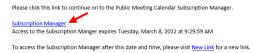
<u>DELAWARE PUBLIC MEETING CALENDAR (PMC)</u> <u>SUBSCRIPTION INSTRUCTIONS</u>

- 1. Go to https://publicmeetings.delaware.gov/#/
- 2. Click on **SUBSCRIPTIONS**



- 3. Enter in the email that you would like to receive PMC meeting information/updates
- 4. Click Email Link
- 5. You will receive an email from PMC@delaware.gov click Subscription Manager in the email



6. Under **Filter** start typing Delaware Early and Delaware Early Childhood Council should come up or Scroll Down the page until you find Delaware Early Childhood Council



7. Move the **Toggle** to the right of Delaware Early Childhood Council to Subscribe



8. Then you can exit out of the screen/webpage

You will now receive updates and meeting information via email that is posted to the PMC such as agendas, meeting minutes, meeting documents, location information, changes in location information, meeting cancelations/date changes etc. related to DECC.