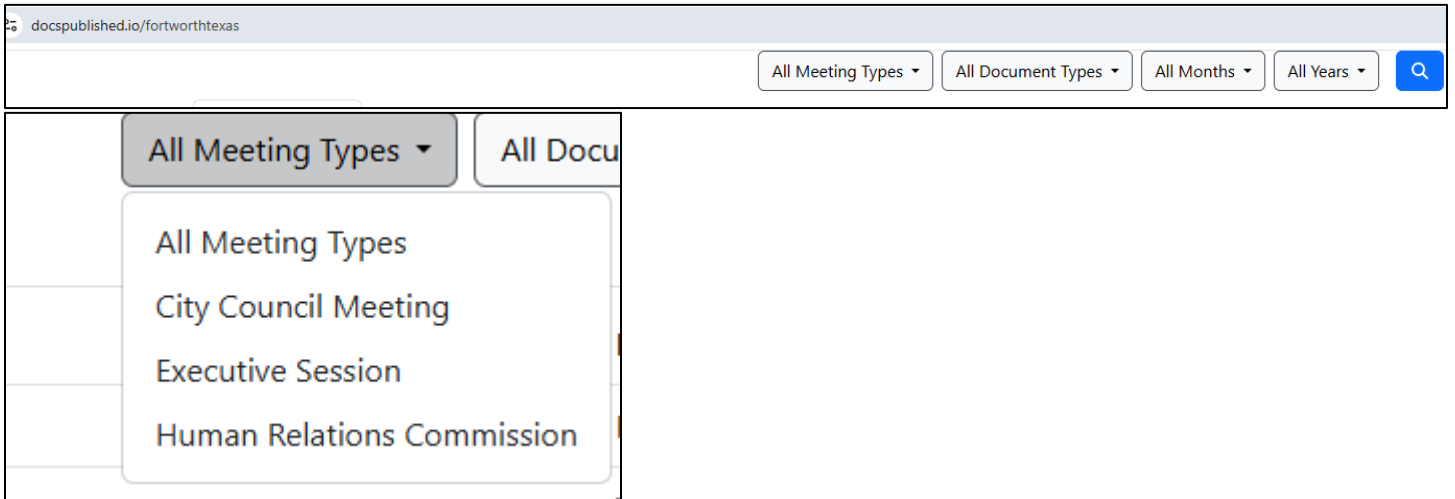


## How to Register to Speak at Council Meetings

### 1. Access the Registration Website

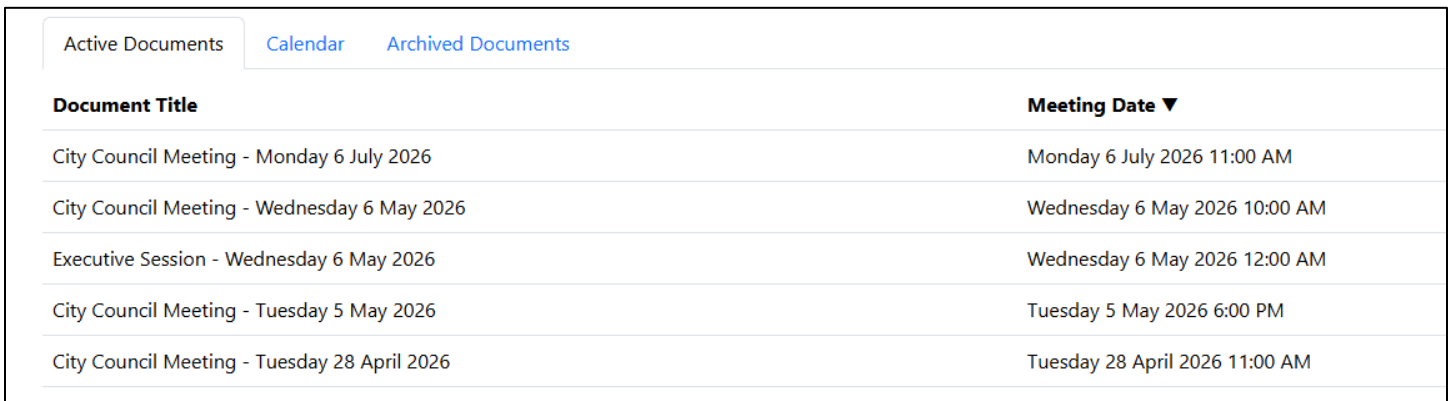
- Go to: <https://docspublished.io/fortworthtexas>
- Use the filter options at the top of the page to narrow down meetings by date or type



The screenshot shows the website's navigation area with several filter buttons: "All Meeting Types", "All Document Types", "All Months", and "All Years". A search icon is also present. The "All Meeting Types" button is highlighted, and a dropdown menu is open, listing the following options: "All Meeting Types", "City Council Meeting", "Executive Session", and "Human Relations Commission".

