

Initial Set-up Information: Creating a Public Meeting Manager Account

Each person who will be adding meetings to the Oregon Public Meetings calendar for an agency, board, commission, ESD (Education Service District), etc., should follow the initial steps provided below to begin the set-up process.

Steps

1) Review the Oregon Public Meetings information provided through the following link.

<http://www.oregon.gov/transparency/Pages/PublicMeetingNotices.aspx>

2) Create a user account on Data.Oregon.gov at <https://data.oregon.gov>.

For assistance with setting-up a Data.Oregon.Gov account, review the Oregon Transparency Public Meetings webpage resource document provided through the link below.

Link: <http://www.oregon.gov/transparency/Pages/PublicMeetingNotices.aspx>

Resource document: How to Create a Data.Oregon.gov User Id

3) After you create your Data.Oregon.gov account, email the *E-Government Helpdesk* and copy oregon.transparency@oregon.gov to continue the set-up process.