



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:

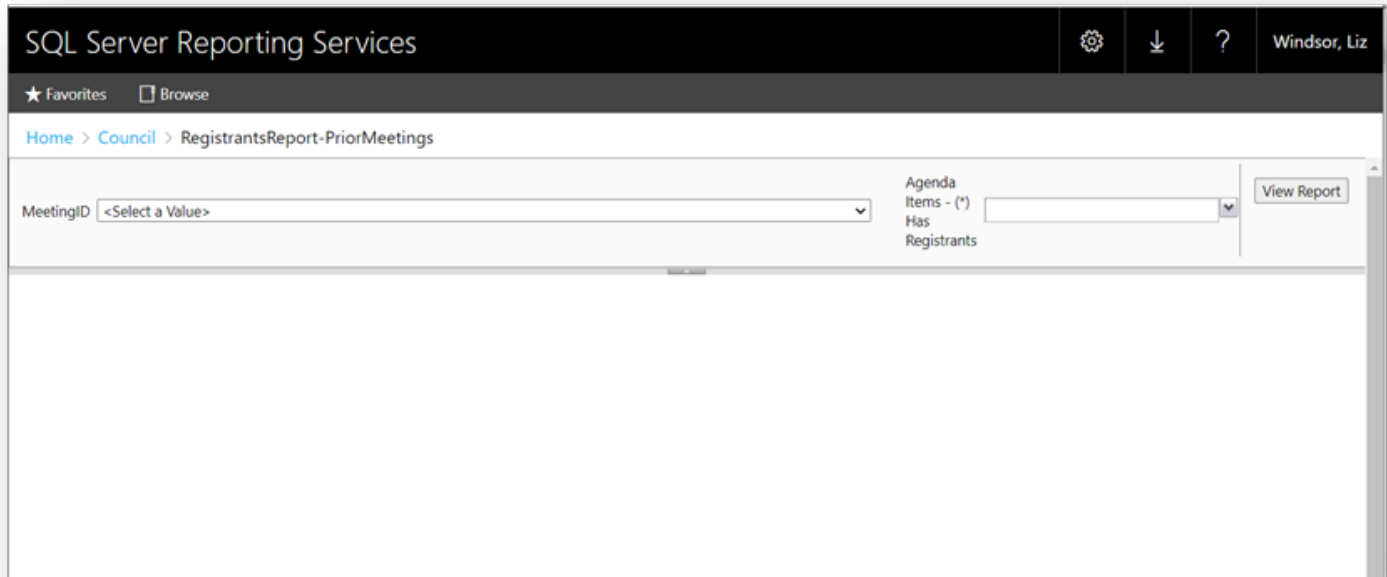
1. Go to: <https://cityreports.cityofmadison.com/reports/report/Council/RegistrantsReport-PriorMeetings>
2. Enter your network login and password (same as your City email login and password).

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).

