North Dakota Public Meeting Notices System

User Manual

Revised February 2017

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1 Introduction

The North Dakota Public Meeting Notices System provides a way for the public to search public meeting notices. Secretary of State administrators and users they authorize for entities and governing bodies are able to add, edit, and cancel meetings related to governing bodies for which the user is authorized. Additional features include the ability to subscribe to email notifications or RSS feeds for meeting additions, updates, and cancellations; add meetings to the users' calendars; and generate a public meeting notices widget to display on users' websites for meeting notifications that meet the required criteria.

This manual outlines how to use the North Dakota Public Meeting Notices System. To access the system, go to:

Internal access (for users inside the ND.GOV firewall - login with Active Directory accounts): https://intranetapps.nd.gov/sos/ndpmn/mainmenu.htm

Public access (for users outside the ND.GOV firewall - login with State of ND Login accounts): https://apps.nd.gov/sos/ndpmn/mainmenu.htm

1.1 Initial Agency Set Up

All state entities and governing bodies will need to contact the Office of the Secretary of State in order to have their initial Authorized User set up in the ND Public Meeting Notices System. Once that initial Authorized User is active, they will be able to set up other Authorized Users for their entity and governing body(s).

1.2 Secretary of State Contacts:

Name	Position/Role	Phone	Email
Beth Herzog	Administration	701-328-2845	bherzog@nd.gov
Jim Silrum	Deputy Secretary of State	701-328-3660	jsilrum@nd.gov

2 User types

There are two different user types in the system: Authorized User and Public User.

2.1 Authorized User

A user may be authorized for an entity or a governing body. An authorized user for an entity is able to edit the entity; add, edit, and cancel meetings for any governing body in that entity; add, edit, and delete any governing body in that entity; and add or delete authorized users from the entity and any governing body in that entity.

An authorized user for a governing body is able to edit the governing body; add, edit, and cancel meetings for the governing body; and add or delete authorized users from the governing body. For more information about adding and deleting authorized users, refer to the Adding an Authorized User and Deleting an Authorized User subsections in both the Entities and Governing Bodies sections.

2.2 Public User

A public user is any user who is not an administrator and is not authorized for any entity or governing body. A public user does not have a Main Menu; the user always returns to the basic Search page.

Search Public Meeting Notices

Welcome to the North Dakota Public Meeting Notices website.
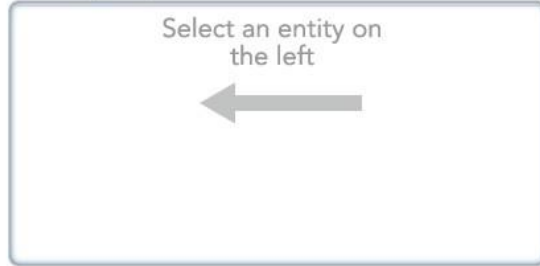Select the Entity and Governing Body. Results will be displayed below.

🔍 **Advanced Search**

Public Entity

- Adjutant General, Office of the
- Administrative Hearings, Office of
- Aeronautics Commission
- Agriculture, Department of
- Arts, Council on the
- Attorney General, Office of the

Governing Body

Select an entity on
the left
←

Understanding Public Meetings

Click on a term to read its definition.

- ▸ Public Meetings
- ▸ Public Entity
- ▸ Governing Body

About

By using this site, you can browse scheduled meetings for all governing bodies of state agencies, boards, and commissions; subscribe to receive email notifications and RSS feeds of meetings; add meetings to your calendar; and map the location of the meetings. The Secretary of State is the repository for notices of public meetings of state agencies.

Read more about North Dakota's Open Meetings Laws and Requirements here ⌗

Does your governing body need access to set up meetings? Contact blank@nd.gov.

📋 **View All Governing Bodies**
🔲 **Create RSS Widget**

A public user is able to:

- Search meetings;
- Use the advanced search to find meetings;
- View meetings, including a printer friendly version;
- Add meetings to the user's calendar;
- View a list of all governing bodies;
- View an individual governing body;
- Subscribe to an RSS feed of a governing body;
- Subscribe to email notifications for an entity, governing body, meeting, or set of search criteria; and
- Create an RSS widget.

