



HOW TO RUN A REGISTRANT REPORT FOR A MEETING

Alders are able to use their City login to access registrant reports for committees and Council meetings. Registrant reports show who is registered for a City of Madison meeting. Everyone who registers indicates their support or opposition (or “neither”) to a specific legislative item on an agenda. In addition, the registrant report shows:

- Individuals available to answer questions on an item
- Individuals who have registered to speak on an item
- Individuals who are registered as representatives of a group

Follow the instructions below to run a registrant report:

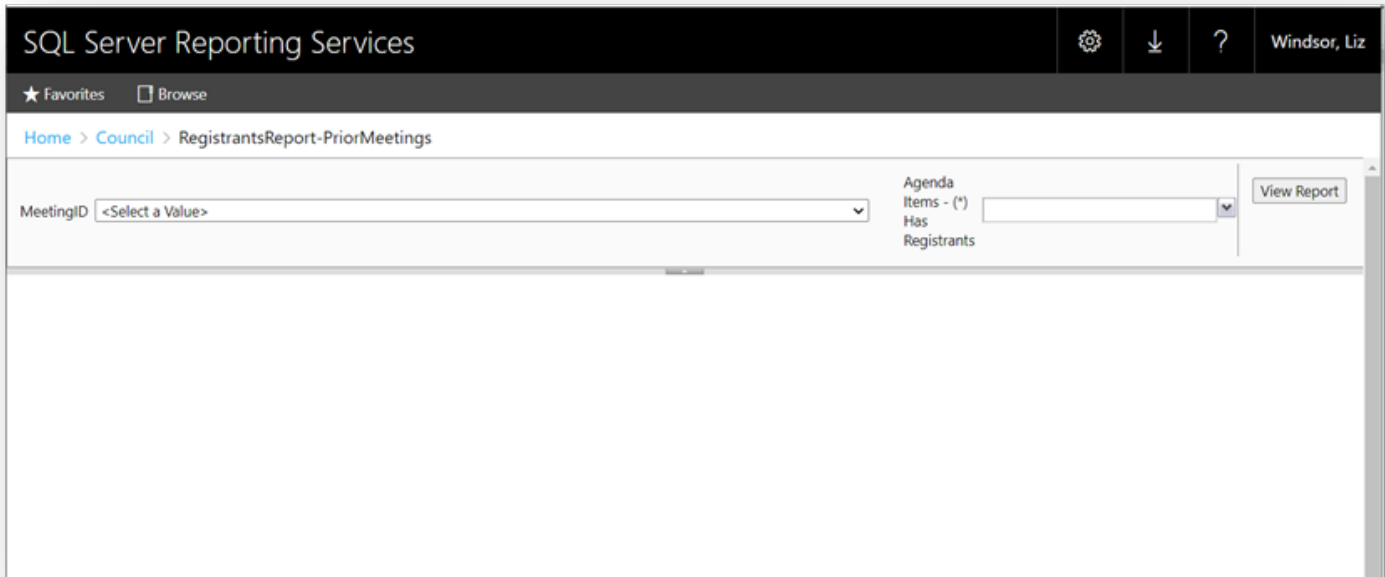
1. Go to: <https://cityreports.cityofmadison.com/reports/report/Council/RegistrantsReport-PriorMeetings>
2. Enter your network login and password (same as your City email login and password).

A screenshot of a web browser's sign-in form. The form is titled "Sign in" and shows the URL "https://cityreports.cityofmadison.com". It contains two input fields: "Username" and "Password". Below the fields are two buttons: "Sign in" (blue) and "Cancel" (white with blue border).