### 2. Select the Meeting

- Click on the meeting for which you want to register to speak or submit comments on an agenda item



The screenshot shows a navigation bar with three tabs: "Active Documents", "Calendar", and "Archived Documents". Below the tabs is a table listing upcoming meetings.

Document Title	Meeting Date ▼
City Council Meeting - Monday 6 July 2026	Monday 6 July 2026 11:00 AM
City Council Meeting - Wednesday 6 May 2026	Wednesday 6 May 2026 10:00 AM
Executive Session - Wednesday 6 May 2026	Wednesday 6 May 2026 12:00 AM
City Council Meeting - Tuesday 5 May 2026	Tuesday 5 May 2026 6:00 PM
City Council Meeting - Tuesday 28 April 2026	Tuesday 28 April 2026 11:00 AM

### 3. Open the Agenda

- Click on the hyperlink to the meeting agenda


Active Documents	<a href="#">Calendar</a>	<a href="#">Archived Documents</a>
Document Title	Meeting Date ▼	
City Council Meeting - Monday 6 July 2026	Monday 6 July 2026 11:00 AM	
<a href="#">City Council Meeting - July 7 2026</a>		

### 4. Open the Registration Form







- To register to speak or submit written comment:
  - Expand the agenda section for the item you wish to address (Picture A)
  - Click the blue speech bubble to the right of the item (Picture B)

This opens the **Submit Request to Speak/Feedback** form. Scroll to the **top** of the form to review all sections

Picture A

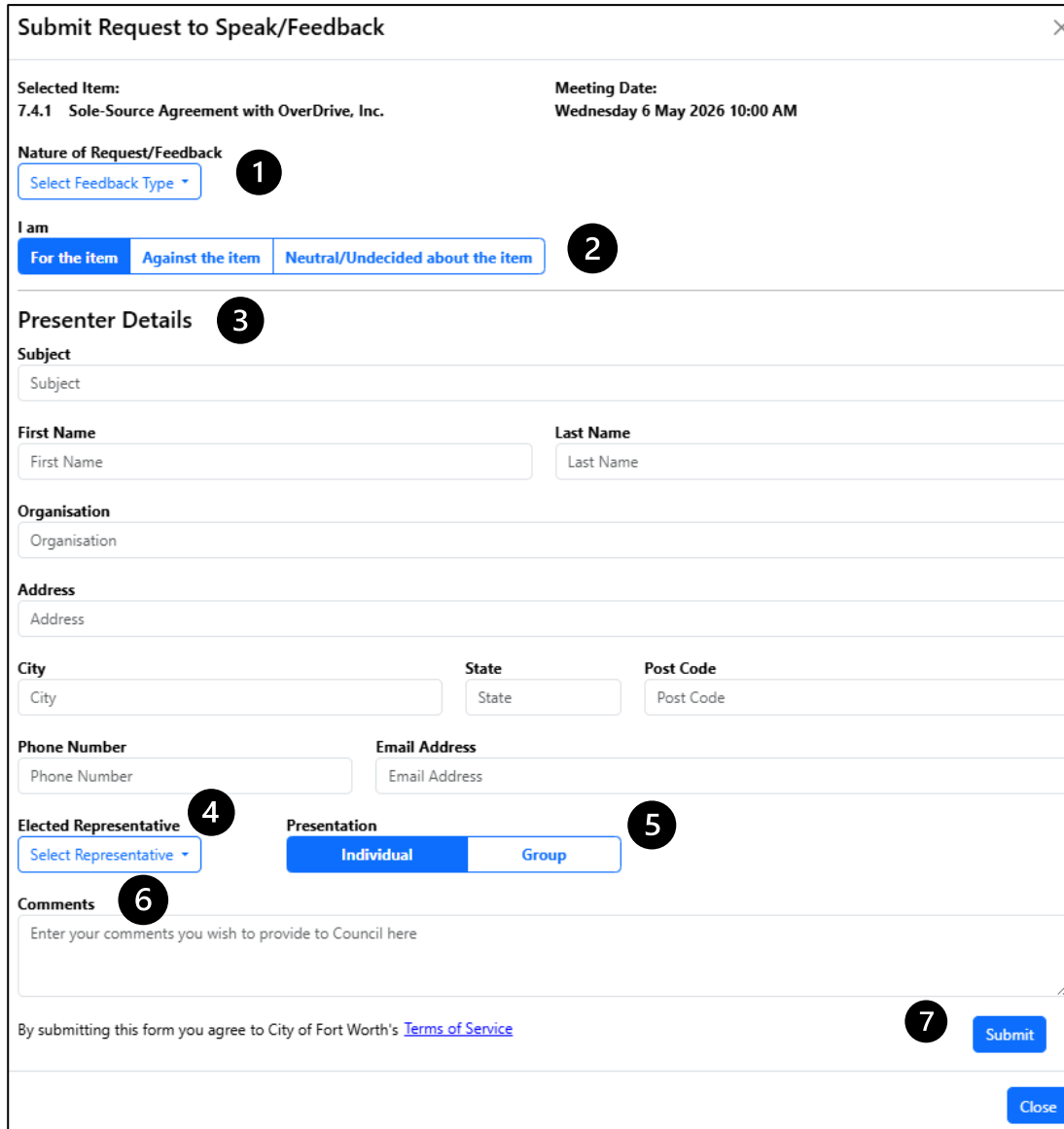
<b>City Council Meeting - July 7 2026</b> Monday 6 July 2026 11:00 AM City Council Chamber, Fort Worth City Hall	<a href="#">Document Packet</a> 
Front Page	▼
1. Call to Order	▼
2. Invocation	▼
3. Pledge of Allegiance	▼