More detailed information on each of these abilities is available in the respective sections and subsections.

3 Entities

This section describes how to add or delete authorized users from an entity and how to edit an entity. In order to perform either action, you must be authorized user of that entity.

3.1 Editing an Entity

To edit an entity, click the Maintain Entities link in the Administration box on the Main Menu to first display a list of the active entities in the system. Click the Edit link next to the entity you want to edit. Edit the details and click Update.
*You must be an authorized user of the entity to edit the entity.

Edit Entity
Entity Details

*Entity Name:	Department of Agriculture
Sortable Name:	Agriculture, Department of

Authorized users

No authorized users found.
Add Authorized User

Cancel   Update
*Required

3.2 Adding an Authorized User to an Entity

To add an authorized user to an entity, follow the procedure in 4.2 to edit an entity. A list of authorized users for the entity will be displayed. Click the Add Authorized User link to add an authorized user. Enter the Login ID of the user you want to add and select the account type. Select Active Directory if the user is inside the ND.GOV firewall (this is the user's ND.GOV account). Select State of ND Login if the user is outside the ND.GOV firewall (this is the account the user created using the Register for a State of ND Login process).

Add Authorized User

*Login ID:	
*Account Type ?:	○ Active Directory ○ State of ND Login

Cancel   Add
*Required

If the entered Login ID is valid, the user's full name will be displayed for verification.

Add Authorized User Confirmation

The following user will be added as an Authorized User to **Adjutant Body 2**:

Name:	Benjamin Paulus
Login ID:	bpaulus
Account Type:	Active Directory

Cancel Add

Click Add to add the user as an authorized user for the entity.

3.3 Deleting an Authorized User from an Entity

To delete an authorized user from an entity, follow the procedure in 4.2 to edit an entity. A list of authorized users for the entity will be displayed. Click the Delete link next to the authorized user you want to delete. A confirmation page will appear showing the details of the user about to be deleted. Click Delete to delete the authorized user from the entity.

Delete Authorized User Confirmation

The following user will be deleted as an Authorized User from **Adjutant Body 2**:

Name:	Benjamin Paulus
Login ID:	bpaulus
Account Type:	Active Directory

Cancel Delete

4 Governing Bodies

This section describes how to add, edit, and delete a governing body and how to add or delete authorized users from a governing body. Only administrators and users authorized for the entity of the governing body are able to add or delete a governing body. To edit a governing body, you must either be an administrator or authorized user of the entity of that governing body.

4.1 Adding a Governing Body

To add a new governing body, click the Maintain Governing Bodies link in the Administration box on the Main Menu to first display a list of the active governing bodies in the system. Click the Add Governing Body link at the bottom of the table. Enter the details for the new governing body and click Add.
*You must be an authorized user of an entity to add a governing body.

4.2 Editing a Governing Body

To edit a governing body, click the Maintain Governing Bodies link in the Administration box on the Main Menu to first display a list of the active governing bodies in the system.

Click on the Edit link next to the governing body you want to edit. Edit the details and click Update.

*You must be an authorized user of the governing body to edit the governing body.

Edit Governing Body

Governing Body Details

*Entity:	Secretary of State, Office of the
*Governing Body Name:	SOS Body 1
Sortable Name:	
Parent Governing Body:	
Website URL:	http://www.nd.gov/sos/
Also Known As:	
Acronym:	
Official Newspaper Email:	
Other Info:	

Governing Body Location

*Address Line 1:	1234 Test Street
Address Line 2:	
*City, State, ZIP:	Bismarck North Dakota 58501 (555554444)

Primary Contact Information

*Name:	First	MI	Last
	John		Doe

Email:	jdoe@nd.gov
Telephone:	7014561234 (2223334444)

Authorized users

No authorized users found.

