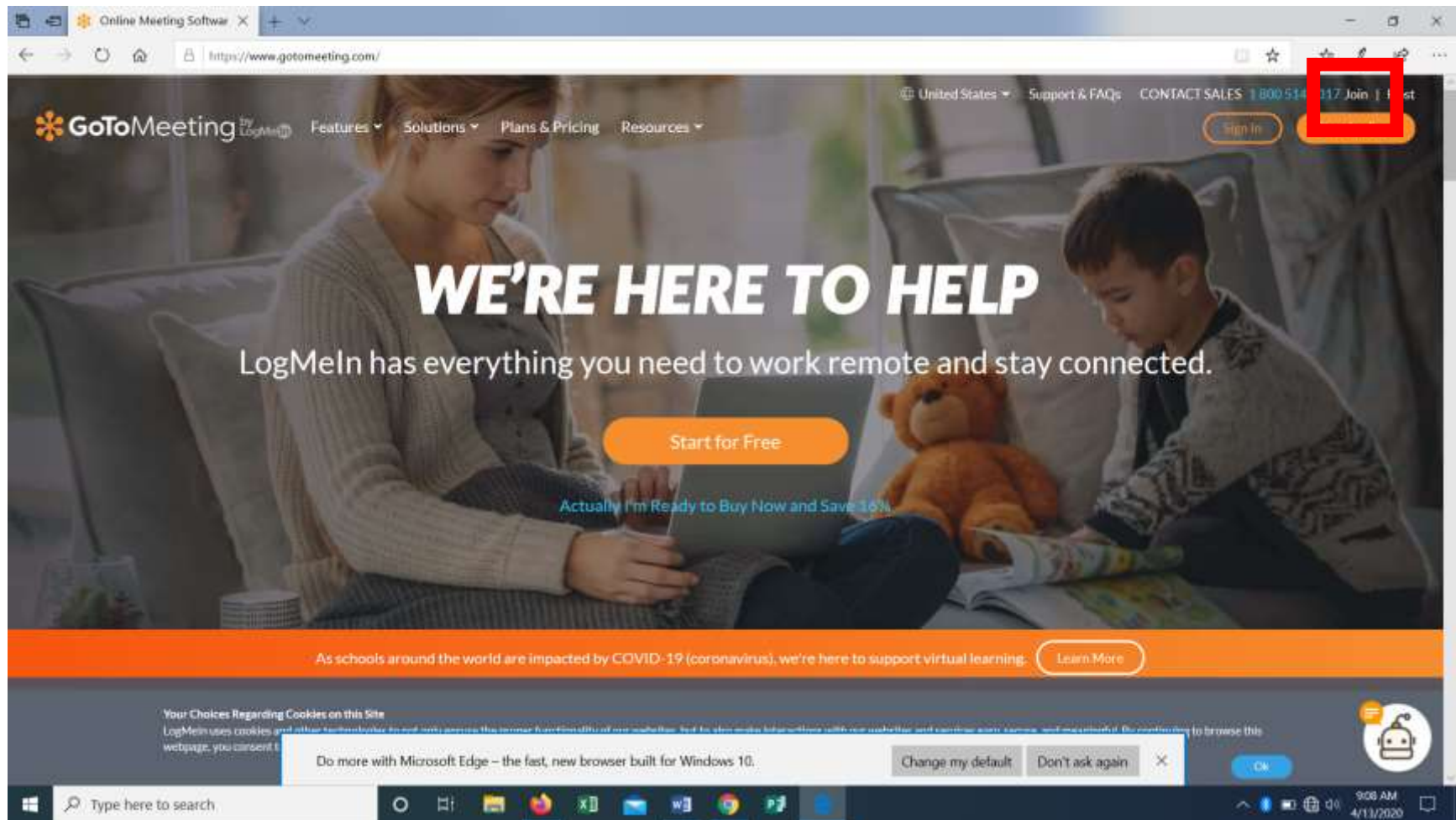
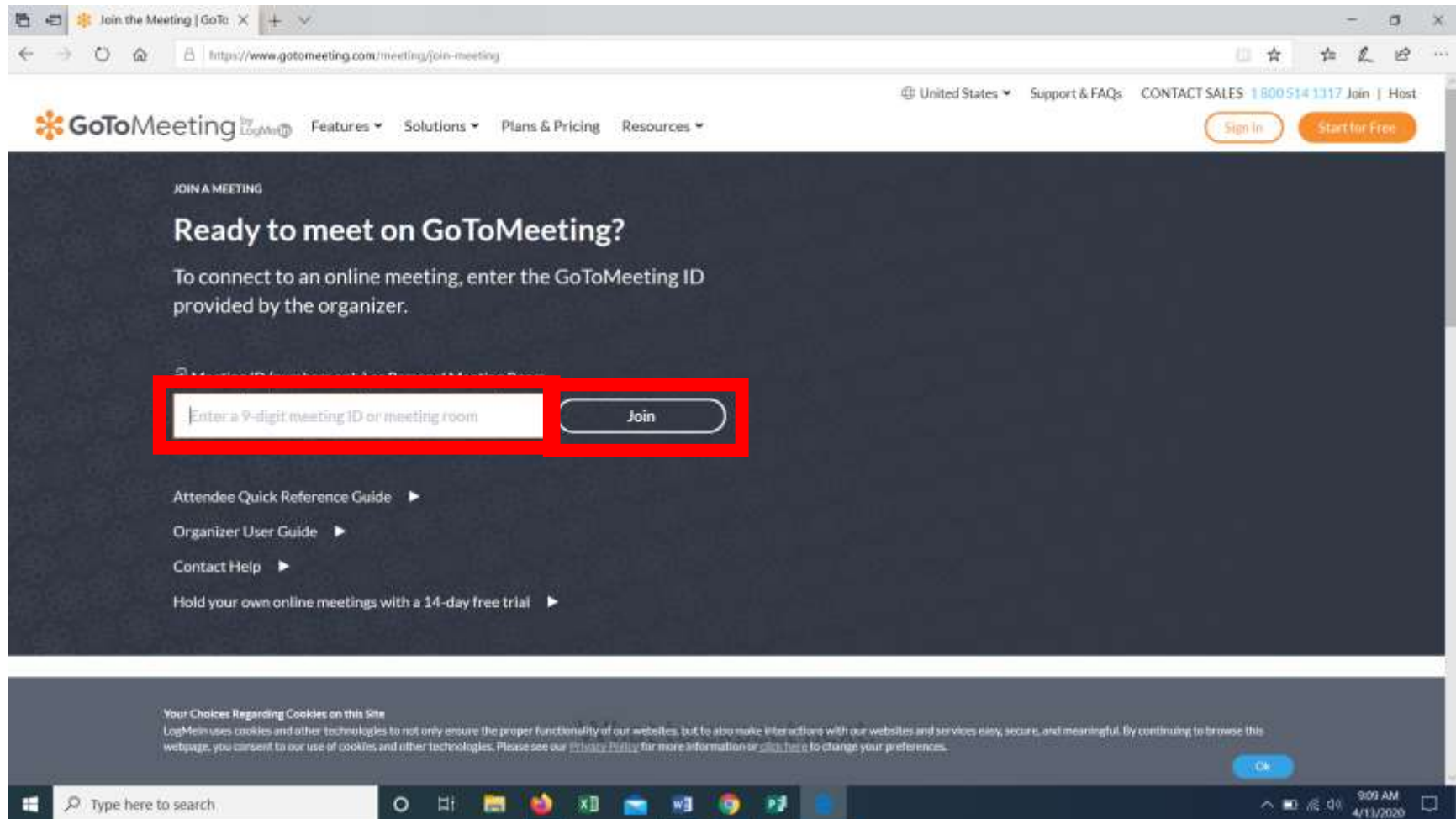


