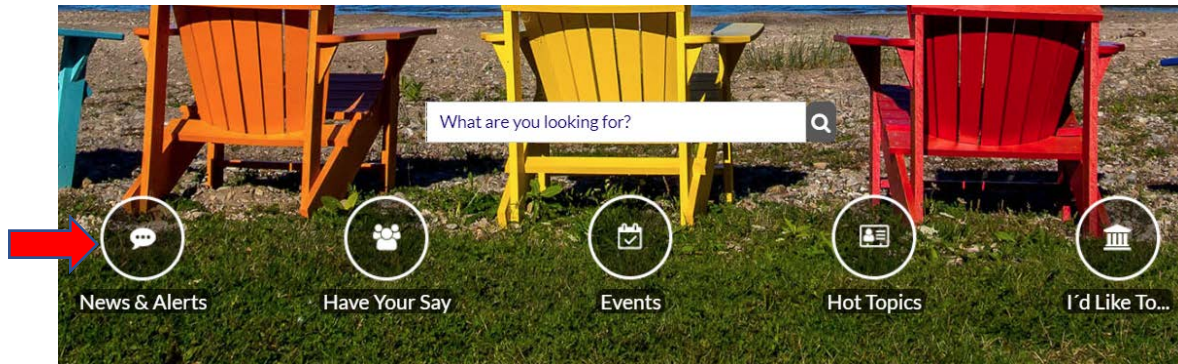


Website Instructions

How to Subscribe to E-Newsletters

1. On desktop computers, hover over the “News and Alerts” circle on the home page
2. Click on “Subscribe for Updates” at the bottom of the Newsroom list
3. **On mobile devices (cell phones), click on the “News and Alerts” circle, then click the “Subscribe Today” link on the Newsroom page**

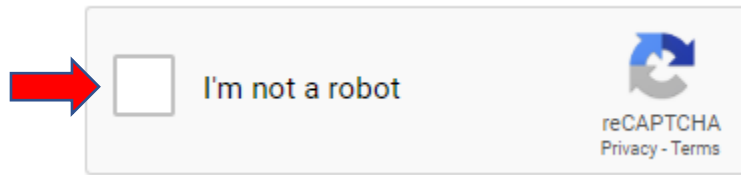
A screenshot of the website's "Emergency Contacts" and "The Newsroom" sections. The "Emergency Contacts" section is a table with the following data:

Fire, OPP & Ambulance	9-1-1
Roads	705-443-5393
Water Pager	705-446-5853
Sewer Pager	705-446-5041
By-law Enforcement	519-599-3131 Ext.249

Below the table is a "Public Notices" section with an image of a woman with a megaphone. The "The Newsroom" section is a vertical list of blue buttons: "Community News", "Council/Committee News", "Media & News Release", "Municipal News", "Roads Updates", "Service Disruptions", "All Current News", and "Subscribe for Updates" (with a red arrow pointing to it). At the bottom, there is a navigation bar with buttons for "News & Alerts", "Have Your Say", and "Events". A small tooltip above the "Events" button says "click here to Subscribe for Updates".

4. On the Subscribe for Updates page, fill in the Name and Email fields and select the various E-newsletters you would like to receive by checking the appropriate checkboxes
5. To see a list of what types of information will be included in each of the E-newsletters, scroll down the screen to the “News Items Per Category” listing

6. Click on the “I’m not a robot” checkbox



7. Click on “Subscribe Now”
8. You will quickly receive an email from the Town’s website committee with a link you will need to click on to verify your subscription – If you do not click on this link, you will not receive any E-newsletters (sample email message included below)

Thank you for subscribing. Before we send you any emails you must verify your subscription. If not activated, and you will not receive any emails, until you have completed this step.

[Click here to verify your subscription.](#)



9. To unsubscribe and stop receiving E-newsletters, click on the link provided at the bottom of all E-newsletters (sample included below) – IMPORTANT: If you unsubscribe, you will be removed from all the news categories that you subscribed to and you will need to re-subscribe if you wish to receive any E-newsletters from the other categories