Add Authorized User

Cancel Update

*Required

4.3 Adding an Authorized User to a Governing Body

To add an authorized user to a governing body, follow the procedure in 5.2 to edit a governing body. A list of authorized users for the governing body will be displayed. Click the Add Authorized User link to add an authorized user. Enter the Login ID of the user you want to add and the account type. Select Active Directory if the user is inside the ND.GOV firewall (this is the user's ND.GOV account). Select State of ND Login if the user is outside the ND.GOV firewall (this is the account the user created using the Register for a State of ND Login process).

Add Authorized User

*Login ID:

*Account Type ?: ○ Active Directory ○ State of ND Login

Cancel Add

*Required

If the entered Login ID is valid, the user's full name will be displayed for verification.

Add Authorized User Confirmation

The following user will be added as an Authorized User to **Adjutant Body 2**:

Name:	Benjamin Paulus
Login ID:	bpaulus
Account Type:	Active Directory

Cancel Add

Click Add to add the user as an authorized user for the governing body.

4.5 Deleting an Authorized User from a Governing Body

To delete an authorized user from a governing body, follow the procedure in 5.2 to edit a governing body. A list of authorized users for the governing body will be displayed. Click the Delete link next to the authorized user you want to delete. A confirmation page will appear showing the details of the user about to be deleted. Click Delete to delete the authorized user from this governing body.

4.6 Viewing a Governing Body

To view a governing body, click on the governing body link in the list of governing bodies or on the governing body link while viewing a list of meetings. The details of the governing body will be displayed, including a list of upcoming meetings and past meetings. If you are an administrator or authorized user for the governing body, an action column with available actions related to the meetings; a list of authorized users; and Edit and Add Meeting buttons will be displayed. Clicking the Edit button brings the user to the edit page for the Governing Body. Clicking Add Meeting brings the user to the Add Meeting page with information for the governing body prefilled. Clicking the Map this! link will open Google Maps and display the governing body's location. You are able to subscribe to an RSS feed or receive email notifications for the governing body by clicking the respective link under the Options header.

View Governing Body

Entity:	Office of the Adjutant General
Governing Body:	Adjutant Body 1
Sortable Name:	Adjutant Body 1
Parent Governing Body:	
Website URL:	
Also Known As:	
Acronym:	
Official Newspaper Email:	
Other Info:	

Governing Body Location

1234 Test Street
Bismarck, ND 58501
📍 Map this!

Contact Information

Ben Paulus

Options

RSS
Subscribe to Email Notifications

Upcoming Meetings

Showing next 5 upcoming meetings. Click here to go to the Advanced Search page for a full list

Meeting	Location	Date	Status	Action
Test Meeting	Room 1 1234 Test Street Bismarck, MO 58501	12/31/2012 11:53 AM	Scheduled	View	Edit	Cancel	Copy

Past Meetings

No past meetings found.

Authorized users

Name	Login ID	Account Type
Dion W Wirrenga	dwirrenga	Active Directory
Benjamin Paulus	bpaulus	Active Directory

Return   Edit   Add Meeting

4.7 Viewing All Governing Bodies

To View a list of all Governing Bodies, click the View All Governing Bodies link on the search page. An action column will be displayed if you are logged in as an administrator or authorized user. Clicking a letter will update the list to display only governing bodies that start with the selected letter.

List Governing Bodies

View All   A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   Q   R   S   T   U   V   W   X   Y   Z

Governing Body	Entity	Action
Adjutant Body 1	Adjutant General, Office of the	View | Edit | Delete
Adjutant Body 2	Adjutant General, Office of the	View | Edit | Delete
Admin Body 1	Administrative Hearings, Office of	View | Edit | Delete
Admin Body 2	Administrative Hearings, Office of	View | Edit | Delete
Add Governing Body		

Return

5 Meetings

This section describes how to add, edit, cancel, and copy a meeting and how to search the system to find meetings. Only authorized users will be able to add, edit, cancel, and copy meetings.

5.1 Adding a Meeting

To add a new meeting, click the Add Meeting link in the Online Services box on the Main Menu. Enter the details for the new meeting. To add an attachment, click browse to locate the file you want to attach. Click Add Attachment to add the attachment to the meeting. If you do not want the attachment, click the Delete link next the attachment you want to delete. Click Add to add the meeting to the system.

