

Agenda Email Alerts



To start receiving email alerts

1. Visit Surrey County Council's website at:
www.surreycc.gov.uk/subscribe
2. Click on the 'Register as New User' link
3. Enter your name, email address and a chosen password (this information is not shared)
4. Choose from the list by the ticking boxes for which information you wish to receive updates on
 - i) by Committee eg Cabinet
 - ii) by Electoral Division eg Addlestone
 - iii) by keyword search eg enter text 'schools' or 'Guildford'
5. Click on the Submit button
6. You can log back in at any time with your email address and chosen password to change your updates or to unsubscribe

To update the information you wish to receive

1. Visit Surrey County Council's website at:
www.surreycc.gov.uk/subscribe
2. Log in using your email address and chosen password
3. Untick the boxes next to any committees or areas that you no longer wish to receive notifications for.
4. Tick the box next to any new subscriptions you wish to add.
5. Click on the Submit button
6. You can log back in at any time with your email address and chosen password to change your updates or to unsubscribe

To no longer receive email alerts

1. Visit Surrey County Council's website at:
www.surreycc.gov.uk/subscribe
2. Log in using your email address and chosen password
3. Select 'Delete your subscriptions'

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About agenda email alerts

Surrey County Council has recently introduced new and improved councillor and committee web pages, placing more information online and making it easier to find.

As part of these changes, you can now directly manage the committee alerts you would like to receive at any time via the council's website. You can choose to receive updates about meetings, agendas and decisions based on the committee taking the decision or the electoral division (local area) affected. You can also choose to create your own specific alerts based on keywords eg 'school'.

What will my email address be used for?

Your email address will only be used for the purpose of sending you an update email when a new agenda, meeting or decision is published for your chosen area and will not be shared with any third parties.

How many emails will I receive?

You will only receive one email on the day on which an agenda is published. If you have requested to be kept informed about more than one committee/area which are published on the same day then these will be combined into one email).

How can I stop receiving these emails once I have signed up

You can choose to stop receiving alert emails at any time. See the instructions on page 1.

I own an Android Tablet or an iPad, is there another way to receive alerts?

Yes. Tablet and iPad owners can subscribe to receive agenda papers directly to their device via the mod.gov app.

The app is available for free by searching the Android or iTunes App stores for "mod.gov".