




Legistar Alerts & E-Mail Notification

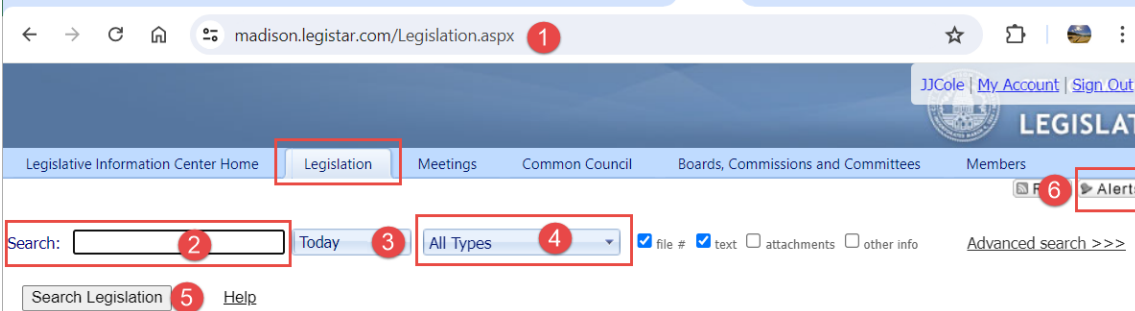
A. Create an account:

| | | |
|----|---|---|
| 1. | Go to Legistar Click on Sign In (top right corner) |  <p>The screenshot shows the Legistar website for the City of Madison, Wisconsin. The 'Sign In' button is highlighted in the top right corner with a red arrow. The URL https://madison.legistar.com/Calendar.aspx is displayed below the navigation bar.</p> |
| 2. | From the login screen click on Sign Up (No Account box) |  <p>The screenshot shows the 'Sign In' page. The 'Existing Account?' section contains fields for 'User name or e-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Sign In' button. The 'No Account?' section contains a 'Sign Up' button. The 'Sign Up' button is circled in green.</p> |
| 3. | Create Username, enter email, setup password and create a secret question. Review Terms of Use and check the box. Click "Sign Up" <i>This access provides basic options and a dashboard to keep track of alerts configurations.</i> |  <p>The screenshot shows the 'No account?' registration form. It includes fields for 'User name' (JJCole), 'E-mail' (redacted@ yahoo.com), 'Password' (masked), 'Confirm password' (masked), 'Secret question' (redacted), and 'Secret answer' (redacted). There is a checkbox for 'I accept the Terms Of Use' and a 'Sign Up' button.</p> |

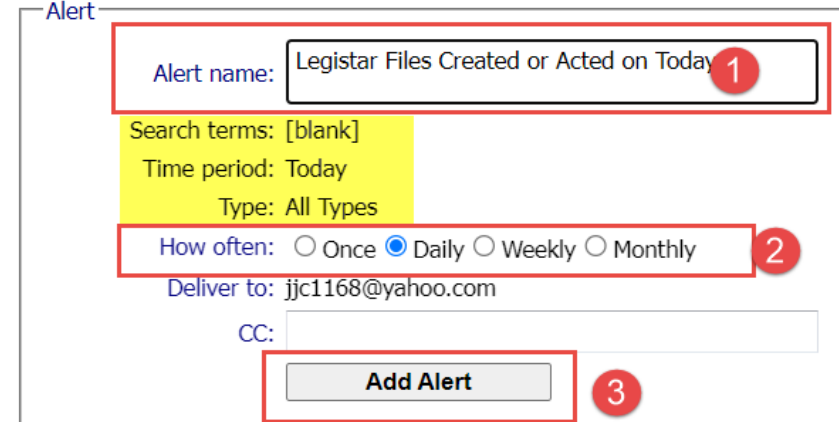
B. While signed in click on the "Legislation" or "Calendar" tab to create a search:

1. Creating a Legistar account allows for repetitive searches to be turn searches into an automated alert.

C. Create an Alert

| | |
|--|--|
| <p>3.</p> <ol style="list-style-type: none">1) To create an alert, go to the Legislation or Meeting tab.2) To narrow the results,<ol style="list-style-type: none">a) use the search box,b) select the time period andc) select a type.3) Click "Search Legislation"<ol style="list-style-type: none">a) Review the results.b) Change parameters if needed.4) Click the "Alerts" button. (Labeled 6 in the image) |  |
|--|--|

D. Save the alert:

| | |
|--|---|
| <p>3.</p> <p>Search terms, Time period and Type are listed.</p> <ol style="list-style-type: none">1. Give the alert a name.2. Determine how often to run the alert.3. Click "Add Alert". |  |
|--|---|

The saved alerts are added to a dashboard, under the “Alerts” tab. E-mail notifications are sent only when search yields result.