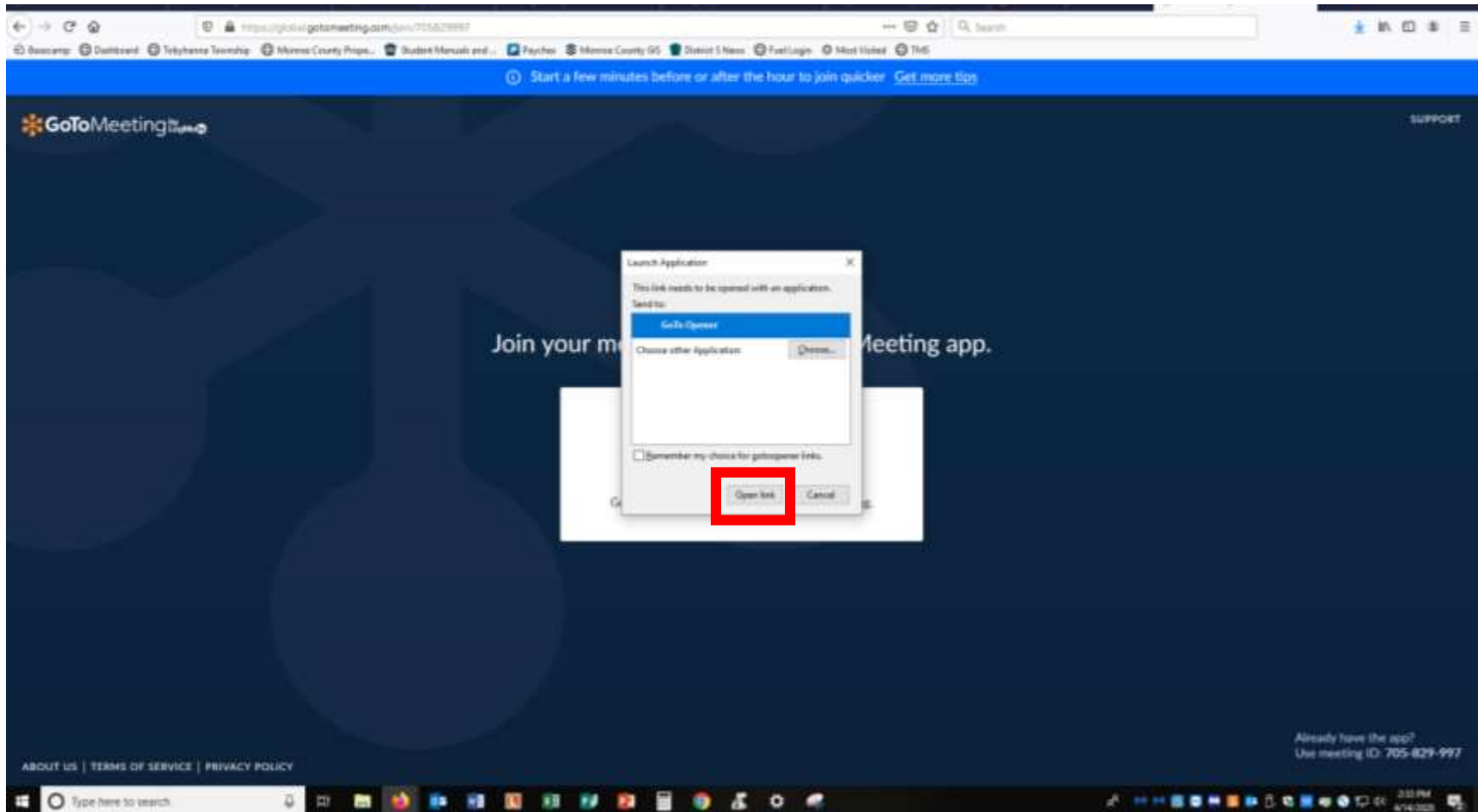
Step 1: Go to www.gotomeeting.com. Click “Join” in the upper right corner.



