Instructions on Posting to The Central Meeting Calendar

Office of Open Government

This document is an instruction manual on how to login to Open-DC.gov and to post agency meeting schedules.
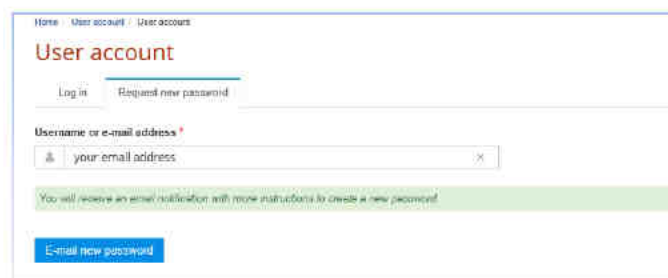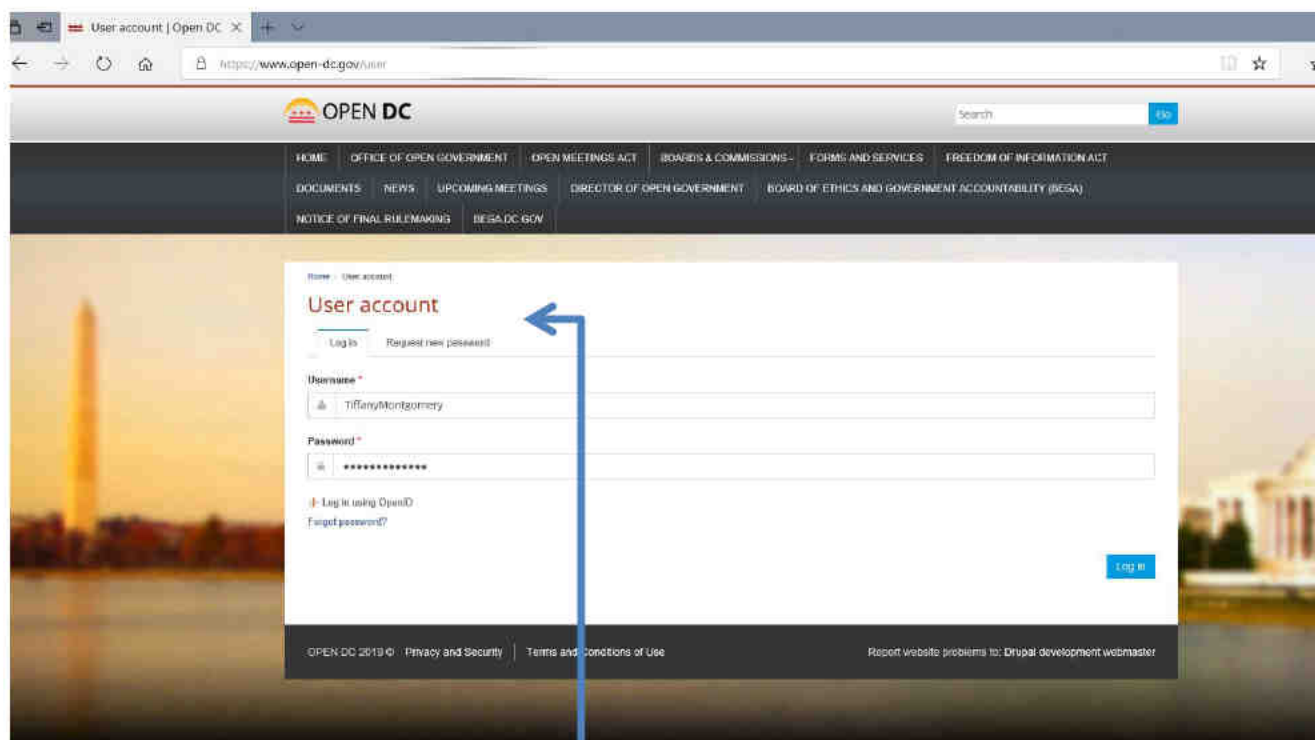
TRANSPARENCY

1030 15th Street NW, Suite 700 West, Washington, DC 20005
Main Tel: 202-481-3411
Website: www.open-dc.gov

Step 1): Go online and Log on to the following URL: Open-DC.gov/user

Step 2: Enter your Username and Password in the Log In section (as seen below):


Trouble Logging In?

