

INSTRUCTIONS FOR SUBSCRIBING TO MIAMI COUNTY PUBLIC MEETINGS

Follow the step-by-step instructions to create a new user account and subscribe to meeting notifications for the Board of County Commissioners, Board of County Commission Study Session, Planning Commission, Board of Zoning Appeals, and Fire Board, follow these step-by-step instructions.

Miami County, Kansas website address: www.miamicountyks.org

1. Type www.miamicountyks.org into your web browser. (Note: do not use Microsoft Internet Explorer.)
2. Click on "AGENDAS & MINUTES" in the brown section on the bottom left-hand side of the screen (under "Important Links.")

EMERGENCY ALERT Covid-19 Vaccine Update 05.04.2021 Covid-19 Vaccine Prioritization and Interest Survey
Additional Info... Read On...

Create an Account - Increase your productivity, customize your experience, and engage in information you care about. Sign In

Miami County KANSAS

Government Departments Residents Visitors How Do I

Notify Me® Staff Directory Report A Concern Community Resource Guide

Important Links

- CARES Act Funding
- COVID-19 Alert Center
- Agendas & Minutes**
- County Code
- Emergency Notifications

Miami County Calendar

| MAY 2021 | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 25 | 26 | 27 | 28 | 29 | 30 | 01 |
| 02 | 03 | 04 | 05 | 06 | 07 | 08 |
| 09 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |

Sat May 8
Miami County Farm Tour

Sun May 9
Miami County Farm Tour

Sat Jun. 12
Paola Heartland Car Show

Fri Jun 25 Sat Jun 26

Miami County News

COVID-19 Vaccination Update 05.04.2021
Miami County Health Department opens Covid-19 Vaccination Interest Survey to anyone 12 years of age or older.
More Information...

Countywide Clean-Up 2021
May 1, 2021 through October

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3. You will be directed to the “AGENDAS & MINUTES” page.
4. Scroll down to “My Subscriptions.”

The screenshot shows the top navigation bar with an "EMERGENCY ALERT" icon and two news items: "Covid-19 Vaccine Update 05.04.2021" and "Covid-19 Vaccine Prioritization and Interest Survey". Below the navigation is a table of events:

| Name | Date/Time | Media | Files |
|------------------------------------|-------------------|-------|-------|
| Board of County Commission Meeting | 5/26/2021 1:00 PM | | |
| Planning Commission (Recurring) | 6/1/2021 7:00 PM | | |

Below the table is a "Page 1 of 3 (29 items)" indicator and navigation arrows. The "Most Recent Events" section follows, with a "Category" dropdown and a table:

| Name | Date/Time | Media | Files |
|--|--------------------|-------|----------|
| Board of County Commission Meeting | 4/28/2021 1:00 PM | | Download |
| Board of County Commission Study Session | 4/28/2021 10:30 AM | | Download |

The "My Subscriptions" section is highlighted with a red arrow. It contains a "MANAGE" button and a "LOGIN" button. Below the buttons is a message: "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."

The "My Favorites" section is also visible, with a message: "You haven't added any favorites yet. Click the 'Add Favorite' button on any media page, and they'll show up here."

The footer of the page includes the "CIVICCLERK" logo.