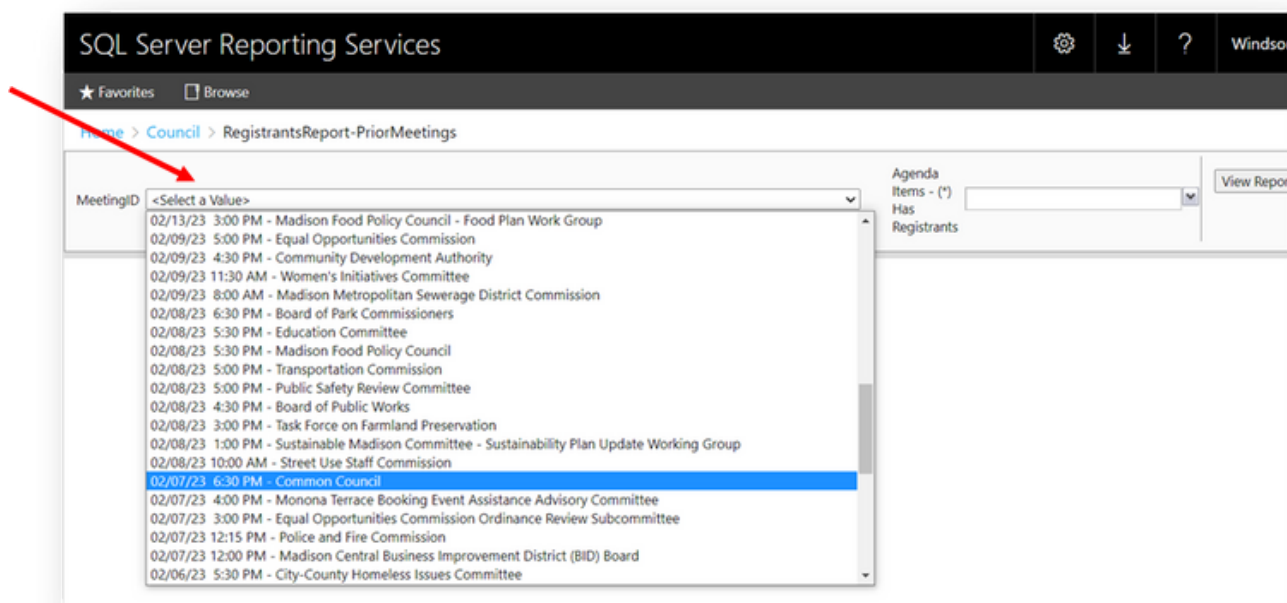


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3. The following window appears:



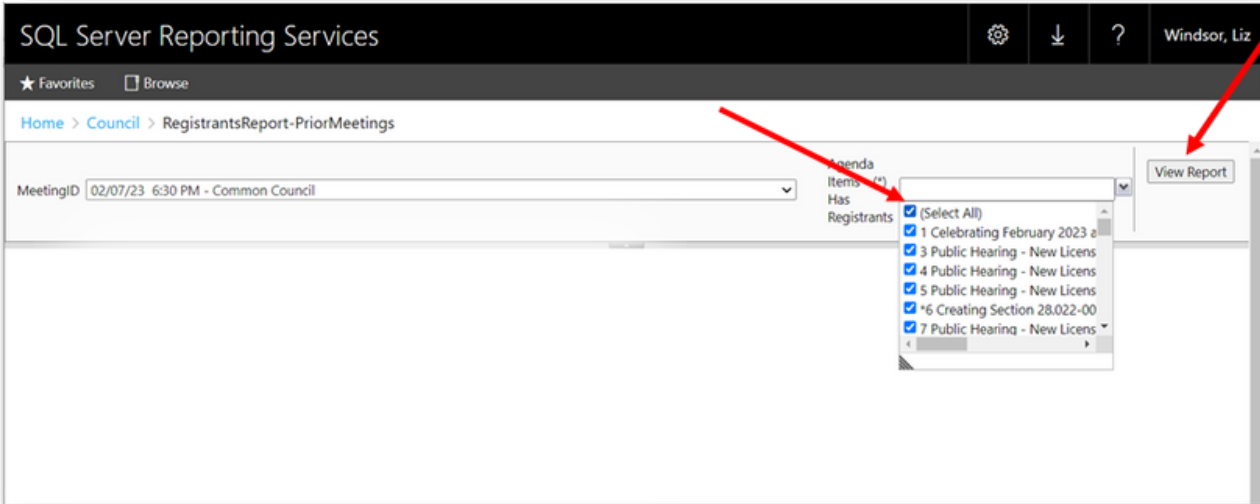
4. Next to **MeetingID** select the meeting for which you would like the report. Meetings are listed in reverse date order for an approximate 4 week period.