When a meeting is added, an email notification similar to the one below is sent to any subscribers and the official newspaper email for the governing body of the meeting:

A new meeting has been added for SOS Body 1:

Entity: *Office of the Secretary of State*
Governing Body: *SOS Body 1*
Meeting Title: *Test Meeting 2*
Meeting Date and Time: *12/31/2012 11:09 AM*
Meeting Location: *Room 302E*
1234 Test Street
Bismarck, ND 58501

To view the meeting, click on the following link:
http://apps.nd.gov/sos/ndpmn/meetings/viewMeeting.htm?meeting.meetingIdEncrypted=dcdf67341a59c3935e3484e5799d58c0

An email similar to the one below is sent to the meeting creator:

You have 2 subscribers to your meeting:

Entity: *Office of the Secretary of State*
Governing Body: *SOS Body 1*
Meeting Title: *Test Meeting 2*
Meeting Date and Time: *12/31/2012 11:09 AM*
Meeting Location: *Room 302E*
1234 Test Street
Bismarck, ND 58501

List of Subscribers:
test@nd.gov
jjohnson@test.com

5.2 Editing a Meeting

To edit a meeting, click the Edit link in the meeting list for the meeting you want to edit or the Edit button while viewing the meeting you want to edit. Edit the details of the meeting and Click Update. A history of the changes made to the meeting are saved and is viewable to administrators and authorized users on the View Meeting page. Users can only edit meetings that have not occurred and have not been cancelled.

Edit Meeting

Meeting Details

*Entity: Secretary of State, Office of the ▾

*Governing Body: SOS Body 1 ▾

*Meeting Title: Test Meeting 2

*Meeting Date: 1/31/2013 📅 (mm/dd/yyyy)

*Meeting Time: 2:30PM ⬍

*Meeting Type: ◉ Regular ○ Special

Agenda:

| B | I | ⚭ | ☰ | ☰ | 🖼 | 🔍 | Change block type ▾ |

1. Opening
2. Roll call and reading of minutes of last meeting (Secretary)
3. Correspondence
4. Reports
   a. Officers
   b. Standing committees
   c. Special or ad hoc committees
5. Business
   a. Unfinished business
   b. New business
6. Announcements

Meeting Location

*Meeting Room: Room 302E

*Address Line 1: 1234 Test Street

Address Line 2:

*City, State, ZIP: Bismarck   North Dakota ▾   58501   (555554444)

Contact Information

*Name: First: John   MI: Last: Doe

Email: jdoe@nd.gov

Telephone: 7014561234   (2223334444)

Optional Attachments

Attach any additional files for this meeting. This is optional.

File Description:

File Location: Browse...

[Add Attachment]

Attachment List

File Name	Description	Action
test.txt 🗋	test	Delete

[Cancel] [Update]

*Required

When a meeting is edited, an email notification similar to the one below is sent to any subscribers and the official newspaper email for the governing body of the meeting:

A meeting has been updated for SOS Body 1:

Entity: *Office of the Secretary of State*
Governing Body: *SOS Body 1*
Meeting Title: *Test Meeting 2*
Meeting Date and Time: *1/31/2013 2:30 PM*
Meeting Location: *Room 302E*
1234 Test Street
Bismarck, ND 58501

Meeting Changes:

Field	Previous Value	New Value

Meeting Time	*3:48PM*	*02:30PM*
Meeting Date	*12/31/2012*	*1/31/2013*

To view the meeting, click on the following link:
http://apps.nd.gov/sos/ndpmn/meetings/viewMeeting.htm?meeting.meetingIdEncrypted=48e25fdbe4d4ac08e61444b83342446b

An email similar to the one below is sent to the meeting creator:

You have 2 subscribers to your meeting:

Entity: *Office of the Secretary of State*
Governing Body: *SOS Body 1*
Meeting Title: *Test Meeting 2*
Meeting Date and Time: *12/31/2012 11:09 AM*
Meeting Location: *Room 302E*
1234 Test Street
Bismarck, ND 58501

List of Subscribers:
test@nd.gov
jjohnson@test.com

5.3 Cancelling a Meeting

To cancel a meeting, click the Cancel link in the meeting list for the meeting you want to edit or the Cancel button while viewing the meeting you want to cancel. A confirmation page will appear, click Confirm to cancel this meeting. Users may only cancel meetings that have not occurred.