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CITY OF MADISON • WISCONSIN JJCole | [My Account](#) | [Sign Out](#)
LEGISLATIVE INFORMATION CENTER

Legislative Information Center Home Legislation Meetings Common Council Boards, Commissions and Committees Members

Recently Visited Information Security Alerts

— Legislation Alerts —

[Add New Legislation Alert](#) [Delete Selected Alerts](#)

| <input type="checkbox"/> Select All | Alert Name | Search | Type | Year | Frequency | CC | Delete |
|-------------------------------------|--|--------|-----------|-------|-----------|----|--------|
| <input type="checkbox"/> | City of Madison - Legislation | | License | 2024 | Monthly | | ✗ |
| <input type="checkbox"/> | Legistar Files Created or Acted on Today | | All Types | Today | Daily | | ✗ |

— Calendar Alerts —

[Add New Calendar Alert](#) [Delete Selected Alerts](#)

| <input type="checkbox"/> Select All | Alert Name | Search | Department | Year | Frequency | CC | Delete |
|-------------------------------------|------------|--------|------------|------|-----------|----|--------|
| No records to display. | | | | | | | |

Examples of Email Notification Alert:

a) Email for meetings happening today.

Legistar Alert (Calendar): Today - City of Madison - Calendar ➤ Inbox x 🖨 🔗

alerts-noreply@legistar.com Tue, Jul 2, 4:01AM (10 days ago) ☆ 😊 ↶ ⋮

📧 to me ▾

Legistar Alert (Calendar): Today - City of Madison - Calendar

Search terms:

Time period: Today

Department: All Boards, Commissions and Committees

| Department | Meeting Date | Meeting Time | Meeting Location | Meeting Details |
|-----------------|--------------|--------------|--|---------------------------------|
| COMMON COUNCIL | 7/2/2024 | 6:30 PM | Virtual | Meeting details |
| BOARD OF REVIEW | 7/2/2024 | 1:30 PM | 215 Martin Luther King, Jr. Blvd. Room 215 (Madison Municipal Building) | Meeting details |

b) Class A Liquor Licenses for District 10 (used advanced search to create alert)

Legistar Alert (Legislation): "District 10" and "Class A" ➤ Inbox x 🖨 🔗

👤 **alerts-noreply@legistar.com** Thu, Jul 11, 5:03AM (1 day ago) ☆ 😊 ↶ ⋮

📧 to me ▾

Legistar Alert (Legislation): "District 10" and "Class A"

Search terms: [advanced search]

Type: License

Time period: 2024

| File # | Type | Status | Title |
|-----------------------|---------|-------------------|---|
| 84065 | License | Report of Officer | Entity Reorganization Speedway LLC • dba Speedway 4132 4902 Verona Rd Class A Beer (District 10) Remove three officers |

Other examples: Creating an “Alert” from a search.

This Month, all board and committee meetings where the term “District 10” appears on the agendas (quotation marks can help narrow your search).

The screenshot shows the City of Madison Legislative Information Center website. The search bar contains "district 10", the time period is set to "This Month", and the department is "All Boards, Commissions and Committees". The search results table lists three records: COMMON COUNCIL, BOARD OF PUBLIC WORKS, and COMMON COUNCIL. Below the table, an "Alert" form is displayed with the following fields:

- Alert name: D10 in Agendas This Month
- Search terms: "district 10"
- Time period: This Month
- Department: All Boards, Commissions and Committees
- How often: ☐ Once ☒ Daily ☐ Weekly ☐ Monthly
- Deliver to: jjc1168@yahoo.com
- CC:
- Add Alert

| Boards, Commissions and Committees | Date | Time | Location | Meeting Details | Agenda | Agenda Packet | Minutes | Watch |
|---------------------------------------|-----------|---------|---|---------------------------------|------------------------|-------------------------------|-------------------------|-----------------------|
| COMMON COUNCIL | 7/16/2024 | 6:30 PM | 210 Martin Luther King, Jr. Blvd. Room 201 (City-County Building) | Meeting details | Agenda | Agenda Packet | Not available | Not available |
| BOARD OF PUBLIC WORKS | 7/10/2024 | 4:30 PM | Virtual Meeting | Meeting details | Agenda | Not available | Not available | Not available |
| COMMON COUNCIL | 7/2/2024 | 6:30 PM | Virtual | Meeting details | Agenda | Agenda Packet | Minutes | Watch |

“Class B” Licenses in “District 6” created or updated this week (used quotation marks & “and” to further narrow the search).