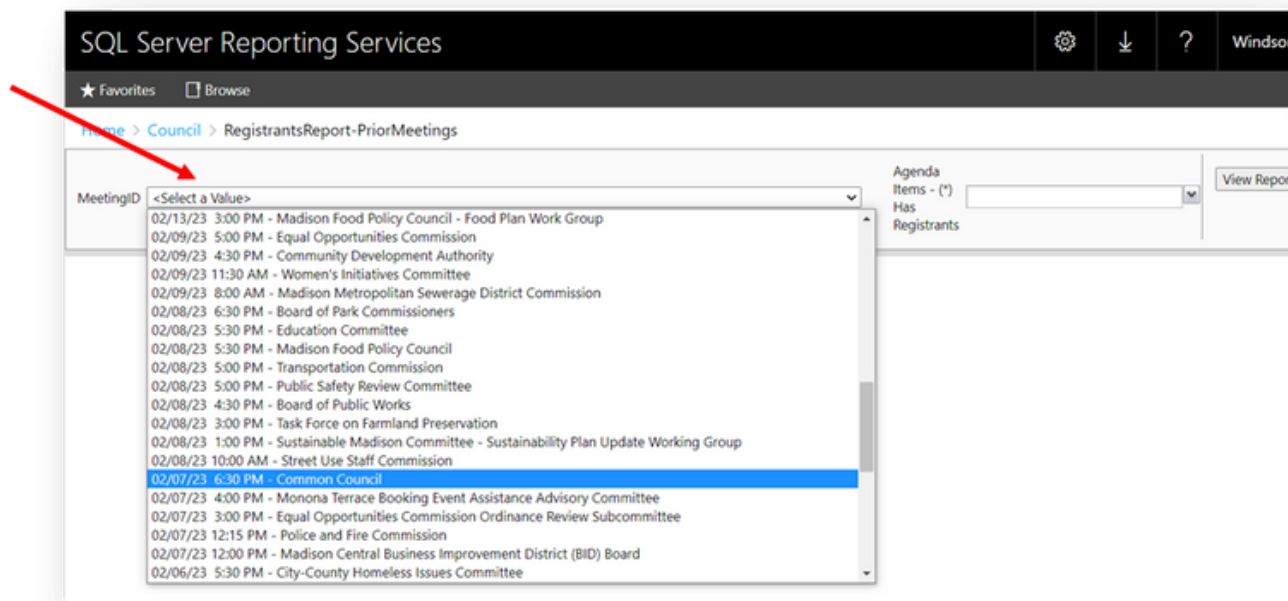


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3. The following window appears:



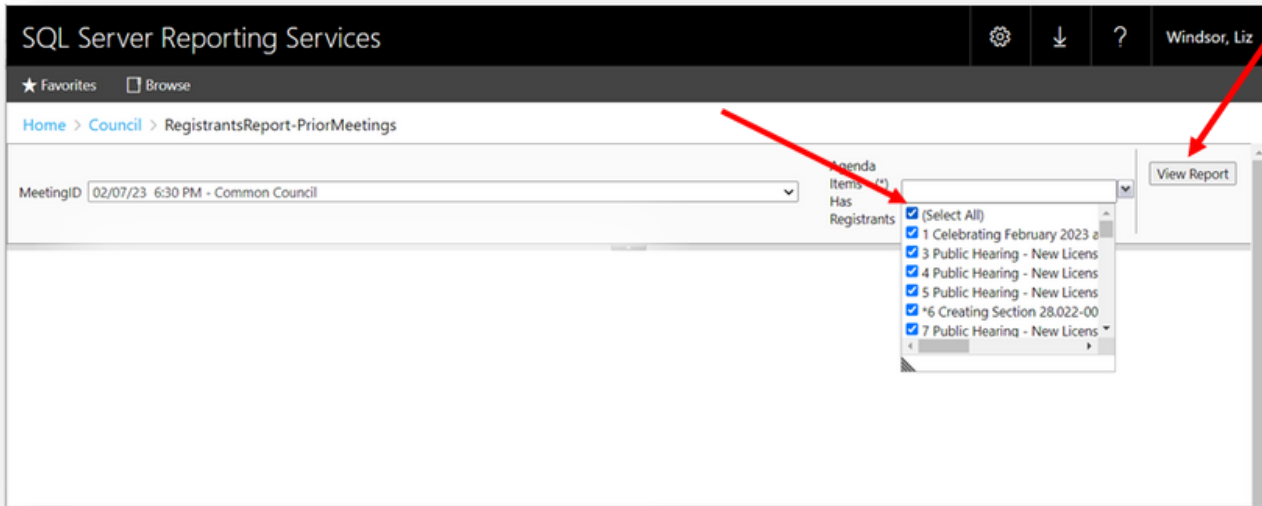
4. Next to **MeetingID** select the meeting for which you would like the report. Meetings are listed in reverse date order for an approximate 4 week period.





