SOTS Public Meeting Calendar Training

The Connecticut Public Meeting Calendar (PMC)

- Replaces the paper system used by the Secretary of the State's Office.

- The PMC lets Agencies reach their constituents quickly and clearly:

  o Schedule and modify, amend or cancel Events live online.

  o Upload agendas and minutes.

  o Display maps to Venues with traffic and directions options.

  o Searchable by agency or keyword.

  o Desktop and Mobile viewing.

Connecticut Interactive

- Master Contract with the State of Connecticut.

- Digital Services, Mobile Applications, Payment Processing.

- Portal Office in Downtown Hartford.

- Member of the NIC family of Companies.

- 25 Years eGovernment Leadership.

- 34 Offices Nationwide.

- 11,300 Total Online Services Built in Company History.

- Including CT.gov!

Training Overview

- Introducing the Public Meeting Calendar (PMC)

- Login

- Authoring Menu

- Setup Contact Information

- Event Author Tasks:

  o Create a New Event

  o Edit an Existing Event

- System Administrator Tasks:

  o Manage User Accounts

  o Manage Agencies

  o Manage Locations

Introducing the Connecticut Public Meeting Calendar (PMC)

Public View

https://egov.ct.gov/PMC/

- Banner - Select to display the Calendar.
- Displays current week by default.
- **Previous** and **Next** to change weeks.
- Select an Event to expand Event info.
- Select **Day**, on a day of in the Calendar or **More...** to get the daily view.

- Select **Month** to get the monthly view.

Introducing the Connecticut Public Meeting Calendar (PMC)

State Agency Public Meeting Calendar

Calendar View | List By Agency | Search By Keyword

Public Utilities Regulatory Authority

Freedom of Information Commission
Greater Bridgeport Regional Solid Waste Committee
Health Informtion Technology Exchange of CT
Information Technology [Department of Education]
Institutional Advancement Committee [University of Conn
Judges Advisory Committee [Connecticut Judicial Branch]
Judicial Review Council [Office of Governmental Accounta
Labor Relations [Office of Policy and Management]
Latino and Puerto Rican affairs Commission
Law Library Advisory Committee [Connecticut Judicial Bra
Management Advisory Council
Materials Innovation and Recycling Authority [Connecticut
Office of Governmental Accountability
Office of Higher Education
Office of Policy and Management
Office of the Chief State's Attorney [Division of Criminal Ju
Office of the Healthcare Advocate
Office of the Victim Advocate
Paramedic Committee [Department of Public Health]
Public Utilities Regulatory Authority

Agencies can use the URL generated by List By Agencies to link directly to their Events in the PMC.

- Select **List By Agency** to display a dropdown list of all Agencies and filter by a specific state Agency.

- Select **Search by Keyword** to search the Calendar for keywords.
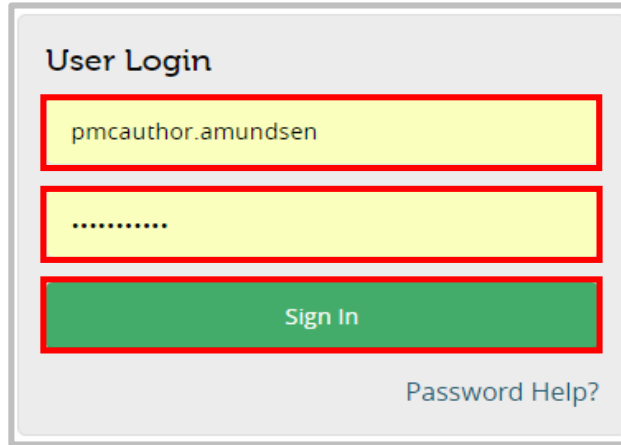
apprenticeship | 🔍 Search

November 17, 2016
1:30 PM to 3:30 PM

Department of Labor
State Apprenticeship Council

February 16, 2017
1:30 PM to 3:30 PM

Department of Labor
State Apprenticeship Council Meeting

Introducing the Connecticut Public Meeting Calendar (PMC)

Monday 14	Tuesday 15	Wednesday 16	Thursday 17

November 15, 2016
2:00 PM to 3:30 PM

Department of Public Health

Diabetes Advisory Council

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ng

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lanning

Meetings in November 2016

DAY   WEEK   MONTH

‹ Previous   Next ›

November 30, 2016   Public Utilities Regulatory Authority
9:30 AM   **PURA Regular Meeting**

EVENT SUBMITTED DATE   **MEETING PURPOSE**
10/21/2016 7:31 AM   Consideration of proposed final decisions

