



Legistar Website Walkthrough

Welcome to the new and exciting Legislation Management solution here at the City of Colorado Springs!

We've made our agendas & minutes even easier to find, read, and watch.

Click on the item in order to view the screenshot:

1. Go to coloradosprings.legistar.com
2. Overview of main page

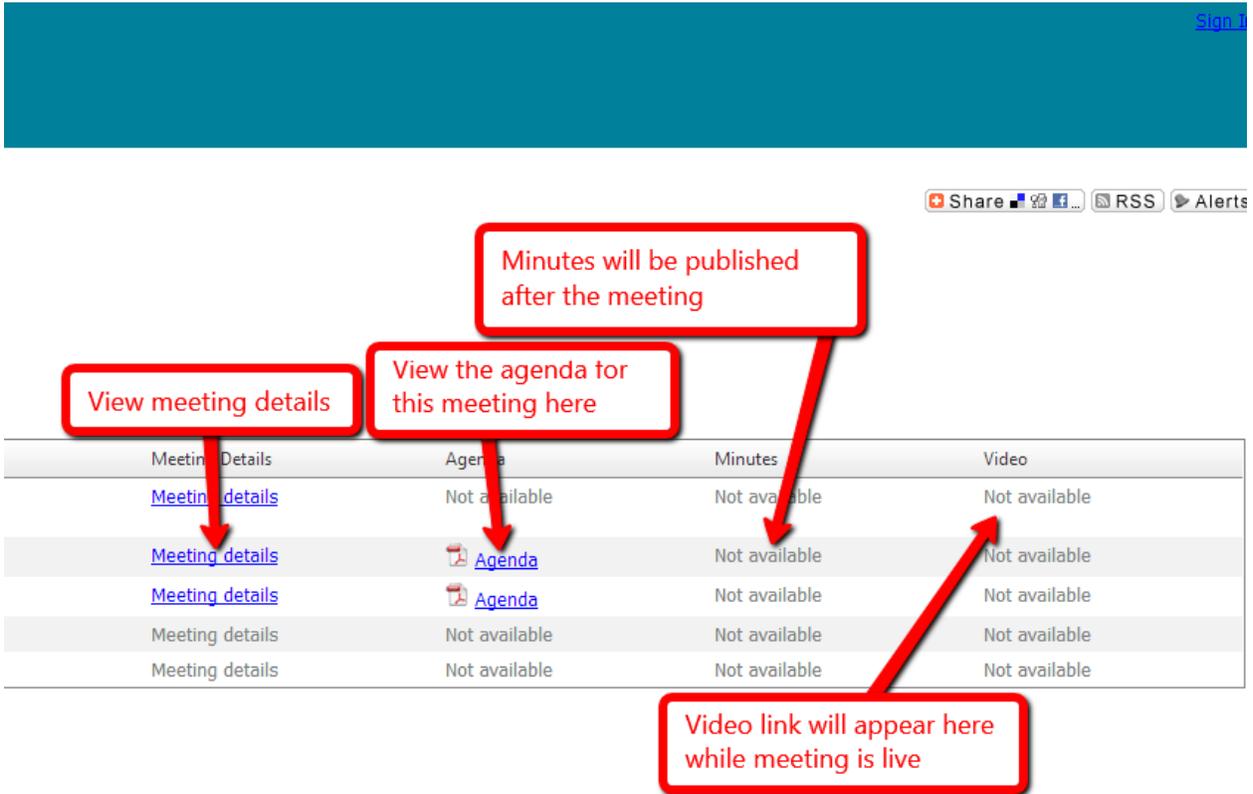
The screenshot shows the main page of the Legistar website. The header includes the City of Colorado Springs logo and navigation tabs for Home, Legislation, Calendar, City Council, Departments, and People. Below the header is a search bar with a search input field, a dropdown menu for 'This Month', and another dropdown for 'All Departments'. A table of meetings is displayed with columns for Name, Meeting Date, Meeting Time, Meeting Location, Meeting Details, Agenda, Minutes, and Video. Red callout boxes with arrows point to various elements: 'Enter search terms here' points to the search input; 'Sort/filter by date and department' points to the dropdowns; 'Title and date for meetings' points to the first two columns of the table; 'Time and location of meetings' points to the next two columns; 'View meeting details' points to the 'Meeting Details' column; 'View the agenda for this meeting here' points to the 'Agenda' column; 'Minutes will be published after the meeting' points to the 'Minutes' column; and 'Video link will appear here while meeting is live' points to the 'Video' column.

3. Search for the date of your meeting

The screenshot shows the search results page on the Legistar website. The header is the same as the main page. The search bar is filled with the text 'This Month'. The table of meetings is filtered to show only meetings from the current month. Red callout boxes with arrows point to: 'Enter search terms here' pointing to the search input; 'Sort/filter by date and department' pointing to the dropdowns; 'Title and date for meetings' pointing to the first two columns of the table; and 'Time and location of meetings' pointing to the next two columns.

Name	Meeting Date	Meeting Time	Meeting Location
City Council	4/22/2014	1:00 PM	Council Chambers TEST Meeting - Delete after testing
Council Work Session	4/7/2014	1:00 PM	Council Chambers
City Council	4/8/2014	1:00 PM	Council Chambers
Council Work Session	4/21/2014	1:00 PM	Council Chambers
City Council	4/22/2014	1:00 PM	Council Chambers

- Click on the link below "Meeting Details" to view the corresponding details for that date (links will go live when Meeting Details are published)



Share Facebook RSS Alerts

Meeting Details	Agenda	Minutes	Video
Meeting details	Not available	Not available	Not available
Meeting details	Agenda	Not available	Not available
Meeting details	Agenda	Not available	Not available
Meeting details	Not available	Not available	Not available
Meeting details	Not available	Not available	Not available

- Click on the link below "Agenda" to view the corresponding agenda for that date (links will go live when Agendas are published)

Meeting Details	Agenda	Minutes	Video
Meeting details	Not available	Not available	Not available
Meeting details	Agenda	Not available	Not available
Meeting details	Agenda	Not available	Not available
Meeting details	Not available	Not available	Not available
Meeting details	Not available	Not available	Not available



- 6. Click on the link below "Minutes" to view the corresponding minutes for that date (links will go live when Minutes are published)

Meeting Details	Agenda	Minutes	Video
Meeting details	Not available	Not available	Not available
Meeting details	Agenda	Not available	Not available
Meeting details	Agenda	Not available	Not available
Meeting details	Not available	Not available	Not available
Meeting details	Not available	Not available	Not available

- 7. Click on the link below "Video" to view the corresponding video feed for that date (links will go live when videos are published)

Meeting Details	Agenda	Minutes	Video
Meeting details	Not available	Not available	Not available
Meeting details	Agenda	Not available	Not available
Meeting details	Agenda	Not available	Not available
Meeting details	Not available	Not available	Not available
Meeting details	Not available	Not available	Not available

Still can't find what you're looking for? Feel free to contact the [Web Administrator](#).