**Tutorial: How To Set Your Profile for Anonymous Posting on PlaceSpeak**
Compiled June 12, 2018 by Jennifer Knauer (Facilitator)

We are seeking input from as many Essex residents as possible regarding the Discharge of Firearms Ordinance. The Public Comment Period on this topic runs June 5th through July 22nd 2018. In the opening week of using this online “PlaceSpeak” platform, we’ve seen the number of views rise, which indicates that several of you are taking the time to review the activity here!

Now we’d like to see the number of participants rise, as well, in order to provide the Selectboard members with a robust and diverse set of voices to inform their deliberation of the Discharge of Firearms Ordinance this Fall. A couple of quick answers to things you may be wondering:

1. **PlaceSpeak will require your name and address when you sign up, but this does not pre-empt you from posting anonymously if you choose to do so.** Your identifying information will need to be valid in order for the site to retain your comments. It is used to ensure that the data we collect during this public comment period is authentic and reasonably protected from interference (i.e. the “stacking” of polls, or floods of opinion from people outside of the Town or Village of Essex Vermont).

2. **If you wish to post anonymously to the site, you may do so after signing up.** You are fully in charge of your profile settings and may elect whether to share your name and/or picture. Detailed instructions for adjusting your profile settings are provided below.

3. **Online discussions are not everyone’s cup of tea. That’s okay! Engage in them per your interest and availability.** Alternative, efficient measures for providing input on the PlaceSpeak site include: taking the Survey, posting brief comments on the “PlaceIt” Map, and clicking on the “Like” icon in the upper right corner of comments you appreciate.

The PlaceSpeak Site is our primary vehicle for gathering public input on this issue, and we are invested in helping you access the site. Use the PlaceSpeak Chat function to access timely help, or contact the process facilitator Jennifer Knauer if you have general concerns about this forum: [jenknauer@gmail.com](mailto:jenknauer@gmail.com).

Please note: There will be another in-person Public Forum on July 19th, but it is primarily designed for discussion and a review of emerging trends, not for gathering input. If you have perspective on this issue you would like Selectboard members to know, please be sure to log in to [www.placespeak.com/essexvtfirearms](http://www.placespeak.com/essexvtfirearms) to share your thoughts.
Log in to www.placespeak.com or www.placespeak.com/essexvtfirearms

Select “View Profile” in the drop-down menu, top right corner of screen.

Click the “Edit” button above your profile information.

You cannot see my information on this screenshot, because I’m too vain to share my birthdate in this tutorial! On your home computer, however, the information that you used to verify your residence in Essex will be listed in the “About” section.

Select “topic privacy.”

In areas that use PlaceSpeak regularly, you may be signed up for many different topics, and may elect different privacy settings for each of them.

Elect whether or not to share your profile picture and/or name when posting by clicking these boxes. If both are unchecked, your post will be anonymous.

Exit out using the blue “Back to Profile” button or drop-down menu in upper right corner of site.