

# Subscribe to Agenda Notifications

1. Navigate to Soquel Creek Water District's **Board Meetings & Agenda Portal**:  
<https://www.soquelcreekwater.org/168/Board-Meetings-Agendas>

The screenshot displays the 'Board Meetings & Agendas' portal. At the top, there is a breadcrumb trail: Home > District Info > Your Board > Board Meetings & Agendas. The main heading is 'Board Meetings'. A 'SUBSCRIPTIONS' button with a bell icon is located in the top right corner. On the left, a calendar for June 2025 is shown, with the 3rd and 6th highlighted. Below the calendar are two date selection boxes: 'From Date' and 'To Date', each with a calendar icon. The main content area features a notice: 'Any agendas and minutes for meetings prior to January 1, 2025 are available in the Archived Agenda Center.' Below this is a list of events with a 'READ MORE' link. A filter section titled 'Event Categories' includes a text input field with the placeholder 'Type or select an event category to filter...' and a dropdown arrow. A 'VIEW TODAY' button with a calendar icon is positioned below the filter. The 'Past Events' section lists 'Board of Directors Regular Meeting Materials' with a 'Board of Directors' button and a download icon. The 'Coming Up' section lists 'Tuesday Jun 10, 2025 at 4:00 PM PST' for the 'Public Advisory Committee' at 'Rosedale Annex, Soquel Creek Water District 5180 Soquel Drive Soquel, CA 95073', with a 'Public Advisory Committee' button.

## 2. Click the **Subscriptions** button

The screenshot shows the 'Board Meetings' page. At the top, there is a breadcrumb trail: Home > District Info > Your Board > Board Meetings & Agendas. Below this is the 'Board Meetings' title. On the right side, a red box highlights a button labeled 'SUBSCRIPTIONS' with a bell icon. On the left, there is a calendar for May 2025 with the 6th and 20th highlighted. To the right of the calendar, there is a text block stating: 'Any agendas and minutes for meetings prior to January 1, 2025 are available in the [Archived Agenda Center](#).' Below this text is a 'READ MORE' link. Further down, there are two search filters: 'Event Categories' with a dropdown menu and a search bar labeled 'Search' with the placeholder text 'Search all content...'. At the bottom left of the filter area is a 'VIEW TODAY' button with a calendar icon.

★ **Note:** If you are already signed in, skip to Step 5.

## 3. If you already have a website account, follow the on-screen prompts to **sign in** to your Public Portal

The screenshot shows the 'CIVICPLUS' sign-in page. At the top left is the 'CIVICPLUS' logo. The main heading is 'Sign In'. Below the heading is a link: 'Don't have an account? [Sign up](#)'. There is an 'Email' input field which is currently empty. Below the input field is a red error message: 'The Email field is required.' To the left of the 'CONTINUE' button is a checkbox labeled 'Remember me'. The 'CONTINUE' button is a red rectangle. Below the sign-in form is a horizontal line with the text 'Or sign in using'. Underneath this line are five buttons for social login: 'SIGN IN WITH APPLE' (with Apple logo), 'SIGN IN WITH FACEBOOK' (with Facebook logo), 'SIGN IN WITH GOOGLE' (with Google logo), 'SIGN IN WITH MICROSOFT (PERSONAL)' (with Microsoft logo), and 'VIEW ADDITIONAL OPTIONS'. At the bottom of the page, there is a small text line: 'By signing in, you agree to our [Terms of Service](#) and [Privacy Policy](#).'

4. If you do not have a website account, click the **Sign Up** link to create a new account.

CIVICPLUS

### Sign In

Don't have an account [Sign up](#)

Email

The Email field is required.

Remember me CONTINUE

Or sign in using

- SIGN IN WITH APPLE
- SIGN IN WITH FACEBOOK
- SIGN IN WITH GOOGLE
- SIGN IN WITH MICROSOFT (PERSONAL)
- VIEW ADDITIONAL OPTIONS

By signing in, you agree to our [Terms of Service](#) and [Privacy Policy](#).

5. Click the **Subscriptions** button once you are signed in.

[Home](#) > [District Info](#) > [Your Board](#) > Board Meetings & Agendas

## Board Meetings

SUBSCRIPTIONS

May 2025 < >

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Any agendas and minutes for meetings prior to January 1, 2025 are available in the [Archived Agenda Center](#).

