**Using the General Assembly Website**

**Finding your state legislator:**

* How to find your state legislator
  + [Go to the General Assembly website](http://www.legislature.state.tn.us/) (link) and click “FIND MY LEGISLATOR”
* Type your address and city or zip code into the website page

A screen grab of the main website page for the General Assembly.
The top row says from left to right: "Legislators", "Legislation", "Videos", "Schedules & Calendars", "Committees", "Directory", "Find My Legislator" and "My Bills"
Above the top row is a search bar
The main screen is of Speaker Cameron Sexton

An arrow is pointing at the link to "Find my Legislator"

The majority of the webpage is covered by a map of Tennessee.
At the right of the page it says "Find my Legislator"
Below that is a text bar that says "Street Address"
Below that text bar is another that says "City or Zip"
Below the second text bar are two buttons, the left says "Interactive Map" and the right says "Search"
Below that is a menu titled "In This Section" with descending links below that says "Senate Members", "House Members" and "District Maps" from top to bottom

The top of the page says "My Legislators" 
Below is my address, with pictures of my legislators below - on the left is Bill Beck with contact info below his picture, on the right is Brenda Gilmore, with her contact below
On the right is a menu titled "In This Section", with descending links that say "Search Bills", "Browse Bills by Index", "Browse Bills by Subject", "My Bills" and "Legislative Publications", in that order from Top to Bottom

* Clicking the legislator’s name link to their bio page, clicking on their email address allows you to email them directly

**How to find legislation**

* Browse bills by index or use a keyword or bill number to search under the “LEGISLATION” tab

This is a screen grab of the site for a piece of legislation.
At the top is a left to right menu that says "Legislators", 
"Legislation", "Videos", "Schedules & Calendars", "Committees", "Directory", "Find My Legislator" and "My Bills" in that order

On the left side of the page it says "HB0056 by Cepicky", which is the bill number and sponsor

Below this it says "SB 0025 by Hensley", which is the crossfiled bill number and sponsor

Below this is a short summary of the bill

On the main part of the page, each bill number has a list of legislative actions that have occurred, and the date

On this part of the page, there is also a left to right menu that says "Bill History", "Amendments", "Video", "Summary", "Fiscal Note" and "Votes" in that order

A green arrow points to the bill number in the main section and a second green arrow points to the bill summary  
  
At the top of the page is a set of menu options, with the second from the left, titled "Legislation" highlighted and an additional drop down menu below.

A green arrow points to the "Legislation" tab

* The picture on the right is a bill page
  + You can find the bill number and summary on the left side of the page
  + You can also click on the names of the sponsors of the bill and see what other bills they are working on (along with their legislative/personal profile)
  + Bill History shows the cross-filed bill number (SB0225) and actions taken on the bill
  + Videos can be useful to understand the discussion and debate about the bill and bill subject occurring in the legislature

**Bill Tracking**

* Sign up for bill tracking using the “MY BILLS” function
* You have to register (name, email and password) and create a “list”, then you can start saving bills so that you can keep an eye on them

The top of this page says "My Bills"
Below is a left to right menu that says "Search Bills", "Manage Account", "Help" and "Logout"

The main part of the page is a list of bills (that somebody has followed)
The left part of the list has the bill number, sponsor and crossfiled bill in link form. The center portion of the list shows the bill summary. The right portion of the list shows the last action taken and the date



* Saved bills look like the above picture – their bill numbers and sponsors are on the left, an summary of the bill is in the center and last actions and action dates are to the right.
  + Last actions allows you to also see what’s coming next – for example, HB0113 will be in the Public Service Subcommittee next