Cancel Meeting Confirmation

The following meeting is about to be cancelled:

Entity:	Office of the Secretary of State
Governing Body:	SOS Body 1
Meeting Title:	Test Meeting 2
Meeting Date and Time:	1/31/2013 2:30 PM

Cancel   Confirm

When a meeting is cancelled, an email notification similar to the one below is sent to any subscribers and the official newspaper email for the governing body of the meeting:

A meeting has been cancelled for SOS Body 1:

Entity: *Office of the Secretary of State*
Governing Body: *SOS Body 1*
Meeting Title: *Test Meeting 2*

__Meeting Date and Time:__ 1/31/2013 2:30 PM
__Meeting Location:__ Room 302E
1234 Test Street
Bismarck, ND 58501

To view the meeting, click on the following link:
http://apps.nd.gov/sos/ndpmn/meetings/viewMeeting.htm?meeting.meetingIdEncrypted=48e25fdbe4d4ac08e61444b83342446b

An email similar to the one below is sent to the meeting creator:

You have 2 subscribers to your meeting:

__Entity:__ Office of the Secretary of State
__Governing Body:__ SOS Body 1
__Meeting Title:__ Test Meeting 2
__Meeting Date and Time:__ 12/31/2012 11:09 AM
__Meeting Location:__ Room 302E
1234 Test Street
Bismarck, ND 58501

__List of Subscribers:__
test@nd.gov
jjohnson@test.com

5.4 Copying a Meeting

To copy a meeting, click the Copy link in the meeting list for the meeting you want to copy. The Add Meeting page will be displayed with all of the details of the copied meeting prefilled excluding the date, time, agenda, and attachments.

5.5 My Meetings

To view a list of meetings that you have created, click the My Meetings link in the Online Services box on the Main Menu. This provides a way to view, add, edit, cancel, and copy your meetings quickly without having to search for them.

My Meetings
3 meetings found, displaying all meetings.

Meeting	Governing Body	Location	Date	Status	Action
Test Meeting 2	SOS Body 1	Room 302E 1234 Test Street Bismarck, ND 58501	1/31/2013 2:30 PM	Cancelled	View | Copy
Test Meeting 1	SOS Body 1	Room 301D 1234 Test Street Bismarck, ND 58501	12/31/2012 3:47 PM	Scheduled	View | Edit | Cancel | Copy
Test Meeting 3	SOS Body 1	Room 302E 1234 Test Street Bismarck, ND 58501	12/31/2012 11:09 AM	Held	View | Edit | Cancel | Copy

3 meetings found, displaying all meetings.

Return

5.6 Searching Meetings

This section describes how to search for meetings in the system.

5.6.1 Basic Search

Click on an entity in the Public Entity selection box. When an Entity is chosen, the search results display meetings in the system for that entity. The Governing Body selection box is updated with governing bodies for the selected entity. Clicking on a Governing Body will update the search results to display only meetings for the selected governing body. Scheduled, Held, and Cancelled meetings can be hidden and viewed by checking or unchecking the Display checkboxes. To subscribe to the search results, click Subscribe to Email Notifications. To go to the advanced search page, click Advanced Search.

Search Public Meeting Notices

Welcome to the North Dakota Public Meeting Notices website.   🔍 **Advanced Search**
Select the Entity and Governing Body. Results will be displayed below.

