



**The City of Keene wants to hear from you. We have joined many other cities and towns in using in on-line tool for community engagement, providing a fun and meaningful way to voice your ideas. Help us to move in the direction best for our community. Many minds can create powerful ideas and we want to hear from you.**

**You can participate in the conversations at [Keene.MindMixer.com](http://Keene.MindMixer.com)**

### **Welcome to Keene's MindMixer site.**

This User's Guide provides basic information on how to use the City of Keene's MindMixer website to provide input and feedback on current issues and ideas facing the city today. Additional help can be found on the web site through the "Need Help" link at the bottom of each page.

## **DEFINITIONS OF TERMS USED ON THE WEB SITE**

**Listeners** – the site's administrators: City Councilors, Planning Board, City Manager, Planning Director, and technical administrators.

**Participant** – Anyone who signs up to offer one's input on the site.

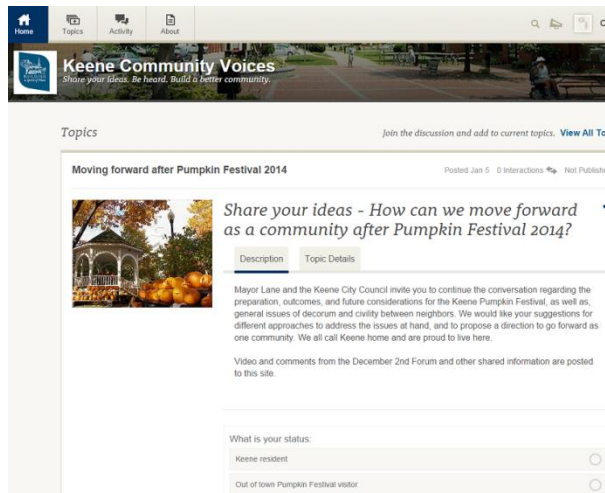
**Topic** – a question or other participation opportunity.

**Activity** – all the comments, ideas, ratings, etc. posted for the various topics, regardless of who has posted it (participant or listener).

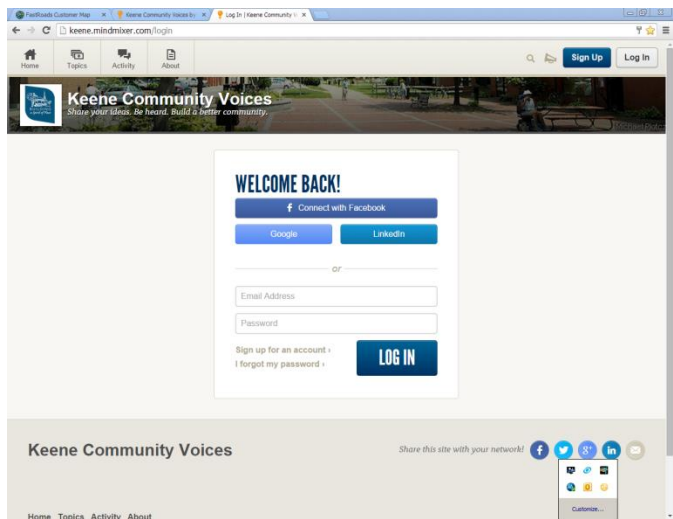


**LET’S BEGIN:**

- 1. When you first access the site, you’ll see this screen. You can read the posts on the site without signing up, but to participate you need to create an account.



- 2. You can create an account using an email address or an account you already have with Facebook, LinkedIn, or Google. Just click the “Sign Up” button in the top right corner of any page on the MindMixer site. MindMixer needs a little information from you to set up your account: name, email address, birth date, zip code, gender. Birth date and gender are not visible to others and are used only for data analysis.





3. Once you sign up, MindMixer will send you an email similar to this to confirm :

“Thanks for signing up for the Keene, NH MindMixer.

You need to activate your account before you can join the discussion.

Click on this link to activate your account:

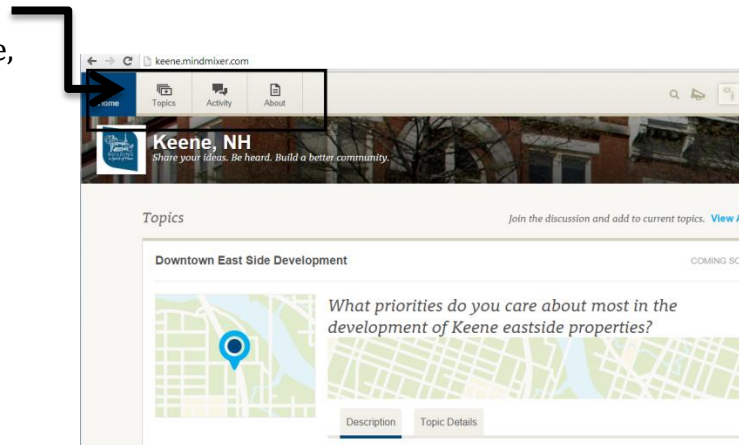
<http://keene.mindmixer.com/Activate>

Thanks for making your community a better place!