If you don't remember your password, activate the "Request new password" tab on the right-hand side of the "Log in" section. If you do not know your username, or would like assistance with your password, contact our IT Specialist.
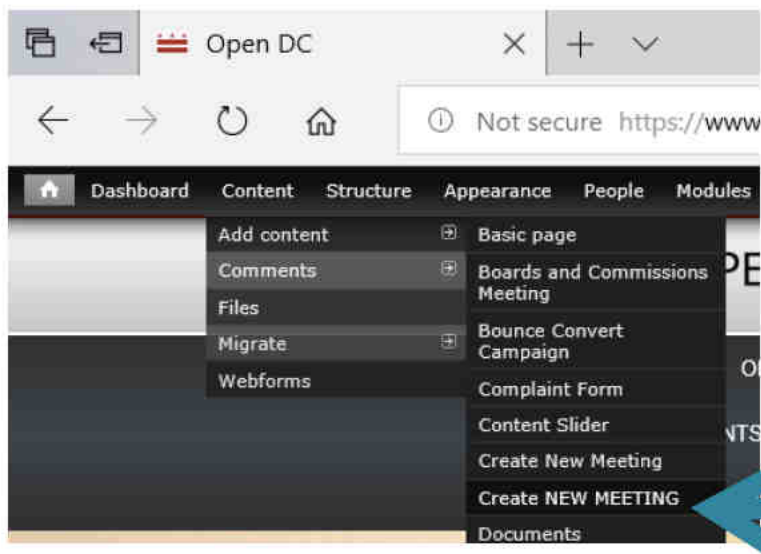
Lost Password?

Go to https://www.open-dc.gov/user/password to reset your password.

Step 3: Add Content

A) After logging into your account, please select the "**Content**" tab on the top left-hand side of the screen.

B) Hover your mouse on the "**Content**" tab once selected to select the "**Add content**" option.
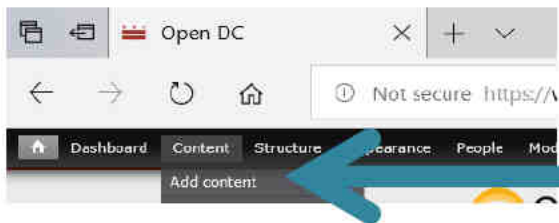
C) When prompted to select from the "Add content" menu, select "**Create NEW MEETING**"

Once steps A, B, and C in Step 3 are undertaken, you will be **automatically** directed to the **Create Meetings webform.**
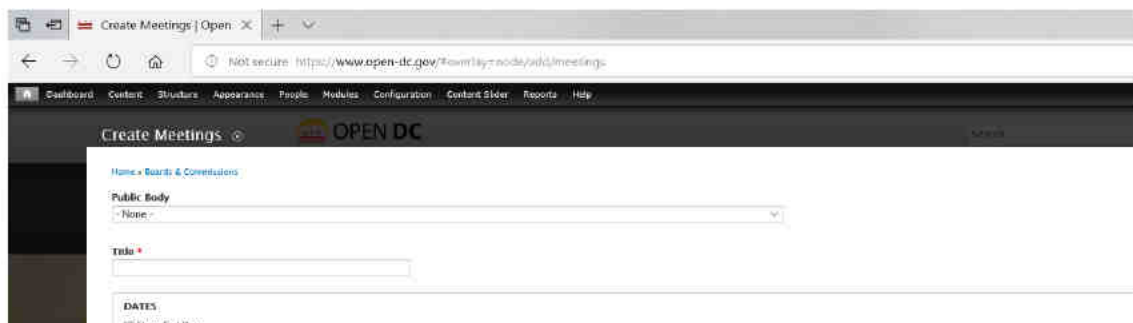
Step 4) Type your public body's name in the textbox, even if selected in the drop-down menu.