MEETING LOCATION   **MEETING TYPE**
PURA   Regular Meeting
HR1

10 Franklin Square   **AGENDA**
New Britain, CT, 06051
        MINUTES

CONTACT   **ADDITIONAL INFORMATION**
Tyra Anne Peluso   See the PURA website for Agenda/Minutes and
tyra.peluso@ct.gov   for access to listen to the meeting on line.
8608272979   http://www.ct.gov/pura/site/default.asp

Public Utilities Regulatory Authority   • Minutes will be taken
10 Franklin Square   • Wheelchair accessible
New Britain, CT 06051

‹ Return   See More Meetings from this Agency

The map view will launch directions for mobile users.

- Select an Event to open the Event view.

- Select the **Expand** option to view the full Event information.

Login to PMC

Contact Taffy.Womack@ct.gov to set up a PMC account.

At the time of account activation, PMC Users will receive two emails from PMC Administrators.

Connecticut Public Meeting Calendar Account Notification which contains the username.

Connecticut Public Meeting Calendar Account Password Notification which contains the password.

In a web browser, navigate to http://egov.ct.gov/PMC/Account/Login

Enter the credentials found in those emails in the fields available and select **Sign In**.

The PMC Dashboard

https://egov.ct.gov/PMC/

- The Public Meeting Calendar Dashboard is the default view upon login and contains the following items.

  o Author Menu

  o Administrator Menu (for Administrators)

  o A list of Events created by the logged-in User.

The Authoring Menu

Event Authors are PMC users whose responsibility it is to create and edit events.

- Select **Create a New Event** to create a new Event.
- Select **List/Edit only my Meetings** to show a list of meetings created by the user.
- Select **List/Edit all my Agency's Meetings** to show a list of meetings created all the Agencies that the user is part of.
- Select **Approved Locations** to show a list of Venues available to be assigned to an Event.
- Select **Manage my Contact** to set up contact information.

Set Up Contact Info

https://egov.ct.gov/PMC/Authoring/ContactInfo

- In the **Author Menu**, select **Manage My Contact.**

- On the **Manage My Contact Info** page, select **Edit.**

Set Up Contact Info

Edit Contact Info

Contact Name

Erik Amundsen

Address Line 1 *

1 Constitution Plaza, 8th Floor

Address Line 2

City *

Hartford

State

Connecticut ▾

Zip *

06105

Phone

Email

- Enter Contact information in the available fields. Red asterisks (*****) are required.

Set Up Contact Info

Is Default?

☐

Nickname *

Provide a nickname for this contact information

- Users that require multiple contact info profiles can designate one their default profile.

- All user account profiles must have Nicknames.

Save • Select **Save** to save changes.

Create a New Event

https://egov.ct.gov/PMC/Authoring/Event/Create

- Select **Create a New Event** to create a new Event.

- Select **Choose Group [Agency] Calendar** display a list of Groups or Agencies to which a user can assign an Event. Choose one of them.

- Enter text in the **Search Locations** section to search for the desired Venue and select one.

Create a New Event

Meeting Type *

--Select One-- ▼

--Select One--
Regular Meeting
Special Meeting
Emergency Special Meeting

- Under **Meeting Type**, select the type of meeting this Event will be.
  - Select **Regular Meeting** for an **Event** that is part of or intended to be a part of a series of **Events** which are regularly scheduled and recurring.

  - Select **Special Meeting** for an **Event** which is scheduled as a one-time-only meeting with sufficient advance notice.

  - Select **Emergency Special Meeting** for a one-time-only **Event** scheduled in response to an urgent issue requiring immediate attention.

Create a New Event

Title *

PMC Training

- Enter a **Title** for the **Event**.

Event Date *

Su	Mo	Tu	We	Th	Fr	Sa
		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			

Time

8:00 am

Hour

Minute

Now   Done

- Enter the Date for the **Event**.

- Selecting the field or the Calendar Icon below **Event Date** to display a Calendar
  - Use the sliders to set **Event** start time in hours and minutes.
  - Select **Now** for the current time and **Done** when finished

- Use the **End Date** to set the end time for the **Event**. This field is identical in function to the **Event Time** field above.

- Do not enter an end to the **Event** before the beginning; the system will not save the **Event**.

Create Public Event

The end date must fall after the start date

Create a New Event

Purpose *

Learn to use the PMC application to schedule Events on the calendar

Brief description of the Event. 500 Chars Max

- Enter a **Purpose** to create a new Event.

