Adding yourself to the GTM attendance list

Welcome to the Ontario Land Tribunal hearing event. <u>Please follow the</u> instructions below before the start of the event.

If you have not already done so, please enter your FULL NAME, STATUS and EMAIL ADDRESS on the GTM platform by doing the following:

- 1. Click the "people" icon at the top right corner of your screen
- 2. Put the cursor over your name then click on the ellipses (three vertical dots) on the right to open the drop-down menu, then click on "**Edit name and email**".



3. Enter your **full name**, your **status in this proceeding (e.g. applicant, appellant, counsel for the municipality, observer etc.)** and **email address**, then click **OK**.

Edit name & email	Х
Your name	
John Doe, Representative for Liz Taylor	
Email address (optional)	
Johndoe@gmail.com	