Select your public body from the drop down menu, OR type the name of your public body in the text box immediately below the dropdown menu.

It is recommended that you enter the full name of your public body in the text box due to continuous changes being made to agency names (hence the website).

Step 5) Input the correct date and time of your public body's intended meeting/hearing date and time.
You also have the option of identifying the end time of the intended meeting.
You may deselect the "End Date" option for simplicity.

Step 6) Input the address information of the intended the meeting/hearing for the specified date and time in Step 5.


The "Location name" is best used to describe a distinct building or location name. For example:

Step 6) Describing the intent of the hearing/meeting.

This section must be used to provide sufficient information that describes what the meeting/hearing will be about. You may indicate whether the hearing is open in its entirety, or whether parts thereof will be held in executive (closed) session.
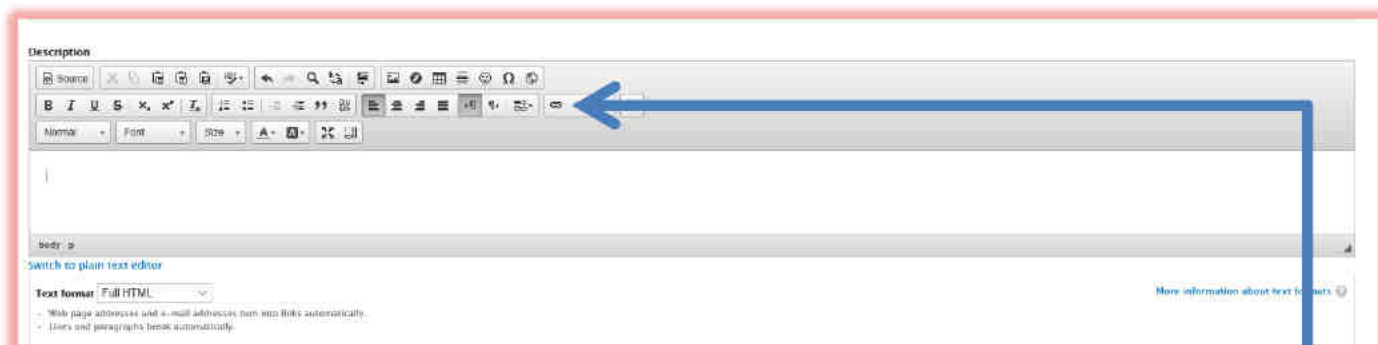
You may copy and paste textual content from a word application document or PDF file if you have an agenda available for this particular hearing/meeting date.

Please ensure that the "Text format" is on Full HTML rather than plain text. This will allow you better formatting options, such as font style, size, indentation, etc.

Feel free to post information about your agency and provide a link to your agency's website in this section. Use the "Link" button to designate the URL address of your selected text or image icon. This is an advanced option which is neither mandatory nor recommended if you are not familiar with editing hyperlinks.

Step 7) Adding a downloadable and printer-friendly agenda (OPTIONAL)

It is recommended that you add a PDF or Word document to your hearing/meeting notice on the Central Meeting Calendar. This will allow your audience to download, share, and print the information.

