

# GAMUT MEETING

## Features

Enable Public Comments



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# // HOW TO ENABLE PUBLIC COMMENTS //

To provide more opportunities for the public to provide input, Simbli users will now be able to turn on public comments on any meeting agenda item. Members of the public can then submit comments as they are reviewing the agenda items. Simbli administrators can then screen the public comments to ensure that nothing inappropriate has been posted and can then publish the comments to the board members.

- 1) Navigate to meeting agenda
- 2) Click on Settings drop-down.



- 3) Click **Publish Meeting**

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## // HOW TO ENABLE PUBLIC COMMENTS //

### 4) Publish meeting screen will load

Item Title	<input type="checkbox"/> Ready For Meeting	<input type="checkbox"/> Available For Public Comments	<input type="radio"/> Limited View	<input type="radio"/> Confidential View	<input type="radio"/> Management View	<input type="radio"/> Public View
1. Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Approval of Financial Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Recognition of Visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▼ 4. Information Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▼ A. Consideration Quotes to replace ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Implementation Date				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Details				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▼ Supporting Documents				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fencing Prices				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Contact Person				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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- 5) Choose date(s) and time(s) for meeting to publish

**Note:** The Public setting needs to be checked in order to enable Public Comments The meeting can be published at different times and dates for the public and authorized users. Select the dates and times after checking off the box.

- 6) Mark agenda items Ready for Meeting

- 7) Select agenda items that will have public comments enabled ([video](#))

**Note:** You will not be able to enable public comments on an agenda item until the meeting is Simbli Help Desk 1 / 2 Simbli Help Desk How May We Help You Today? <https://helpdesk.eboardsolutions.com> marked as being available to the public and the agenda item has been marked as ready for meeting.

- 8) Once selected, click **Save** or **Save and Close**

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# // QUESTIONS? //

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