Public Entity   **Governing Body**

Public Entity
Adjutant General, Office of the
Administrative Hearings, Office of
Aeronautics Commission
Agriculture, Department of
Arts, Council on the
Attorney General, Office of the

Governing Body
Admin Body 1
Admin Body 2

Search Results   ✉ **Subscribe to Email Notifications**

Note: Results are limited to the last 6 months. To do a full archive search use the advanced search option.
Display: ☑ Scheduled   ☑ Held   ☑ Cancelled
One meeting found.

Meeting	Governing Body	Location	Date	Status	Action
Test Meeting	Admin Body 1	Room 1 1234 Test Street Bismarck, MO 58501	12/31/2012 1:26 PM	Scheduled	View | Edit | Cancel | Copy

One meeting found.

5.6.2 Advanced Search

Enter the advanced search criteria and click Search to find meetings matching the entered search criteria. Entering keywords searches all meetings and returns any meetings where the entity name, governing body name, governing body acronym, governing body also known as, or meeting title match the entered keywords, or are in the meeting's agenda. Click Clear to clear all entered search criteria and the search results. Scheduled, Held, and Cancelled meetings can be hidden and viewed by checking and unchecking the Display checkboxes. To subscribe to this search result, click Subscribe to Email Notifications.

Advanced Search

Search Criteria

Entity:	Administrative Hearings, Office of ▾
Governing Body:	▾
Keywords?:	
Meeting Date:	**Begin** [　] (mm/dd/yyyy) **End** [　] (mm/dd/yyyy)
Meeting City, State, ZIP:	[　] [　▾] [　] (555554444)

[Clear] [Search]

Search Results　　　　　　✉ **Subscribe to Email Notifications** ⊡

Display: ☑ Scheduled ☑ Held ☑ Cancelled

One meeting found.

Meeting ⇕	Governing Body ⇕	Location ⇕	Date ⇕	Status ⇕	Action
Test Meeting	Admin Body 1	Room 1 1234 Test Street Bismarck, MO 58501	12/31/2012 1:26 PM	Scheduled	View | Edit | Cancel | Copy

One meeting found.

[Return]

5.7 Viewing a Meeting

To view a meeting, click the meeting link or click the View link next to the meeting you want to view in the list of meetings. If you are an administrator or an authorized user for the governing body of the meeting, you will see the Cancel Meeting, Edit Meeting, Copy Meeting and View History links. The Cancel Meeting and Edit Meeting buttons only display if the meeting has not occurred and has not been cancelled. Clicking the View History link will open a new window that displays the changes that have been made to the meeting since it was added. Clicking the Map this! link opens Google Maps and displays the meeting's location. You can subscribe to an RSS feed or email notifications for the governing body of the meeting by clicking the respective link under the Options header. To view a printer friendly version of the meeting, click Display as Printer Friendly. To add the meeting to your calendar, click Add This Meeting to Calendar. A window to open the calendar file will appear and opening the file will add the meeting to your calendar. To view an attachment, click on the filename of the attachment in the list of attachments.

View Meeting

Meeting Details

Entity:	Office of the Secretary of State
Governing Body:	SOS Body 1
Meeting Title:	Test Meeting 2
Meeting Date and Time:	1/31/2013 2:30 PM
Meeting Type:	Regular

Agenda:	1. Opening
	2. Roll call and reading of minutes of last meeting (Secretary)
	3. Correspondence
	4. Reports
	   a. Officers
	   b. Standing committees
	   c. Special or ad hoc committees
	5. Business
	   a. Unfinished business
	   b. New business
	6. Announcements

Meeting Location

Room 302E
1234 Test Street
Bismarck, ND 58501

Map this!

Contact Information

John Doe
jdoe@nd.gov
701-456-1234

Options

Add This Meeting to Calendar

Display as Printer Friendly

RSS

Subscribe to Email Notifications

Attachments

File Name	Description
test.txt	test

This meeting was posted on: 12/27/2012 3:48 PM
This meeting was lasted edited on: 12/31/2012 11:04 AM View History

| Return | Cancel Meeting | Edit Meeting | Copy Meeting |

6 Subscriptions

The North Dakota Public Meeting Notices System provides a way to subscribe to an entity, governing body, meeting, or a set of search criteria. This section describes how to add, validate, and cancel a subscription.