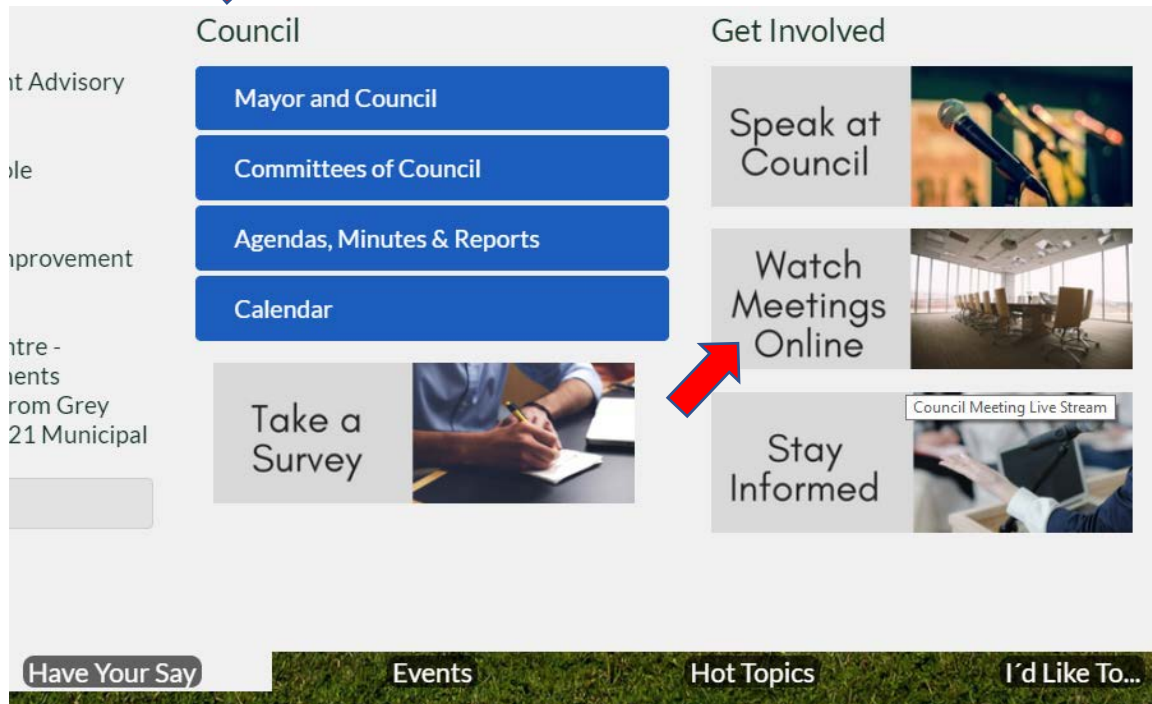
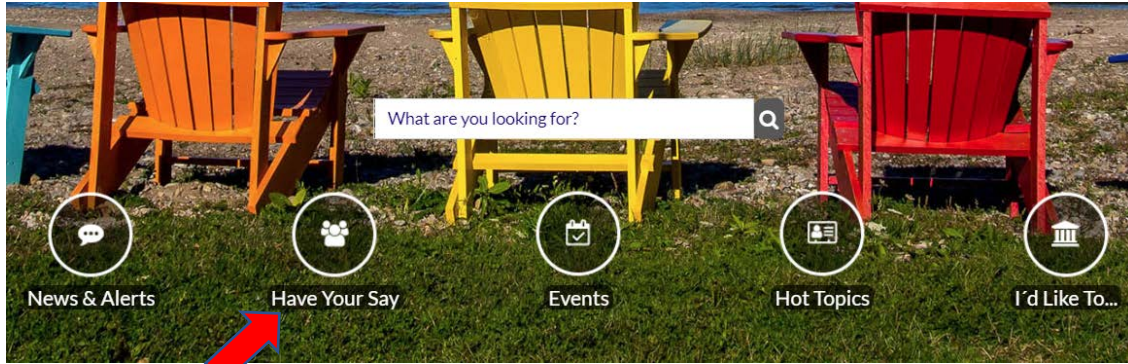
You are receiving this email because you subscribed to our Updates Service

Want to be removed? No problem, [click here](#) and you will be removed from the subscriber list.



