



LEGISLATIVE INFORMATION MANAGEMENT SYSTEM (LIMS)

Office of City Clerk

How to send GovDelivery notices

Access to GovDelivery Admin: <https://admin.govdelivery.com>

GovDelivery

GovDelivery is the City's mass email system. The City uses GovDelivery to send email and text messages on many topics, including:

- *Snow emergencies*
- *Crime alerts*
- *Meeting updates*

A list is set up for every board and commission. Residents can subscribe to lists they are interested from the City's website on the news and alerts page:

<https://www.minneapolismn.gov/contact-us/sign-up-for-news-alerts>

Becoming an Admin in GovDelivery

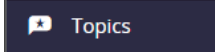

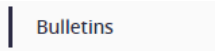

Contact LIMS@minneapolismn.gov to request to be a GovDelivery Admin. Let us know which board or lists that you need to manage.

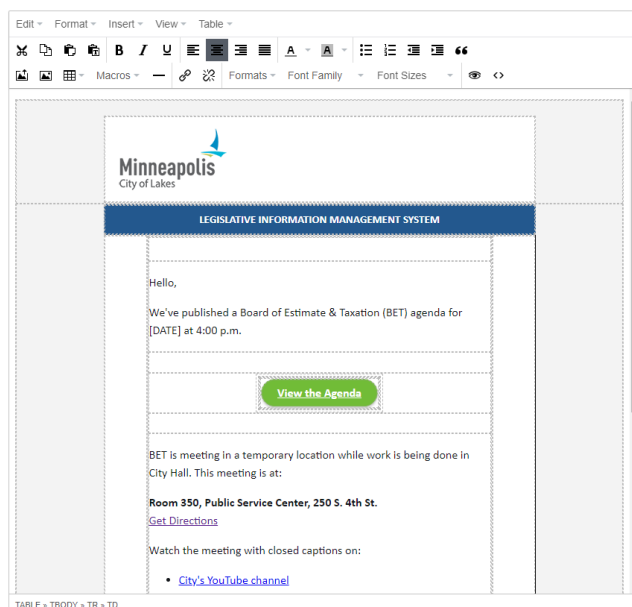
You can also [request access through CityLife](#).


Sending Agenda Updates in GovDelivery

After you've published the agenda for your meeting, we'd like you to send out a notice and link to the people on your GovDelivery list. The reports on these emails show that people read them and click the links at a high percentage.


We've created a default bulletin template for every meeting body.

- First, click Topics in the left menu: 
- Then click on the name of your meeting body.
- Press the envelop icon  as a shortcut to create a bulletin.
- Or, click on Bulletins on the right menu: 
- Then click + Create Bulletin: 
- GovDelivery displays the number of recipients to you list at the top of the page.
- The Subject defaults to the name of your board and "Update."
 - This becomes the subject of the email.
 - You can update this if you have specific information, for example if the meeting is about a newsworthy topic, or the time has changed.
- The body of the email has the standard template we use for meetings. Please follow this convention, unless you need to cancel or move the meeting, in which case you can edit the body of the message and delete the green button.



- Update the **[Date]** text with the full date of the meeting.
 - For example, remove **[Date]** and enter June 6, 2024
- Click on **View the Agenda** button to link it to your meeting agenda.
 - Click on the link icon 
 - Replace the default URL with the URL of your published agenda and press insert.



- Click on View the Agenda button to link it to your meeting agenda.
- Scroll to the bottom and press **Send Test**. Always send a test message to yourself before sending your email out to the list.
 - Check the links to make sure that they work.
 - Check the formatting to make sure it looks good.
- If it's ready, press  Send Now at the bottom of the page.

Contact us

We welcome your feedback or questions about our system.

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