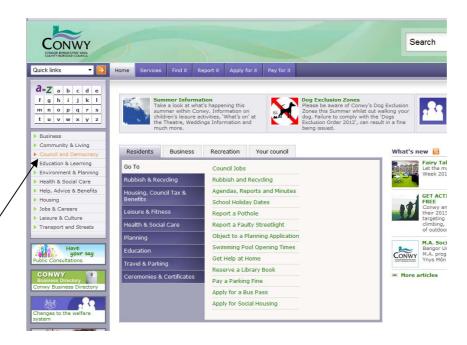
### PROCEDURE FOR SUBMITTING A COMMENT ON-LINE

To submit a comment on-line relating to a Scrutiny Committee report, you are required to access the Council's website:

### www.conwy.gov.uk

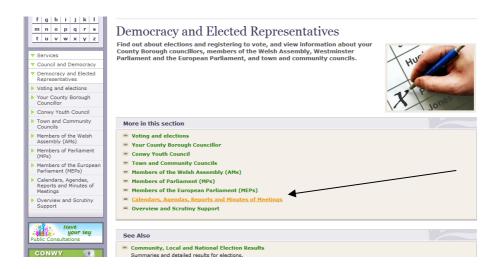


## Select Council and Democracy

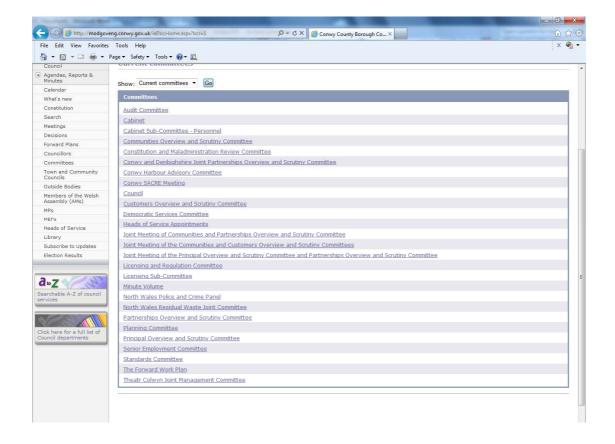
Then select Democracy and Elected Representatives.



# Then select Calendars, Agendas, Reports and Minutes of Meetings



Select Calendars, Agendas, Reports and Minutes of Meetings again and then a list of the public committee meetings will appear.



To access the meeting that you require select the meeting.

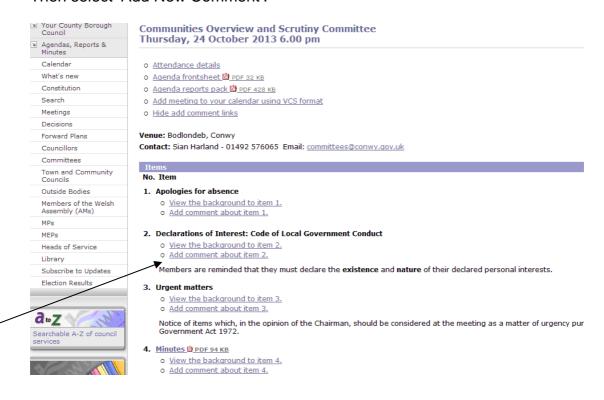
This will bring up a list of meeting dates for the selected meeting and you will be able to see the agendas and minutes for the meetings from here by selecting the meeting.

### **Comments**

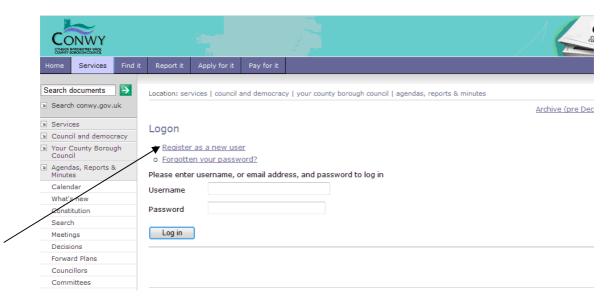
To add comments to the agenda items you can do so by selecting 'Let me add comments to item'.



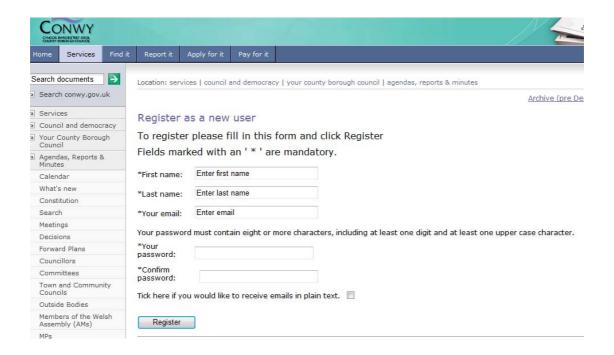
#### Then select 'Add New Comment'.



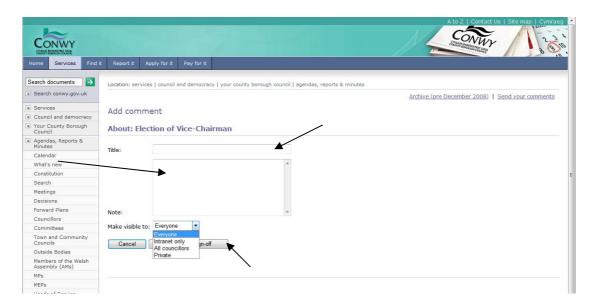
In order to create an account, click on 'Register as a new user'



To register, enter your name, email address and create a password



Once you have registered, this will take you through to a comments page where you can give your comment a title, enter the comment and select who you want to make your comment visible to.



The comment will then be sent to the committee administrators to authorise and following this they will then appear next to the agenda item visible to the option selected.

To subscribe to an update select 'Add a comment about item X' and then select 'Subscribe to updates for comments on this item'.