Click the **BROWSE** button as seen on the left and your computer will automatically be prompted to select a file for upload from your computer. Be sure to search for and select to correct for to accompany your notice. If you do not see the Open prompt on your computer screen after hitting the Browse button, minimize your web browser to see the Open prompt screen.
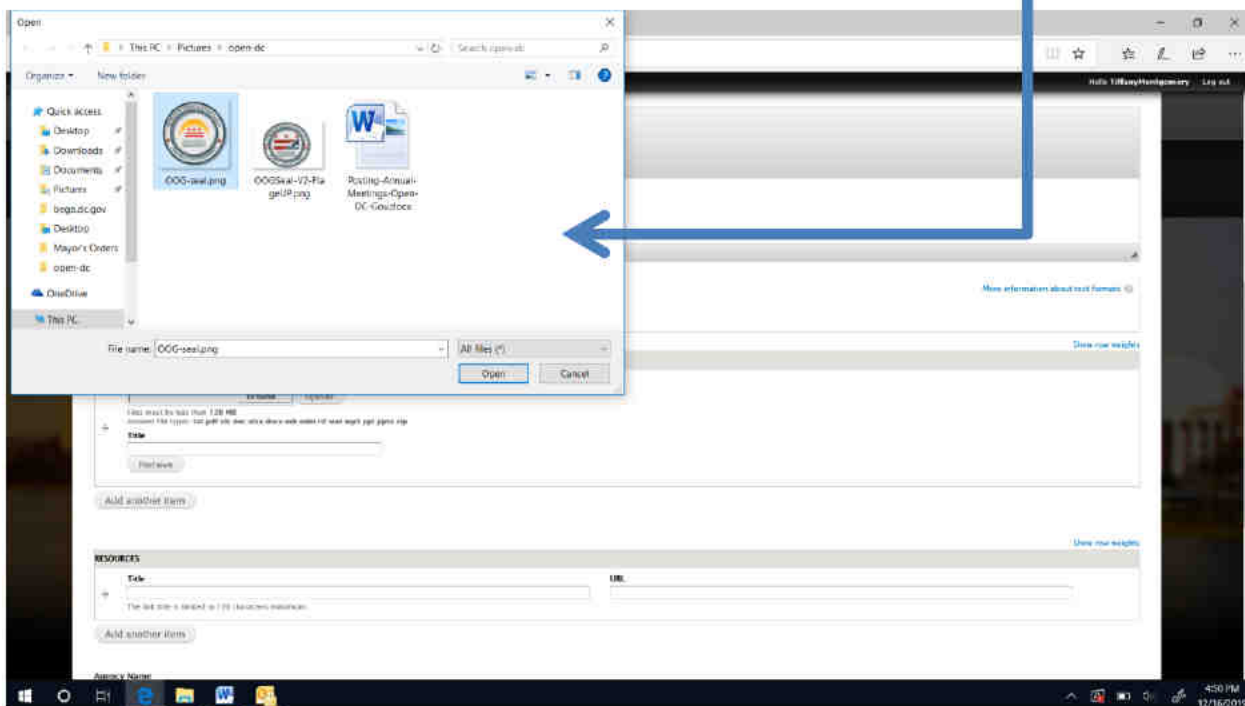
Be sure to add a title to the material that you select for upload to the Central Meeting Calendar notice. The title must be succinct and should accurately describe what the document entails. It is recommended that you use simple and organized language for the title, and use date (such as a month and year) if possible. This will differentiate the file from others when your users download the material from the website onto their devices.

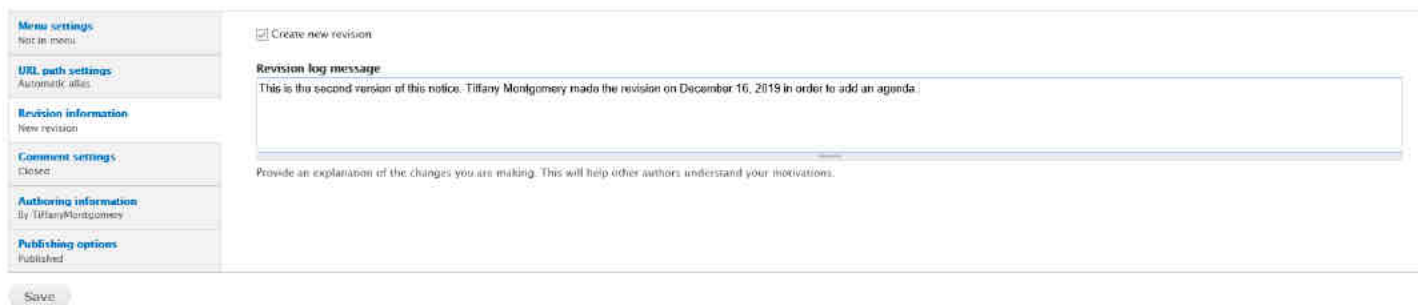**Step 7) Adding a link resource in the Resource Section (OPTIONAL)**

