. Below the title are two input fields: "Email" and "Password". The "Email" field is empty, and the "Password" field contains the text "password...". To the right of the "Email" field is a link that says "Forgot your password?". Below the input fields is a link that says "Don't have an account? No problem, create one now!". At the bottom of the form are two buttons: "Sign In" and "Connect" (with a Facebook logo). The footer of the page contains links for "Terms and Conditions", "Privacy Policy", and "Support", along with the text "powered by SpeakUp © 2017 Granicus".

1. Once logged in, click the Meetings tab, then click a meeting title. The meeting agenda items are displayed.



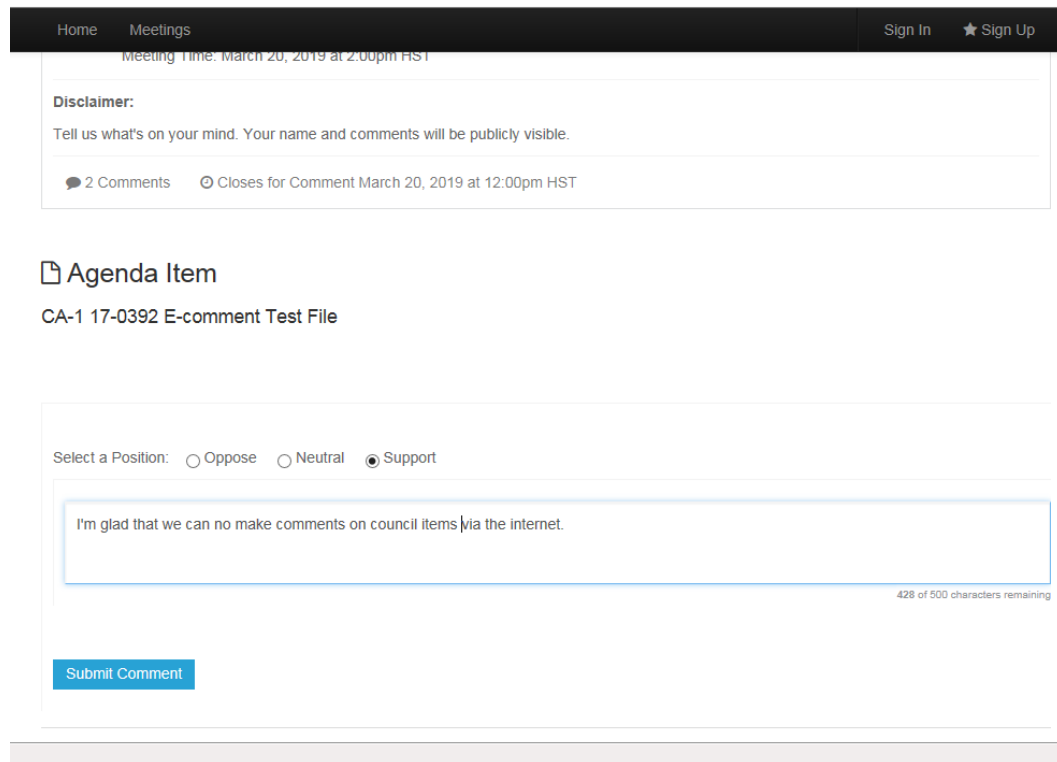


Scroll through the agenda to get to the item to comment on and click the comment button.



Submitting a Comment on an Agenda Item

1. Click Comment next to the appropriate agenda item. The eComment form becomes available for that agenda item. The following figure illustrates the form:



The screenshot shows a web interface for submitting a comment. At the top, there is a navigation bar with 'Home' and 'Meetings' on the left, and 'Sign In' and 'Sign Up' on the right. Below the navigation bar, the meeting time is displayed as 'Meeting Time: March 20, 2019 at 2:00pm HST'. A disclaimer section follows, stating 'Disclaimer: Tell us what's on your mind. Your name and comments will be publicly visible.' Below the disclaimer, there are two icons: a speech bubble with '2 Comments' and a clock with 'Closes for Comment March 20, 2019 at 12:00pm HST'. The main content area is titled 'Agenda Item' with a document icon, and the specific item is 'CA-1 17-0392 E-comment Test File'. Below the title, there is a section for selecting a position: 'Select a Position: Oppose Neutral Support'. A large text input field contains the text 'I'm glad that we can no make comments on council items \jia the internet.' and a character counter at the bottom right shows '428 of 500 characters remaining'. A blue 'Submit Comment' button is located at the bottom left of the form.

2. Enter your comment in the field provided. There is a character limit of 500 characters. A running counter displays how many characters are remaining as you type.
3. Select an option that reflects your position on the item: Oppose, Neutral, or Support.
4. Click Submit Comment. The following figure illustrates a submitted comment:

We appreciate your comments.

Ann Arbor



Meeting: City Council

Meeting Time: March 20, 2019 at 2:00pm HST

Disclaimer:

Tell us what's on your mind. Your name and comments will be publicly visible.

3 Comments

Closes for Comment March 20, 2019 at 12:00pm HST

Agenda Items

Select an Agenda Item to Comment on.

[CALL TO ORDER](#)

[MOMENT OF SILENCE](#)

[PLEDGE OF ALLEGIANCE](#)

- Note: If other user's comments have been made visible on the site, you will see a View Comments button next to agenda items that have received comments from users.