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LEGISLATIVE INFORMATION CENTER

[Legislative Information Center Home](#) [Legislation](#) [Meetings](#) [Common Council](#) [Boards, Commissions and Committees](#) [Members](#)

[RSS](#) [Alerts](#)

Search: "District 6" and "Class B" This Week License ☒ file # ☒ text ☐ attachments ☐ other info [Advanced search >>>](#)

[Help](#)

2 records Show Group Export

| File # | Type | Status | File Created | Final Action | Details ▾ |
|-----------------------|---------|-----------------------|--------------|--------------|--|
| 84403 | License | Entity Reorganization | 7/12/2024 | | Entity Reorganization La Pepe Inc • dba Tex Tubb's Taco Palace 2009 Atwood Ave Class B Combination Liquor & Beer (District 6) Remove one officer |
| 84404 | License | Entity Reorganization | 7/12/2024 | | Entity Reorganization 2089 Inc • dba Monty's Blue Plate Diner 2089 Atwood Ave Class B Combination Liquor & Beer (District 6) Remove one officer |

Alert

Alert name: D6 and Class B license created or updated this week

Search terms: "District 6" and "Class B"

Time period: This Week

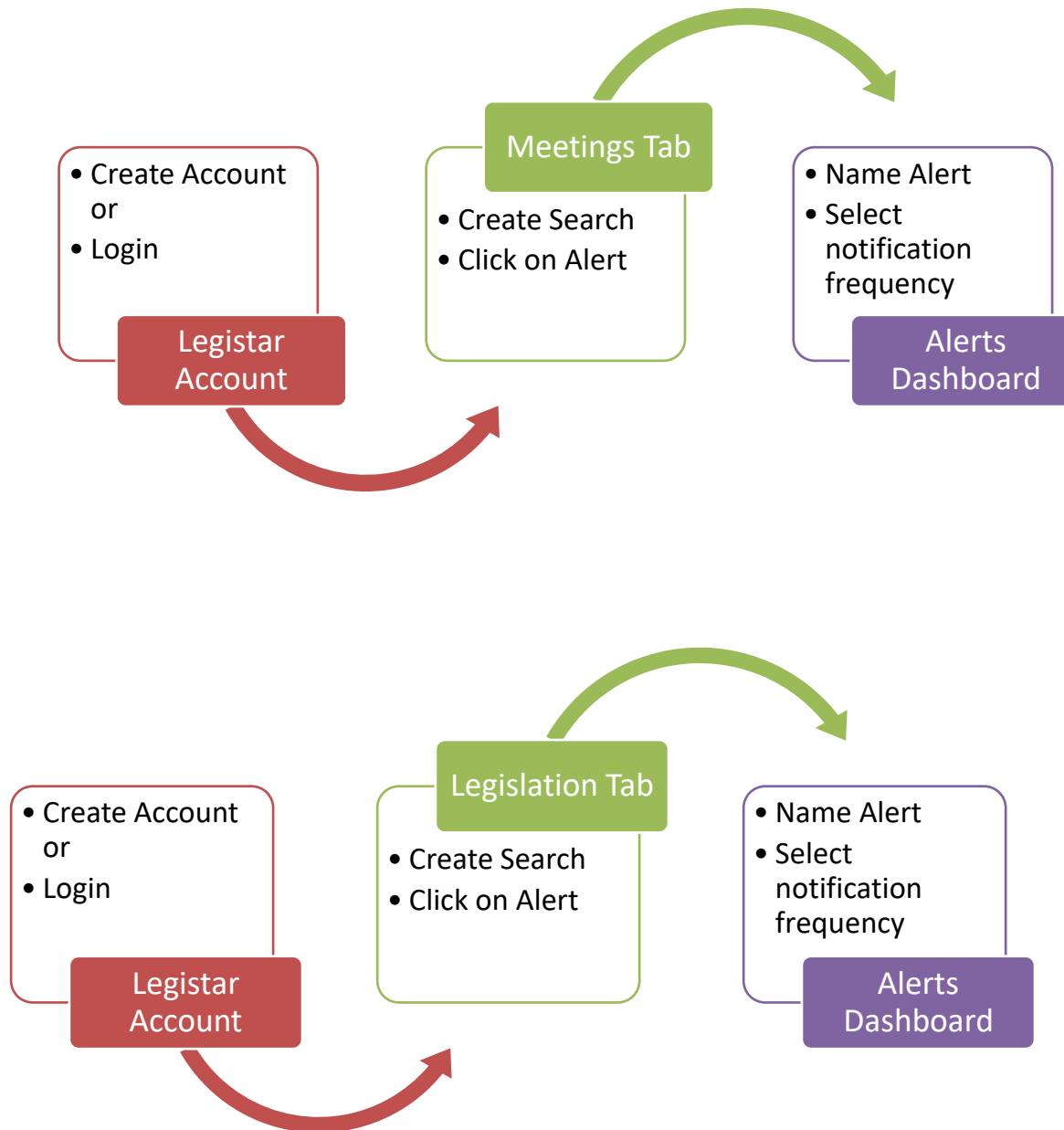
Type: License

How often: ☐ Once ☒ Daily ☐ Weekly ☐ Monthly

Deliver to: jjc1168@yahoo.com

CC:

Setting up alerts 1 – 2 - 3



Meetings
Notifications

- Today's, Next Week, other period Meetings
- Specific committee's meeting dates
- Specific search words (search agendas for keywords)

Legislation
Notifications

- Types of legislation such as Licenses, Conditional Uses and more
- Legislation Created or Changed Today's, Next Week, other period
- Specific Search words (address, license type, district and more)