It is helpful to allow users to be able to link to your agency's main website from the notice on Open-DC.gov:

Step 8) Adding a Revision logs on the Notice (OPTIONAL)

You may add revision logs or notes for your notices. This will allow you to keep track of changes made and will keep a record of authors who made additions/modifications to the notice.
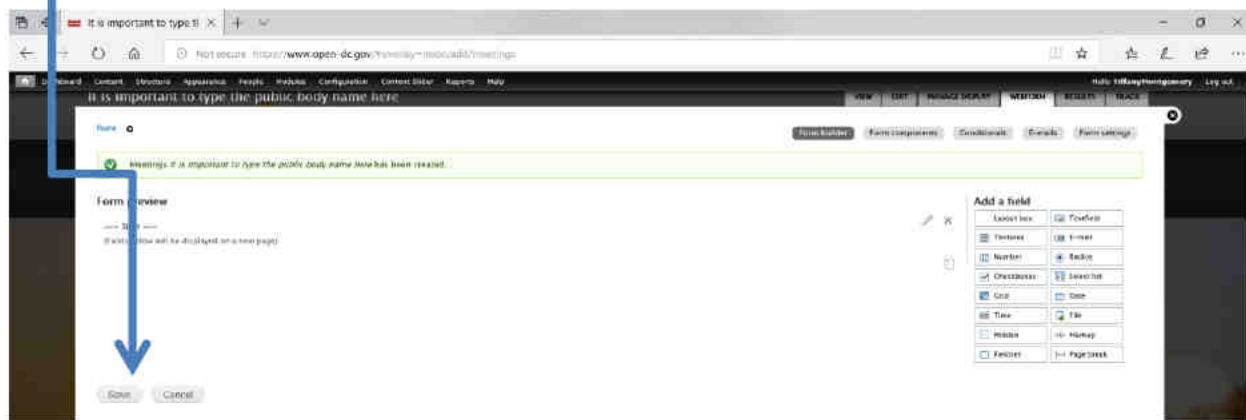

Step 9) Hit the Save button on the bottom left-hand side of the screen to save your inputs.

After you have reviewed the information and are satisfied with your additions, hit the "Save" button. It is located under the Publishing options.

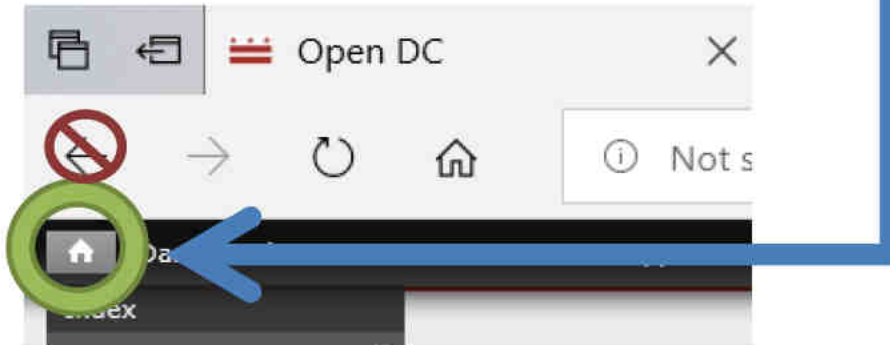**Step 10) Hit the Save button on the second page to which you are prompted after completing Step 9**

The following steps are for verification purposes.

Step 11) Select the "home" icon after you have hit the SAVE button.

Do NOT hit the back button, or left-directing arrow.