Agenda File

[Choose File] content_man...around.pptx

- Select **Choose File** to upload an agenda file.

Minutes Being Taken
☐

Deaf Interpreter
☐

Video Conferencing
☐

- Select any services that will be available during the Event.

- Include any additional information as needed.

Additional Info

e.g. Parking Instructions

[Create]

- Select **Create** to add the Event to the Calendar.

Edit an Event

November 16, 2016
4:30 PM to 10:29 PM

01 Training Agency [Training Agency]

Sample Meeting

EVENT SUBMITTED DATE
11/16/2016 12:46 PM

MEETING LOCATION
DEEP - Russell Room
Kurt Russell Room

*79 Elm Street
Hartford, CT, 06106*

CONTACT
Erik Amundsen

*1 Constitution Plaza, 8th Floor
Hartford, CT 06105*

MEETING PURPOSE
Learn to use the PMC application to schedule Events on the calendar

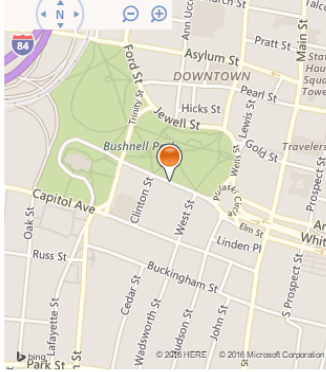**MEETING TYPE**
Regular Meeting

AGENDA
- content_manager_workaround.pptx
  11/16/2016 12:46 PM

MINUTES

ADDITIONAL INFORMATION
- Wheelchair accessible

Show traffic | Get Directions |

[< Return] [See More Meetings from this Agency]

CHANGE DATE

CHANGE HISTORY

- From the Dashboard find the **Event** to be edited and select **Edit.**
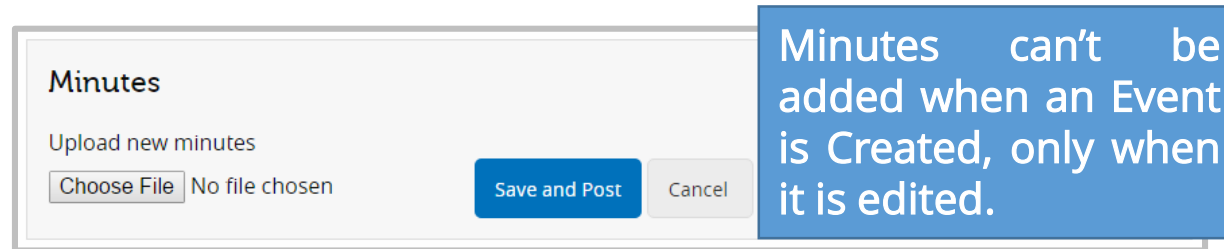
Author Menu
Create a New Event
List/Edit only my Meetings
List/Edit all my Agency's Meetings
Approved Locations
Manage My Contact

My Events

Displaying page 1 of 1

Sample Meeting Created Successfully!

| Sample Meeting | 11/16/2016 | Active | Edit | Copy |
| Learn about SOTS | 11/14/2016 | Modified | Edit | Copy |

Edit an Event

- It's possible to edit and change any information entered when the Event was created, before or after the Event takes place.

Minutes

Upload new minutes

| Choose File | No file chosen | **Save and Post** | Cancel |

Minutes can't be added when an Event is Created, only when it is edited.

- Attach meeting minutes to the Event, as needed.

Update • Select **Update** to save changes to the Event.

Cancel this Meeting • Select the **Cancel this Meeting** option at the bottom of the page to cancel the Event.

Edit an Event

- Changes to a Event appear in the entry for the Event under **Change History**.

CHANGE DATE	CHANGE HISTORY	
11/16/2016 4:41 PM	Sample Meeting	⌄

- Select the **Show More** option to see the full change history for the Event.