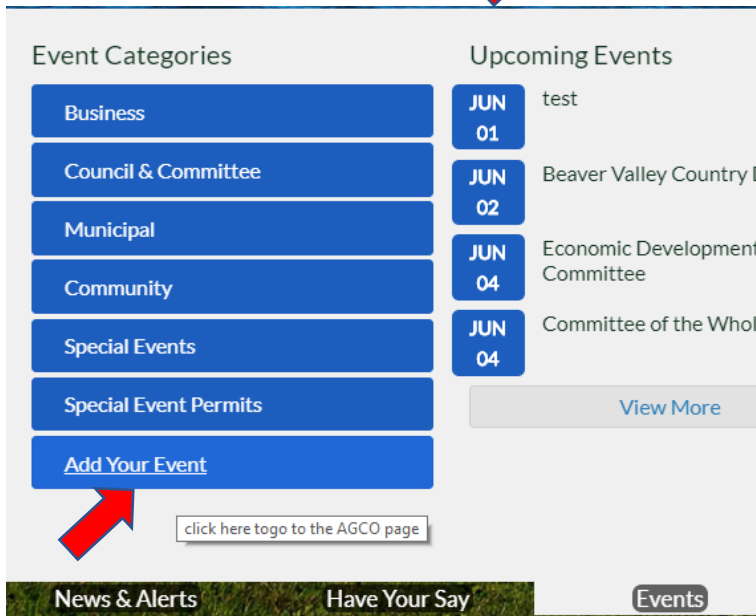
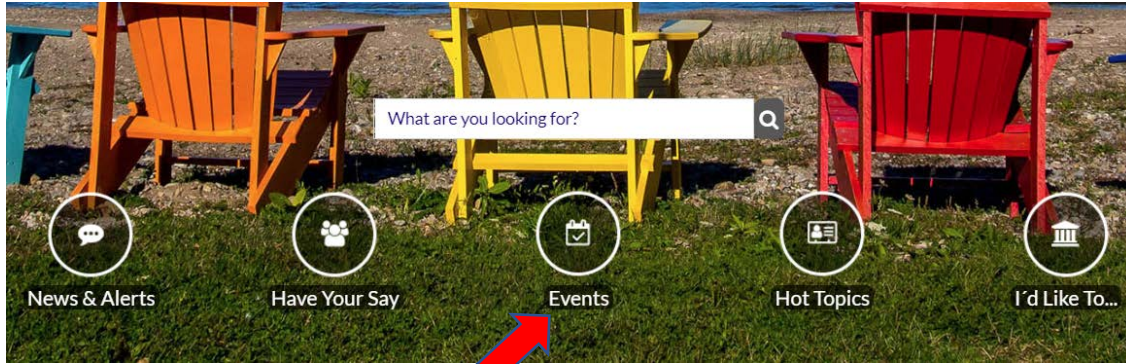
How to Watch a Council Meeting Online

1. On desktop computers, hover over the “Have Your Say” circle on the home page
2. Click on “Watch Meetings Online” under the Get Involved list
3. **On mobile devices (cell phones), click on the “Have Your Say” circle, then click the “Council Meeting Live Stream” link on the Public Engagement page**

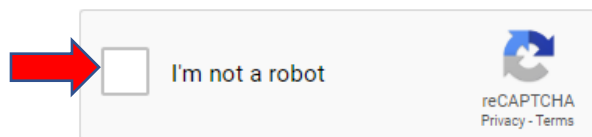


How to Add a Community Event

1. On desktop computers, hover over the “Events” circle on the home page
2. Click on “Add Your Event” under the Event Category list
3. **On mobile devices (cell phones), click on the “Events” circle, then click the “add your own event” link on the Special Events page**

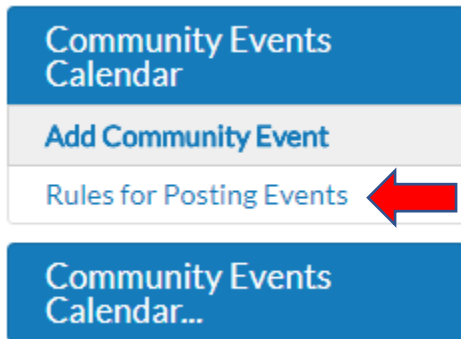


4. On the Add Your Community Event page, fill in the appropriate fields for your event
5. Remember to make sure any website addresses you add to your event are in the following format: <http://www.thebluemountains.ca> – remember to include the http://
6. Click on the “I’m not a robot” checkbox



7. Click on “Submit Event”

8. Your event application will be reviewed by Town Staff before it is posted to the website, please review the Rule for Posting Events page for information about which events can and cannot be posted on the Town's website



Website Questions

If you have any questions or concerns regarding the new website, or would like to book a training session with Town Staff, please contact Community Services at 519-599-3131.

Businesses and groups interested in add their listing to the new website can obtain instructions from Community Services by calling 519-599-3131.