Step 12) Under the BOARDS & COMMISSIONS tab in the middle of the screen, drop-down to select "MEETINGS"

This option is highlighted in blue.
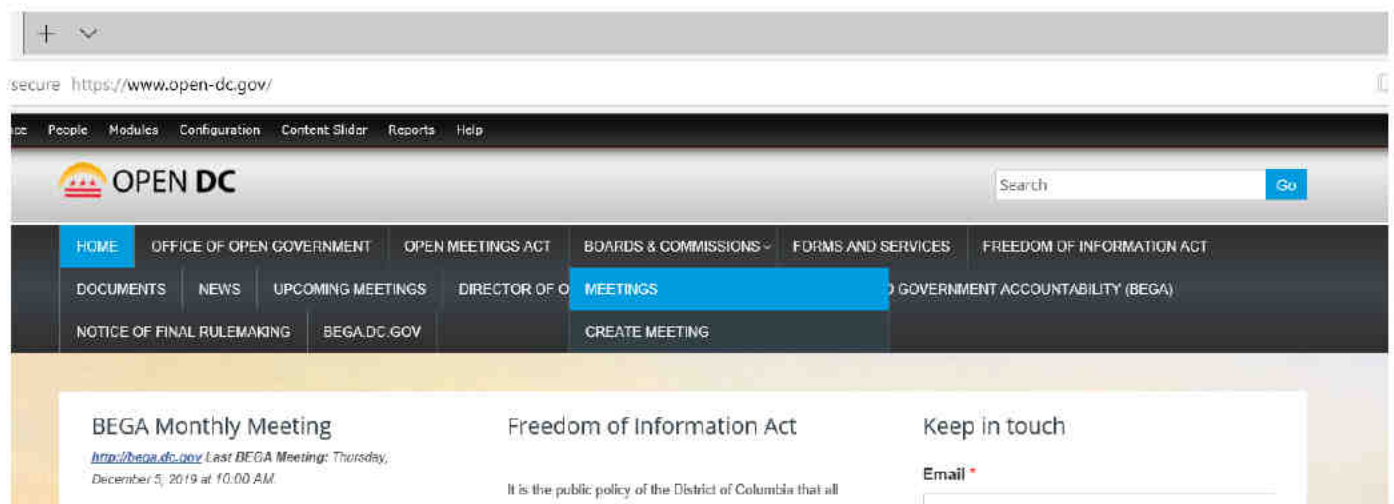
Step 13) Search for your entry.

On the bottom of the Upcoming Meetings page, there are numbers that identify pages that encompass the list of upcoming public body meetings saved by other users on our website.

Please note that meetings are published by the closest date from the date you are searching to the date that you saved your public body's specific hearing/meeting date/time as instructed in Steps one through 12.
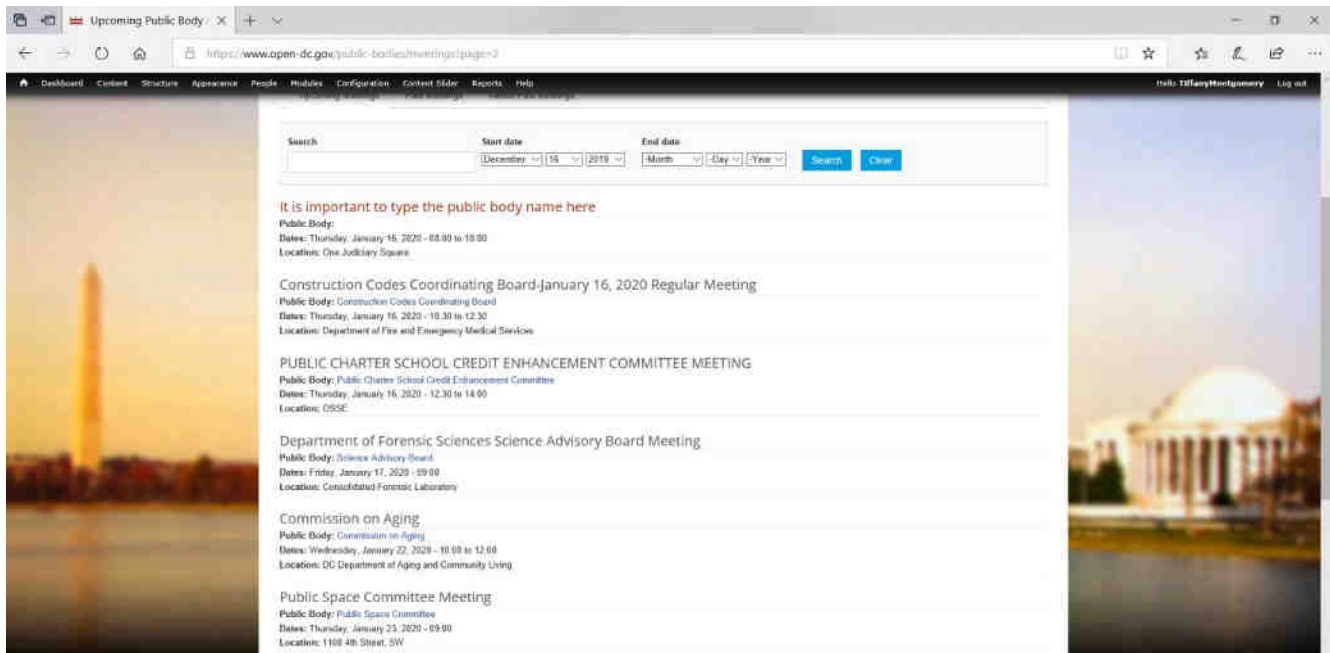
In the example shown in this document, the intended hearing date is January 16th, 2020, which is exactly one month from the date of the creation of this document. Since other public bodies have saved their intended meetings/hearings prior to this date, the example meeting was found on page 3 of the Upcoming Meetings webpage on Open-DC.gov