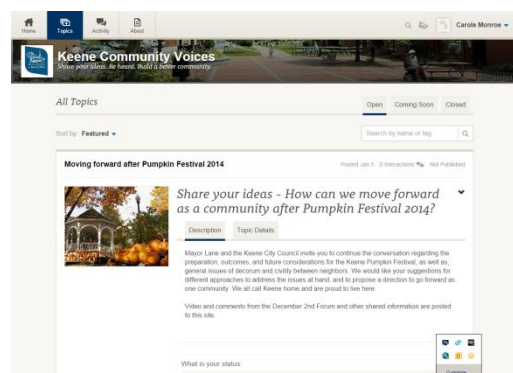
-The MindMixer Team”

4. Click on the link in your email to confirm.

5. This is the primary navigation bar for the site, located in the upper left corner of each screen. Simply click on one to navigate to that section.

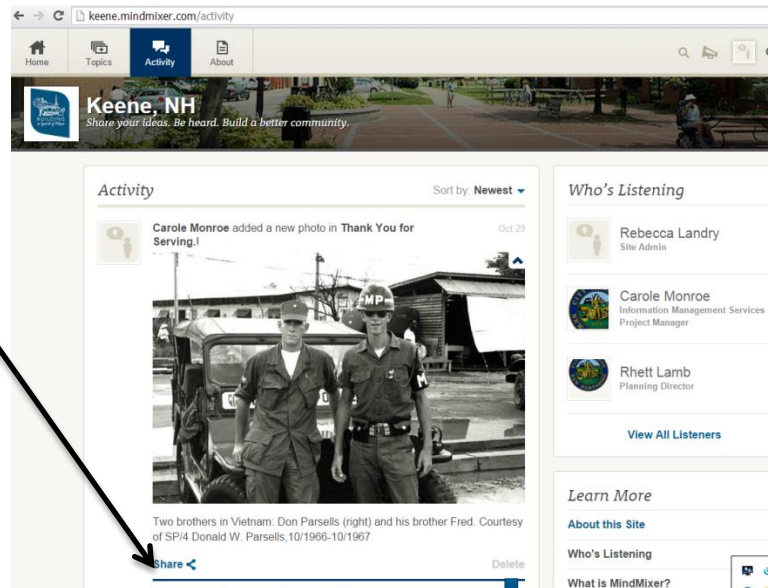


6. The **Topics** selection on the navigation bar will list all topics. You can view and participate in Open topics and you can view Closed topics. You can also sort the Topics for easier use. You can access the topic by clicking on the question.



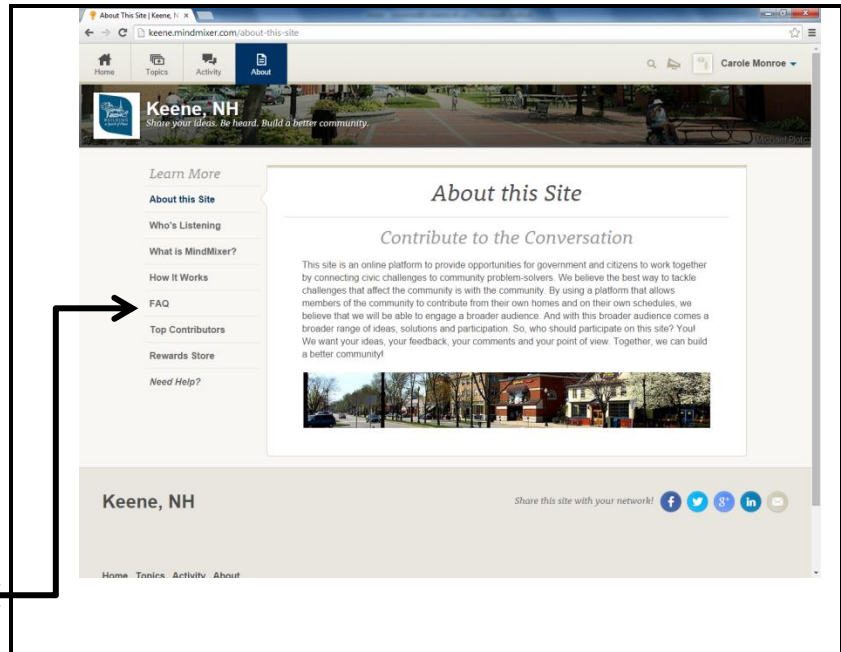


7. **Activity Tab** – On the Activity Tab you can see all the ideas, photos and responses suggested for a Topic. You can Share your posting on Facebook, Twitter, Linked In, Google, or email by clicking Share. Ideas and Comments add to the conversation, the more thoughts; the better the outcome. You can rate an Idea by clicking on the “Star Bar” and add your own Comments.





8. **About Tab** – On the About Tab, you can find information related to the MindMixer Site, as well as, Who's Listening. Who's Listening provides information about the people developing the topics, those reading your posts, and the Administrators of the site.
9. **FAQs** and **Need Help** are also available on the About tab .



10. **Topic Types** may also include Photo Sharing, Surveys, Rankings, or single poll questions.

**THANK YOU FOR PARTICIPATING.**

**Keene.MindMixer.com**