5. There you will find two buttons, “MANAGE” and “LOGIN.”



6. Click on “MANAGE.”
7. Click on “CREATE ACCOUNT” to create your user profile for meeting notifications.

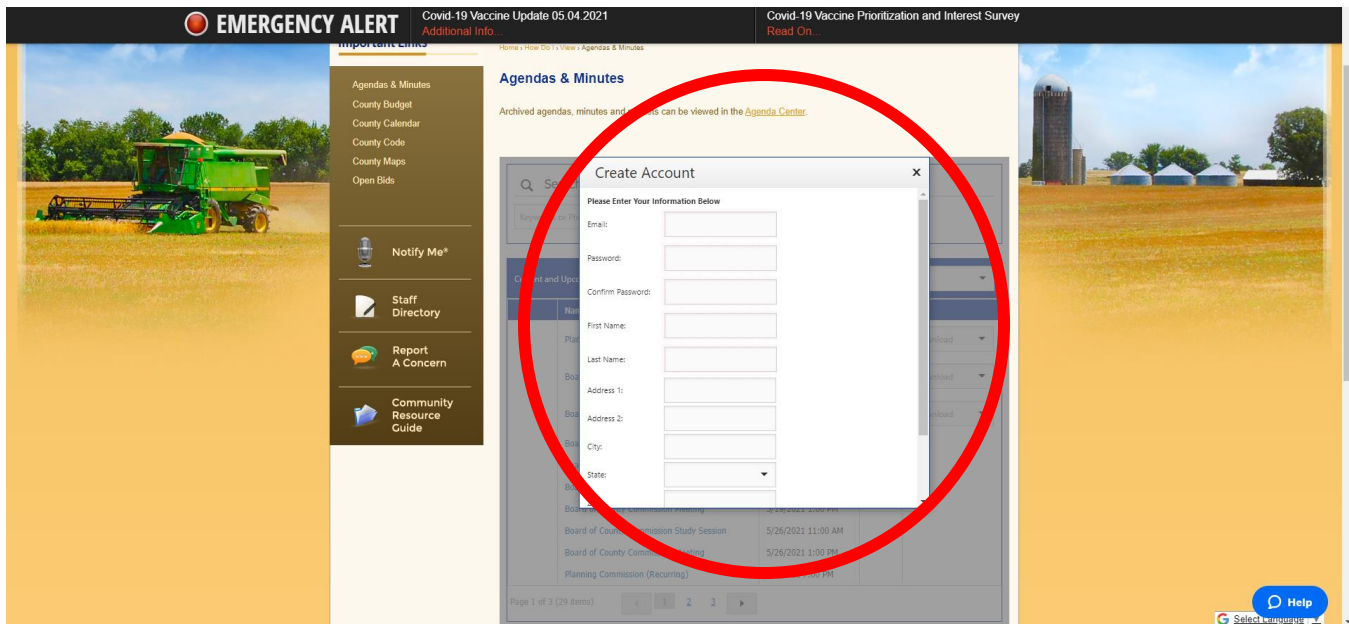
The screenshot shows the "Agendas & Minutes" page. The top navigation bar includes the "EMERGENCY ALERT" icon and two news items: "Covid-19 Vaccine Update 05.04.2021" and "Covid-19 Vaccine Prioritization and Interest Survey". The main content area is titled "Agendas & Minutes" and includes a search bar and a "Login" modal window.

The "Login" modal window is open, showing a "Login Below" section with fields for "E-mail:" and "Password:". Below the fields are "LOGIN" and "RESET" buttons. A red arrow points to the "Create Account" link below the "LOGIN" button.

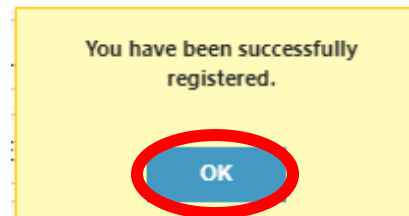
The "Agendas & Minutes" section includes a sidebar with links: "Agendas & Minutes", "County Budget", "County Calendar", "County Code", "County Maps", and "Open Bids". There are also buttons for "Notify Me", "Staff Directory", and "Report A Concern".

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8. A new screen will appear to fill in your information.