You can also use the SEARCH engine
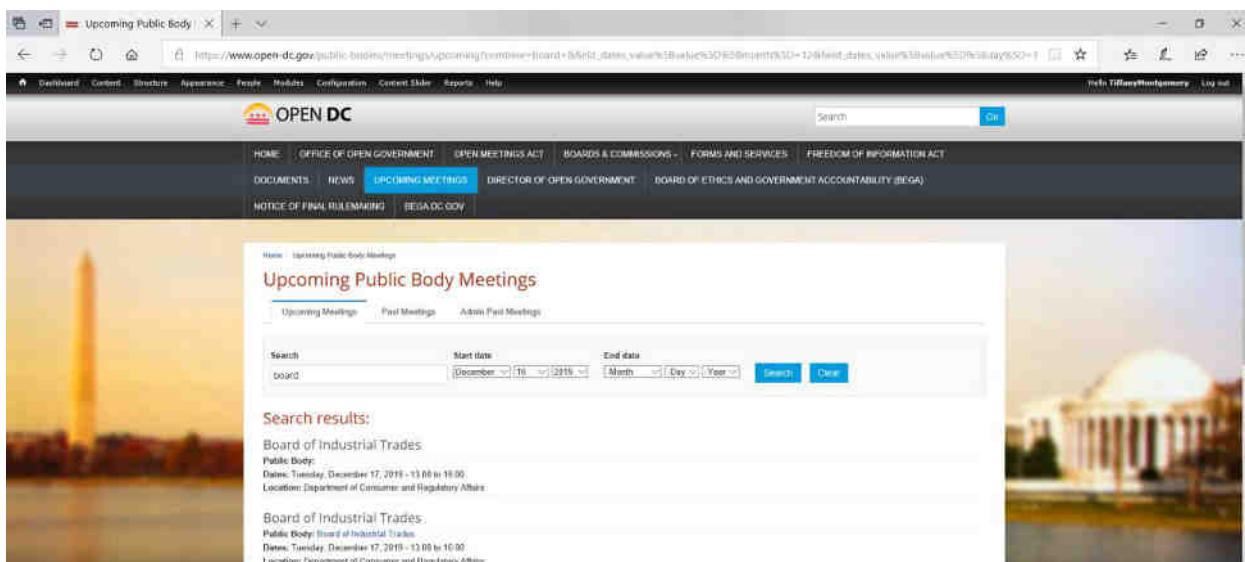
Contact Information For Office of Open Government (OOG)

OOG provides agencies, members of public bodies, and the public, enforcement and advice on the Open Meetings Act (OMA), and advice on the DC Freedom of Information Act (DC FOIA).

For assistance, please contact us:

via phone at (202) 481-3411; or

via email at open.govoffice@dc.gov.

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