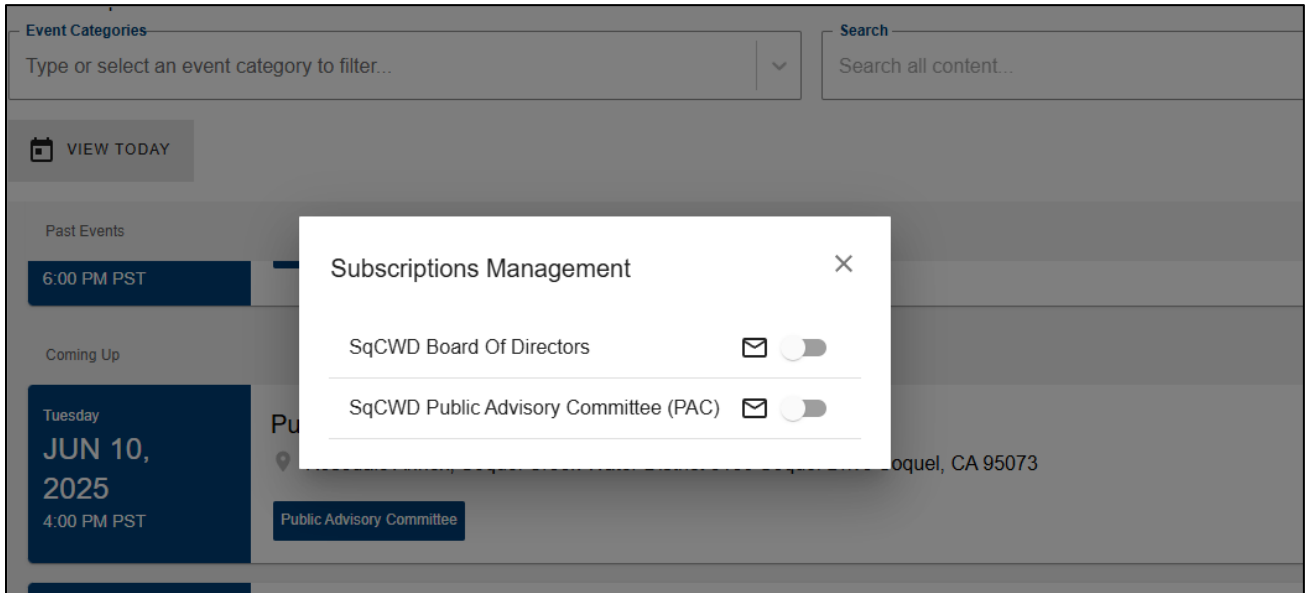
[READ MORE](#)

Event Categories: Type or select an event category to filter...

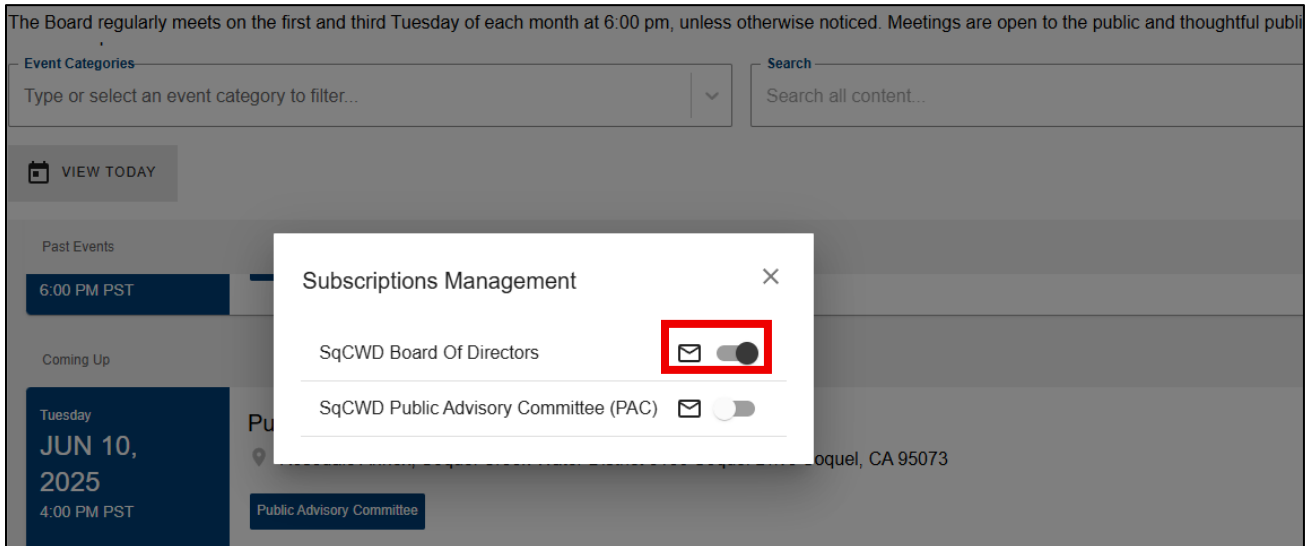
Search: Search all content...

VIEW TODAY

## 6. A Subscriptions Management popup will appear



## 7. Click the **toggle** next to the **Meeting Type name** that is toggled off to subscribe to email notifications for that meeting type



## 8. You have subscribed to the selected notifications

The Board regularly meets on the first and third Tuesday of each month at 6:00 pm, unless otherwise noticed. Meetings are open to the public and

Event Categories  
Type or select an event category to filter...