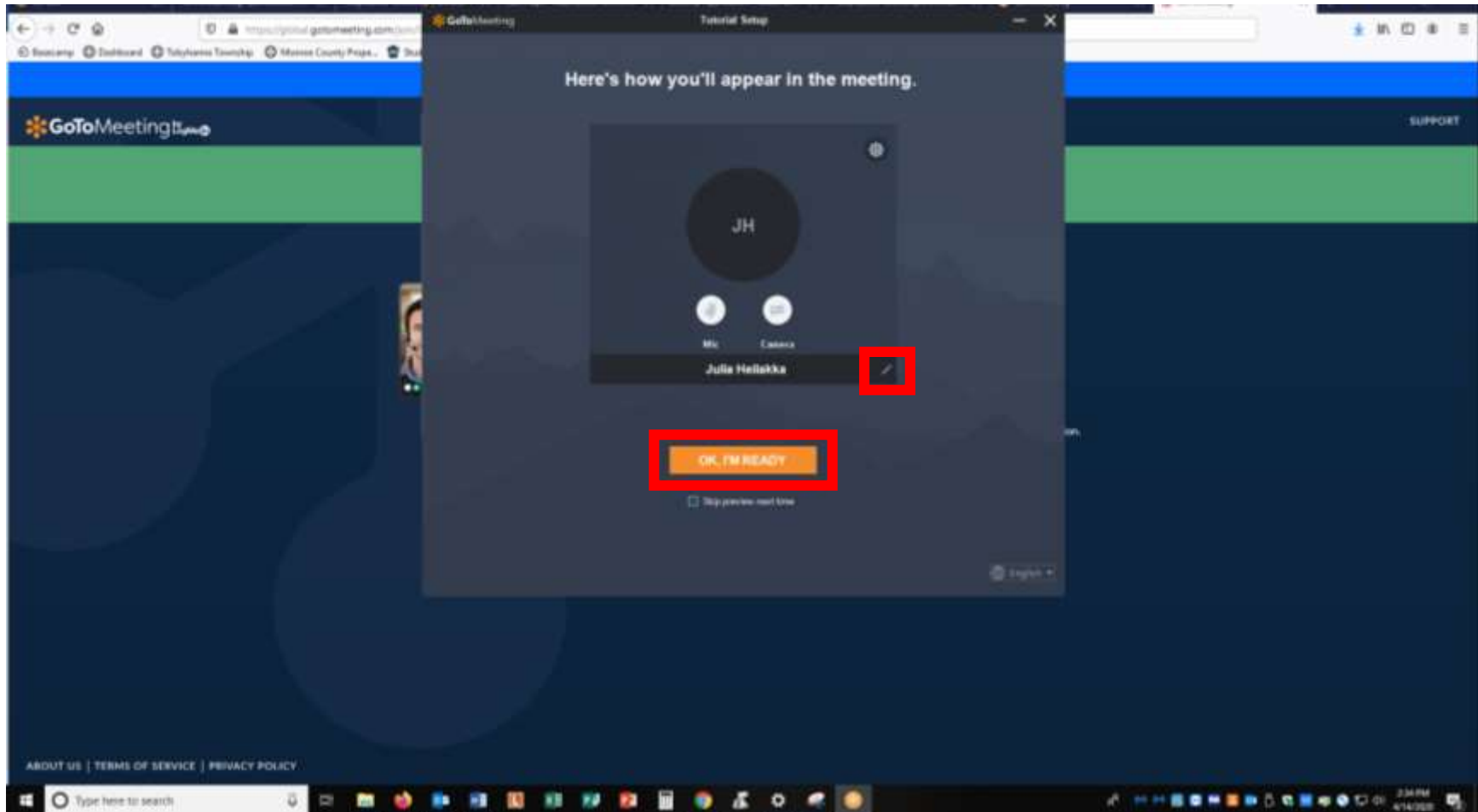
Step 2: Enter the Meeting ID (found on the meeting agenda, which is available on the township website or Facebook page) and Press “Join.”