Picture B

7.2. Purchase of Equipment, Materials, and Services - Consent Items	
7.2.1 Amendment to the Agreement with Herc Rentals, Inc.	  
7.3. Land - Consent Items	
7.3.1 Vacating a Portion of the North Service Street Right-of-Way Located Between Camp Bowie West Boulevard and Doreen Avenue	  

*(Please note that the PDF icon is to view that specific section/item on the agenda)*

5. Complete the Form Sections. See screenshot below and Step 6 for tips on how to fill out the form.



The screenshot shows a web form titled "Submit Request to Speak/Feedback". At the top, it displays "Selected Item: 7.4.1 Sole-Source Agreement with OverDrive, Inc." and "Meeting Date: Wednesday 6 May 2026 10:00 AM".

Section 1: "Nature of Request/Feedback" contains a dropdown menu labeled "Select Feedback Type".

Section 2: "I am" contains three buttons: "For the item", "Against the item", and "Neutral/Undecided about the item".

Section 3: "Presenter Details" includes a "Subject" text field, "First Name" and "Last Name" text fields, an "Organisation" text field, an "Address" text field, and three text fields for "City", "State", and "Post Code".

Section 4: "Phone Number" and "Email Address" text fields.

Section 5: "Elected Representative" dropdown menu and "Presentation" buttons for "Individual" and "Group".

Section 6: "Comments" text area with the placeholder text "Enter your comments you wish to provide to Council here".

Section 7: A "Submit" button and a "Close" button at the bottom right. A link to "Terms of Service" is also present.

6. Using the image above:

- 1 **Nature of Request/Feedback** Section:
  - i. Select "In Person Presentation" to speak during the meeting **OR**
  - ii. Select "Written Comments (No Presentation)" to submit comments without speaking
- 2 **I am** Section:
 

**Choose one:**

  - iii. For the item
  - iv. Against the Item
  - v. Neutral/Undecided about the Item

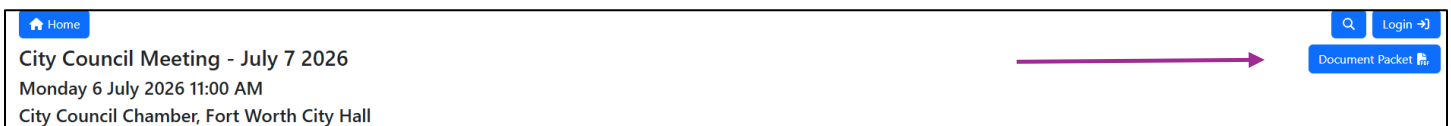
- 3 **Presenter Details** Section:
  - vi. Enter your personal information
  - vii. Provide an email address if you would like a confirmation email.
- 4 **Elected Representative** Section:
  - viii. Select the Council Member associated with your district
- 5 **Presentation** Section:
  - ix. Select “Individual” if you are representing yourself
  - x. Select “Group” if you are representing a group
    1. If speaking for a group, enter the names of 10 individuals who will be present at the meeting
- 6 **Comments** Section:
  - xi. If you choose Written Comments (No Presentation), this is where you can submit your comments to Council.
- 7 Click on **Submit**.
  - xii. **NOTE: Please wait a couple of minutes as the system is processing your request. Do not hit Submit more than once.**

If you provide an email address, you will receive a confirmation email.

**If you have any questions or need assistance, please contact the City Secretary’s Office at 817-392-6150.**

## How to Download the Agenda Packet

- Repeat Steps 1 to 3 mentioned above.
- On the agenda page, the “Document Packet” button appears in the top right corner for downloading the full agenda



The screenshot shows a web page header with a blue navigation bar. On the left, there is a 'Home' button with a house icon. In the center, the text reads 'City Council Meeting - July 7 2026', 'Monday 6 July 2026 11:00 AM', and 'City Council Chamber, Fort Worth City Hall'. On the right, there is a search icon, a 'Login' button with an arrow, and a 'Document Packet' button with a document icon. A purple arrow points from the 'Document Packet' button in the screenshot to the 'Document Packet' button in the text above.