Search  
Search all content...

VIEW TODAY

Past Events

Tuesday  
JUN 3,  
2025  
6:00 PM PST

Subscriptions Management

SqCWD Board Of Directors

SqCWD Public Advisory Committee (PAC)

Coming Up

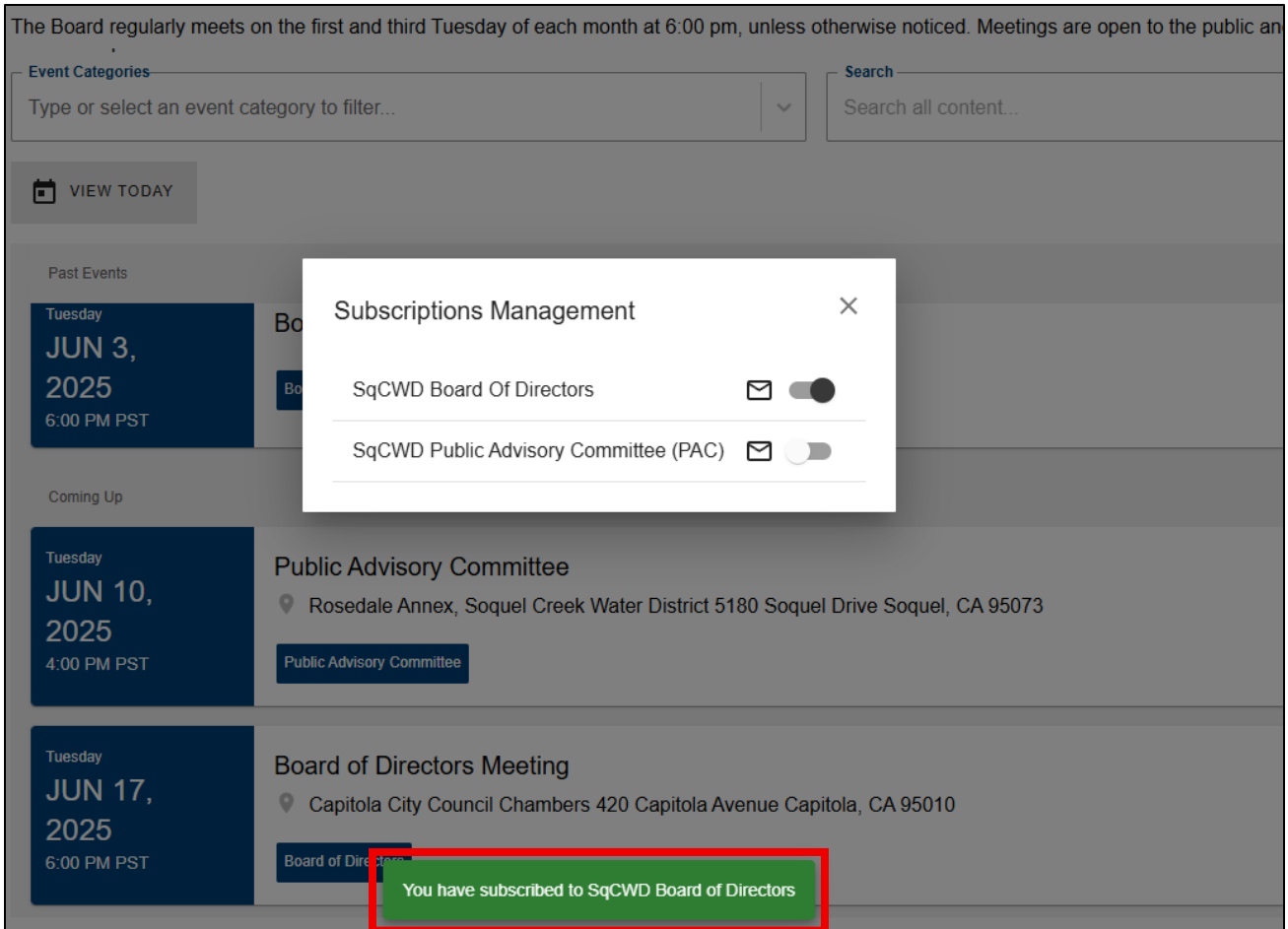
Tuesday  
JUN 10,  
2025  
4:00 PM PST

Public Advisory Committee  
Rosedale Annex, Soquel Creek Water District 5180 Soquel Drive Soquel, CA 95073  
Public Advisory Committee

Tuesday  
JUN 17,  
2025  
6:00 PM PST

Board of Directors Meeting  
Capitola City Council Chambers 420 Capitola Avenue Capitola, CA 95010  
Board of Directors

You have subscribed to SqCWD Board of Directors



## 9. Repeat steps 7 and 8 as necessary to subscribe to additional notifications