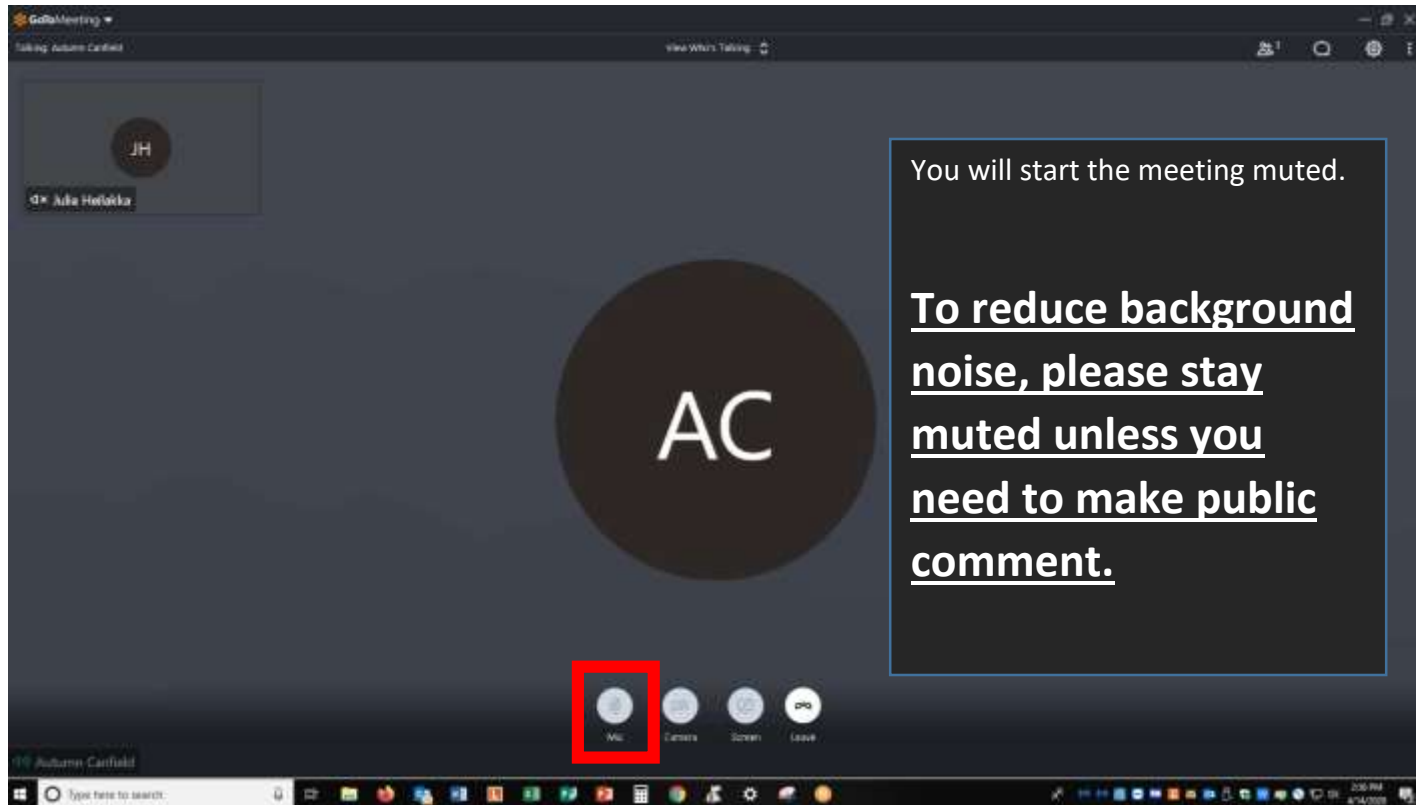
Step 3: A Launch Application Box will pop up. Make sure GoTo Opener is highlighted and click “Open link.”



Step 4: The program will download, and then this screen will appear. If you need to edit your name, click the grey pencil. Remember, we need your full first and last name if you want to make any public comment. Click "OKAY, I'M READY" when done.



Step 5: You have joined the meeting! You are automatically muted when you join. If you need to make a public comment, click the “Mic” button to unmute yourself. If you aren’t speaking, please stay muted to help reduce background noise.



During the meeting, public comment for agenda items will be taken at the start of the meeting, and public comment for items not on the agenda will be taken at the end.

PLEASE NOTE: Public comment can be submitted prior to the meeting by:

1. Emailing comments to cbutler@tobyhannatwppa.gov. Please label the subject “PUBLIC COMMENT.”
2. Sending a letter to the Government Center ATTN: PUBLIC COMMENT FOR [Meeting] - 105 Government Center Way, Pocono Pines, PA 18350.