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:
  - Schedule and modify, amend or cancel Events live online.
  - Upload agendas and minutes.
  - Display maps to Venues with traffic and directions options.
  - Searchable by agency or keyword.
  - 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

- 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.

https://egov.ct.gov/PMC/
Introducing the Connecticut Public Meeting Calendar (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.

Agencies can use the URL generated by List By Agencies to link directly to their Events in the PMC.
Introducing the Connecticut Public Meeting Calendar (PMC)

- Select an Event to open the Event view.
- Select the Expand option to view the full Event information.

The map view will launch directions for mobile users.
Login to PMC

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

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.

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

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

- Author Menu
- Administrator Menu (for Administrators)
- A list of Events created by the logged-in User.

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

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

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

- All user account profiles must have Nicknames.

- 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

- 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

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

• 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

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

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

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

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

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

- Include any additional information as needed.

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

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

- From the Dashboard find the Event to be edited and select Edit.
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.

- Attach meeting minutes to the Event, as needed.

  ![Minutes](image)

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

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

- Select the **Cancel this Meeting** option at the bottom of the page to cancel the Event.
Edit an Event

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

<table>
<thead>
<tr>
<th>CHANGE DATE</th>
<th>CHANGE HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16/2016 4:41 PM</td>
<td>Sample Meeting</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>EVENT DATE</th>
<th>GROUP/AGENCY</th>
<th>MEETING PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16/2016 4:30 PM</td>
<td>01 Training Agency</td>
<td>Learn to use the PMC application to schedule Events on the calendar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT SUBMITTED DATE</th>
<th>MEETING TYPE</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16/2016 12:46 PM</td>
<td>Regular Meeting</td>
<td>• Wheelchair accessible</td>
</tr>
</tbody>
</table>

MEETING LOCATION:
- DEEP - Russell Room
- Kurt Russell Room
- 79 Etna Street
- Hartford, CT, 06106
Putting it All Together

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

- PMC User Manual
  

- PMC Login URL
  
  [https://egov.ct.gov/PMC/Account/Login](https://egov.ct.gov/PMC/Account/Login)

- Public Meeting Calendar
  
  [https://egov.ct.gov/PMC/](https://egov.ct.gov/PMC/)
Question and Answer
System Administrator Training
Managing User Information

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

• 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

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

- 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

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

<table>
<thead>
<tr>
<th>Display Name</th>
<th>User Id</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Sladek</td>
<td>barbara.sladek</td>
<td>Revoke Access</td>
</tr>
<tr>
<td>Pmcauthor Amundsen</td>
<td>pmcauthor.amundsen</td>
<td>Revoke Access</td>
</tr>
<tr>
<td>Test User4</td>
<td>tempuser4</td>
<td>Revoke Access</td>
</tr>
</tbody>
</table>

- 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.
Managing Agency Information

- Select **Edit** to change Agency Information.
- Select **Create** to add a new Agencies.

- 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.