6.1 Adding a Subscription

There are four ways to subscribe to email notifications: (1) subscribe to a governing body while viewing a governing body; (2) subscribe to a meeting while viewing a meeting; (3) subscribe to search criteria while on the search page; or (4) subscribe to search criteria while on the advanced search page. To subscribe to any of these, click on the link Subscribe to Email Notifications while on the respective page to open a pop up window with the subscription details entered.

Subscribe To Email Notifications

You will receive email notifications based on the settings you choose below:

Subscription Settings

*Special Meetings Only:	○ Yes ○ No
*Receive Notification When a Meeting is:	☐ Added ☐ Edited? ☐ Cancelled

Subscription Details

Entity:	Office of the Adjutant General
Governing Body:	Adjutant Body 2

*Email: [_____]

[Subscribe]

[Close Window]

*Required

Enter your email and the subscription settings. Choose whether you want to receive a notification when a meeting is added, edited, or cancelled by clicking the checkboxes for Receive Notification When a Meeting is. If Special Meetings Only is yes, then notifications are only sent when special meetings are added, edited, or cancelled. Otherwise, notifications are sent for all meetings. Click Subscribe to subscribe to email notifications for the entered settings and details. A validation email will be sent to the entered email address.

6.2 Validating a Subscription

Once a subscription request is made, an email similar to the following will be sent to the email address provided in the request:

Your subscription request has been received. To complete the subscription process you must click the following link. By clicking this address you are confirming that you would like to receive notifications for this subscription.

To confirm and execute your subscription request, simply click on the following link:
http://apps.nd.gov/sos/ndpmn/subscriptions/validateSubscription.htm?subscriptionId=55978096ea2c7560aba81da2f6faca4a

Click on the link in the email to validate your subscription and you will begin to receive emails based on this subscription.

Validate Subscription

Your subscription has been validated

You have successfully subscribed **jdoe@nd.gov** for email notifications for:

Entity:	Office of the Adjutant General
Governing Body:	Adjutant Body 2
Special Meetings Only:	No

There will be a cancellation link on each email generated from this subscription. If you wish to cancel your subscription, follow the instructions on the email notification you receive.

Main Menu

6.3 Cancelling a Subscription

Each email sent by the system will contain a link to cancel the subscription:

You received this notification based on your subscription:
***Entity:** Office of the Adjutant General*
***Governing Body:** Adjutant Body 2*
***Special Meetings Only:** No*
If you would like to stop receiving notifications from this subscription, cancel it by clicking on this link:
http://apps.nd.gov/sos/ndpmn/subscriptions/cancelSubscription.htm?subscriptionId=40e16b1e3c0b22fd01d2535ab7010131

Click on the link in the email to cancel your subscription and you will no longer receive emails based on this subscription.

Cancel Subscription

Your subscription has been cancelled

You have successfully unsubscribed **jdoe@nd.gov** from email notifications for:

Entity:	Office of the Adjutant General
Governing Body:	Adjutant Body 2
Special Meetings Only:	No

Main Menu

7 Creating an RSS Widget

A North Dakota Public Meeting Notices RSS Widget can be created to show meetings for certain entered criteria on an external site. To create a widget, click on Create RSS Widget from the Search Meetings page.

Enter the criteria to be included in the widget. Enter keywords, select the number of results the widget will show, and whether it is for past meetings or upcoming meetings. Include any specific entities or governing bodies you want included in the widget. The entity dropdown will contain all active entities. Find the entity you would like to add, select it, and click Add Entity. The governing body dropdown will contain all active governing bodies. If you have an entity selected, the governing body dropdown updates to include only governing bodies of the selected entity. Find the governing body you would like to add, select it, and click Add Governing Body. To delete an entity or governing body, click the delete link next to the entity or governing body you want to delete. Your widget will only show meetings for the criteria entered.

Click Create to create the widget. The widget code and a preview of the widget are displayed. Height, width, and border can be changed. The widget code and preview of the widget will automatically be updated as those fields change.

Copy the widget code to include on your site.