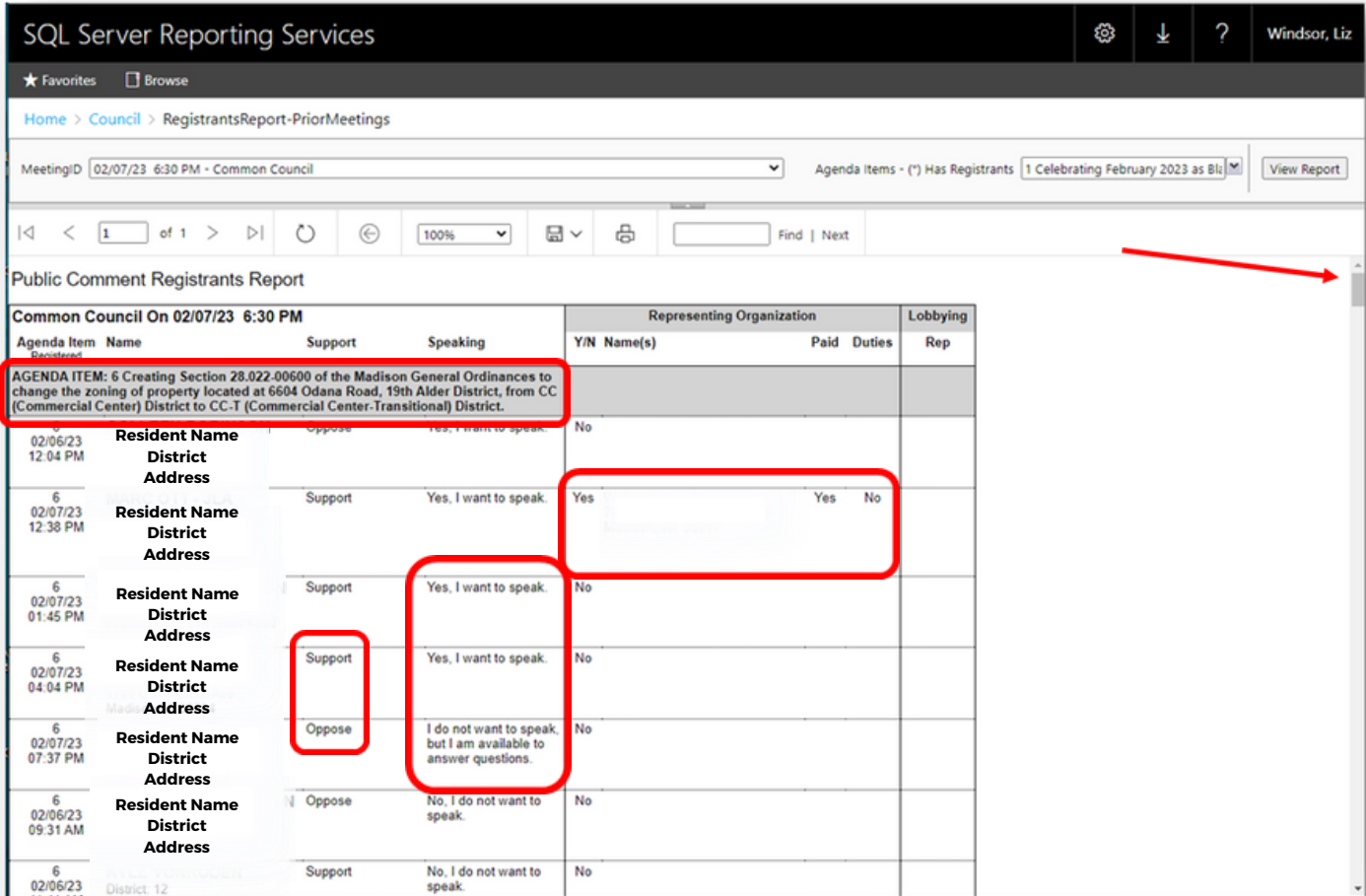
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5. Next to **Agenda Items - Has Registrants** click **(Select All)** to see registrants for all of the items on the agenda.



6. Click **View Report**.

7. The Registrant Report for the selected meeting displays.





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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