



How to subscribe to agenda alerts on CivicClerk

Select "Subscribe" from MyEscambia.com

The screenshot shows the homepage of MyEscambia.com. At the top, there is a navigation bar with links for "Watch ECTV", "Meeting Agendas", and "Meeting Minutes". Below this is a "COUNTYNEWSCENTER" section with a "Subscribe" button highlighted by a yellow arrow. To the right of the "Subscribe" button is a "Quick Links" menu with various options like "CARES Act Info", "County Ordinances", and "FY 2020/2021 Adopted Budget".

Select "Subscribe to Agenda Alerts"

The screenshot shows the "Subscribe/Unsubscribe" modal on MyEscambia.com. The modal is titled "Subscribe/Unsubscribe" and contains a list of checkboxes for selecting mailing lists. The "Subscribe to Agenda Alerts" option is highlighted with a yellow arrow. Below the list is an "Email" input field and "Subscribe" and "Unsubscribe" buttons. At the bottom of the modal, there is a link for "Media Tools & Signup".



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Select Create Account

The screenshot shows the CivicClerk login interface. A modal window titled "Login" is open, containing fields for "E-mail" and "Password", a "Remember Me" checkbox, and "LOGIN" and "RESET" buttons. Below these fields are links for "Create Account" and "Forgot Password?". A yellow arrow points to the "Create Account" link. The background shows a list of events and a "My Subscriptions" section with a "You haven't added any subscriptions yet" message.

Complete your contact information and then after submitted there will be a pop up saying that you successfully subscribed.

The screenshot shows the "Subscribe to Agenda Alerts" page. A modal window titled "Create Account" is open, containing fields for "Email", "Password", "Confirm Password", "First Name", "Last Name", "Address 1", "Address 2", "City", "State", and "Zip". The background shows a search bar, a list of events, and a "My Subscriptions" section with a "You haven't added any subscriptions yet" message.



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Select meeting types and then click “submit”

This screenshot shows the 'Create Account' dialog box on the CivicClerk website. The dialog box is titled 'Create Account' and has a close button (X) in the top right corner. It contains a section labeled 'Meeting Types:' with a list of 13 meeting types, each with a checked checkbox. The meeting types are: Board of County Commissioners, The Gary Sansing Public Forum, Marine Advisory Committee, Board of Adjustment, Board of Electrical Examiners, Value Adjustment Board, Competency Board, Community Redevelopment Agency, Mass Transit Advisory Committee, Planning Board, Budget Workshop, Building Inspections Fund Advisory Board, Extension Council, and Committee of the Whole Workshop. At the bottom of the dialog box, there are two buttons: 'SUBMIT' and 'CANCEL'. The background of the website is dimmed, showing a navigation menu with items like 'Contractor Competency Board', 'Board of County Commissioners Meeting', and 'Board of Adjustment'. There are also sections for 'Most Recent Events', 'My Subscriptions', and 'My Favorites'. The URL in the browser's address bar is 'escambiacofl.civicclerk.com/Web/Home.aspx?command=subscribe'.

This screenshot shows the 'Create Account' dialog box on the CivicClerk website, similar to the previous one. However, a yellow confirmation message box is overlaid on the list of meeting types. The message says 'Your settings have been saved.' and has an 'OK' button. The 'SUBMIT' and 'CANCEL' buttons are still visible at the bottom of the dialog box. The background of the website is dimmed, showing the same navigation menu and sections as in the previous screenshot. The URL in the browser's address bar is 'escambiacofl.civicclerk.com/Web/Home.aspx?command=subscribe'.