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5. Next to **Agenda Items - Has Registrants** click **(Select All)** to see registrants for all of the items on the agenda.



6. Click **View Report**.

7. The Registrant Report for the selected meeting displays.

The screenshot shows the SQL Server Reporting Services interface displaying the 'Public Comment Registrants Report' for the meeting. The report title is 'Public Comment Registrants Report'. The MeetingID is '02/07/23 6:30 PM - Common Council'. The 'Agenda Items - (*) Has Registrants' dropdown is set to '1 Celebrating February 2023 as Bl...'. The report shows a table with columns for Agenda Item Name, Support, Speaking, Representing Organization, and Lobbying. The first row is highlighted with a red box. The 'Support' column for the second row is highlighted with a red box. The 'Speaking' column for the third row is highlighted with a red box. The 'Representing Organization' column for the second row is highlighted with a red box. A red arrow points to the right side of the report.

Common Council On 02/07/23 6:30 PM				Representing Organization		Lobbying	
Agenda Item Name	Support	Speaking	Y/N	Name(s)	Paid	Duties	Rep
AGENDA ITEM: 6 Creating Section 28.022-00600 of the Madison General Ordinances to change the zoning of property located at 6604 Odana Road, 19th Alder District, from CC (Commercial Center) District to CC-T (Commercial Center-Transitional) District.			No				
02/06/23 12:04 PM Resident Name District Address	Oppose	Yes, I want to speak.	No				
6 02/07/23 12:38 PM Resident Name District Address	Support	Yes, I want to speak.	Yes		Yes	No	
6 02/07/23 01:45 PM Resident Name District Address	Support	Yes, I want to speak.	No				
6 02/07/23 04:04 PM Resident Name District Address	Support	Yes, I want to speak.	No				
6 02/07/23 07:37 PM Resident Name District Address	Oppose	I do not want to speak, but I am available to answer questions.	No				
6 02/06/23 09:31 AM Resident Name District Address	Oppose	No, I do not want to speak.	No				
6 02/06/23 Resident Name District Address	Support	No, I do not want to speak.	No				



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The registrant report displays the following information for each registrant:

- Agenda item for which they are registered
- Date and time registered (listed in order from oldest to newest)
- Name, address, and district number
- Support or oppose (or neither)
- Speaking option selected
 - Those registered to speak are listed first
 - Those who are available to answer questions follow
 - Those who do not want to speak are listed last
- Name and address of organization they are representing (if applicable)

8. Use the scroll bar on the right to scroll through the list of registrants.

- A tally is listed at the bottom of the section for each agenda item, showing total supporting and total opposing the item.

NOTE: Legistar does not tally registrants who want to speak (neither per item nor agenda total).

verona WI 53593		Support: 38 Opposed: 76 Neither: 0 Counts distinct registrants and removes duplicate votes						
AGENDA ITEM: 84 Approving the preliminary plat and final plat of The American Center Eastpark Fifth Addition on property addressed as 4846 Eastpark Boulevard; 17th Ald. Dist.								
84 02/07/23 02:11 PM	Name District Address Madison WI 53717	Support	I do not want to speak, but I am available to answer questions.	Yes	Representing Organization	Yes	Yes	No
		Support: 1 Opposed: 0 Neither: 0 Counts distinct registrants and removes duplicate votes						
AGENDA ITEM: 95 Creating Section 29.40 and amending Section 1.08(3)(a) of the Madison General Ordinances to establish a building energy savings code, and to update the bond schedule accordingly.								
95 02/07/23 07:08 PM	Name District Address madison WI 53716	Support	No, I do not want to speak.	No				
		Support: 1 Opposed: 0 Neither: 0 Counts distinct registrants and removes duplicate votes						
		Total Registrants: 134 Meeting Watchlist: 0						
Report: Council\PublicComment-AgendaItemAlderVersion Executed: 2/10/2023 2:25:30 PM								

- The bottom of the report lists the total number of registrants on the report