CHANGE DATE	CHANGE HISTORY	
11/16/2016 4:41 PM	Sample Meeting	⌃

EVENT DATE 11/16/2016 4:30 PM	**GROUP [AGENCY]** 01 Training Agency [Training Agency]
EVENT SUBMITTED DATE 11/16/2016 12:46 PM	**MEETING PURPOSE** Learn to use the PMC application to schedule Events on the calendar
MEETING LOCATION DEEP - Russell Room Kurt Russell Room	**MEETING TYPE** Regular Meeting
79 Elm Street *Hartford, CT, 06106*	**ADDITIONAL INFORMATION** • Wheelchair accessible

Putting it All Together

November 16, 2016
4:30 PM to 10:29 PM

EVENT SUBMITTED DATE
11/16/2016 12:46 PM

MEETING LOCATION
DEEP - Russell Room
Kurt Russell Room

79 Elm Street
Hartford, CT, 06106

CONTACT
Erik Amundsen

1 Constitution Plaza, 8th Floor
Hartford, CT 06105

01 Training Agency [Training Agency]

Sample Meeting

MEETING PURPOSE
Learn to use the PMC application to schedule
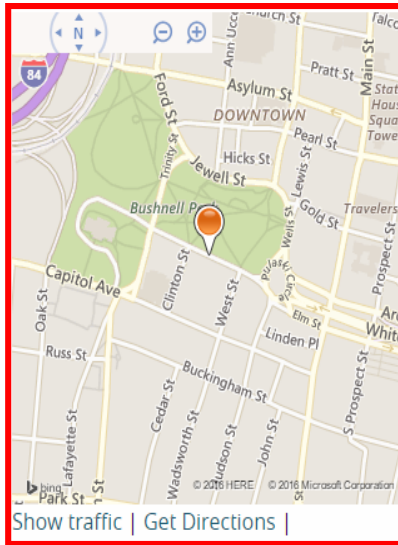Events on the calendar

MEETING TYPE
Regular Meeting

AGENDA
- content_manager_workaround.pptx
  11/16/2016 12:46 PM

MINUTES

ADDITIONAL INFORMATION
- Wheelchair accessible

Show traffic | Get Directions |

< Return   See More Meetings from this Agency

CHANGE DATE   **CHANGE HISTORY**

- Agency.
- Title.
- Purpose.
- Venue.
- Event Author Contact.
- Agenda.
- Minutes.
- Information.
- Map
- Change History

Resources

- PMC User Manual

    http://www.ct.gov/sots/cwp/view.asp?a=3184&q=581526

- PMC Login URL

    https://egov.ct.gov/PMC/Account/Login

- Public Meeting Calendar

    https://egov.ct.gov/PMC/

Question and Answer

System Administrator Training

Managing User Information

Welcome to the Public Meeting Calendar Dashboard

You're logged in as **erik.amundsen**

Administrator Menu
Manage Users
Manage Agencies
Manage Locations

Author Menu
Create a New Event
List/Edit only my Meetings
List/Edit all my Agency's
Meetings
Approved Locations
Manage My Contact

Manage Users

User ID

Go

Administrator Menu
Manage Users
Manage Agencies
Manage Locations

Author Menu
Create a New Event
List/Edit only my Meetings
List/Edit all my Agency's
Meetings
Approved Locations
Manage My Contact

- The **Manage User** screen is default for System Administrators upon login.

- Enter a **User ID** in the User ID field and select **Go** to display that user's information.

- Make sure that the user's name is complete and correct or the system will not find them.

Managing User Information

- PMC displays the user's information and the Groups or Agencies to which they belong.

- Use the **Group [Agency]** field to search for Groups.

- Select **Add User to Agency** to add a user.

- Select **Revoke Access** to remove a user from an Agency for which they no longer need to schedule Events.

Managing Agency Information

- The **Manage Agencies** Dashboard displays a list of all available Agencies. Scroll through the list to the desired Agency.

- Select **Create New Agency** to add a new Agency, if needed.

- Select **Details** to view Agency information.

Managing Agency Information

- Select **Agency Link** to display the Calendar view for the Agency.

- Select **Edit** to change Agency information.

- Select **Back to List** to return to the **Manage Agencies** Dashboard.

- Select **Group Website** to navigate to the Agency's website.

- **Agency Users** displays a list of users attached to the Agency with ability to remove them and access their user information.

Managing Agency Information

- Select **Edit** to change Agency Information.

Agency Edit - Department of Pot Luck Supper Planning

Group Name *

Department of Pot Luck Supper Planning

Group Website *

If Group does not have a website then enter an agency website.

https:\\google.com

Agency Name

Has Approval Workflow

- Select **Create** to add a new Agencies.

Create New Agency

Group Name *

Group Website *

If Group does not have a website then enter an agency website.

Agency Name

Has Approval Workflow

- Fields marked with a red asterisk (*****) are mandatory.

- **Group Name** is the name of the Group or Agency.

- **Group Website** is the site of the Group or Agency.

- **Agency Name** is the name of the Agency that a Group is part of.

Managing Venue Information

- Edit or create Venues as needed for Events.

- Fields marked with a red asterisk (*) are mandatory.