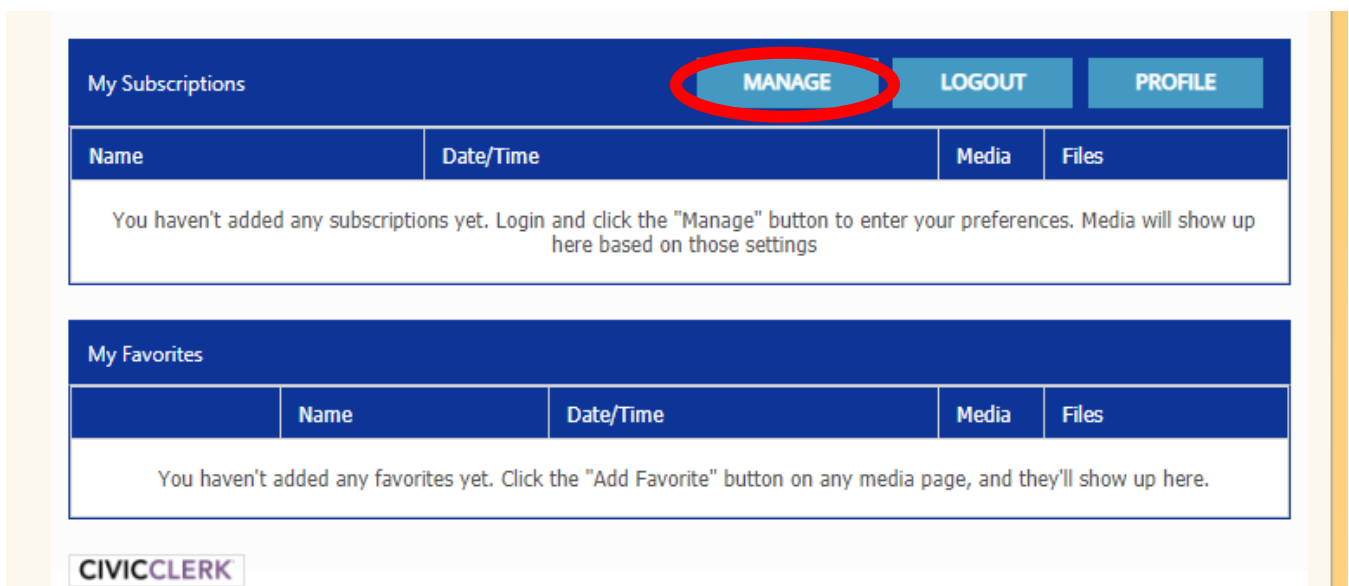


9. Upon Completion of your information, hit "SUBMIT."



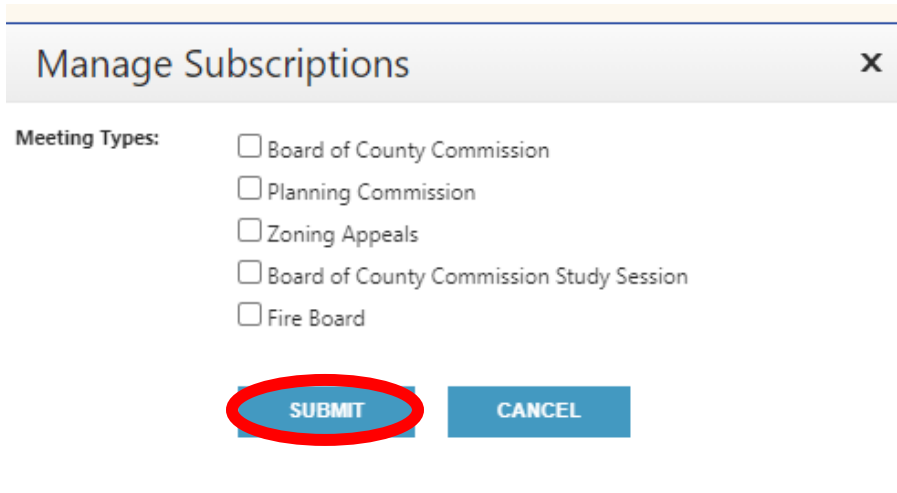
10. A pop-up screen will appear confirming your registration. Click "OK."

11. Now that you have created a new account, you may subscribe to meeting notifications by clicking on "MANAGE."



INSTRUCTIONS FOR SUBSCRIBING TO MIAMI COUNTY PUBLIC MEETINGS

12. A pop-up screen will appear with your options. Click on the meeting types you would like to subscribe to and hit "SUBMIT."



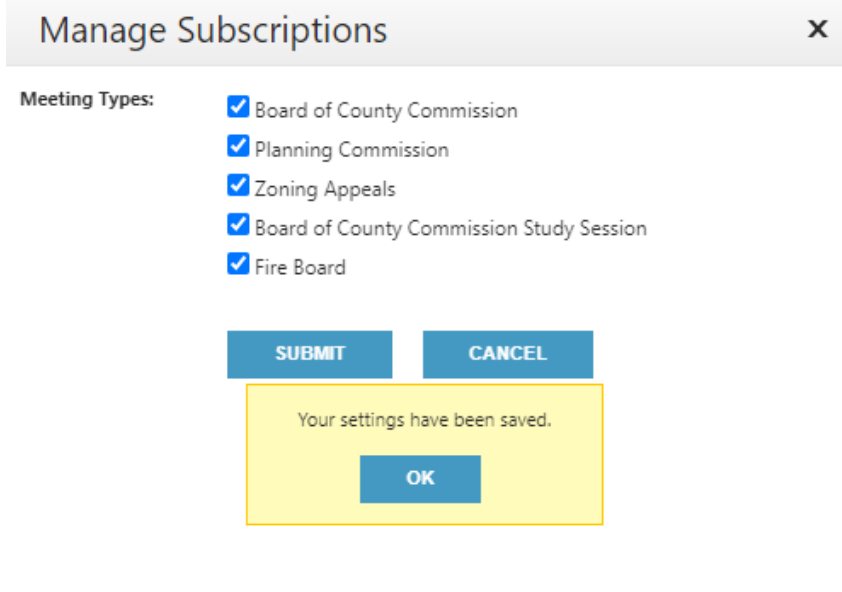
Manage Subscriptions X

Meeting Types:

- Board of County Commission
- Planning Commission
- Zoning Appeals
- Board of County Commission Study Session
- Fire Board

SUBMIT **CANCEL**

13. A pop-up screen will appear verifying that your settings have been saved.



Manage Subscriptions X

Meeting Types:

- Board of County Commission
- Planning Commission
- Zoning Appeals
- Board of County Commission Study Session
- Fire Board

SUBMIT **CANCEL**

Your settings have been saved.

OK