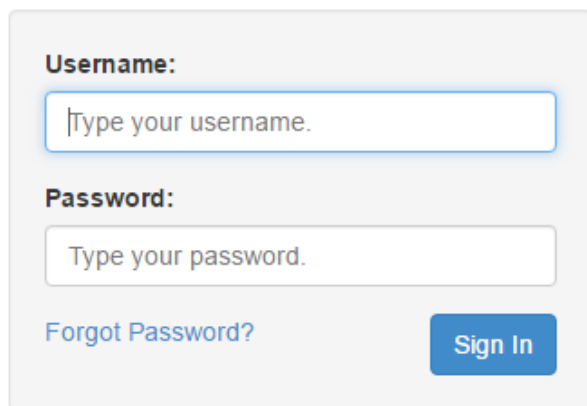
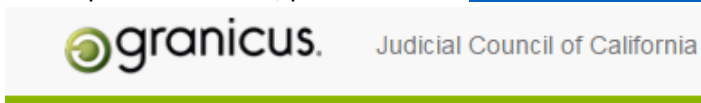
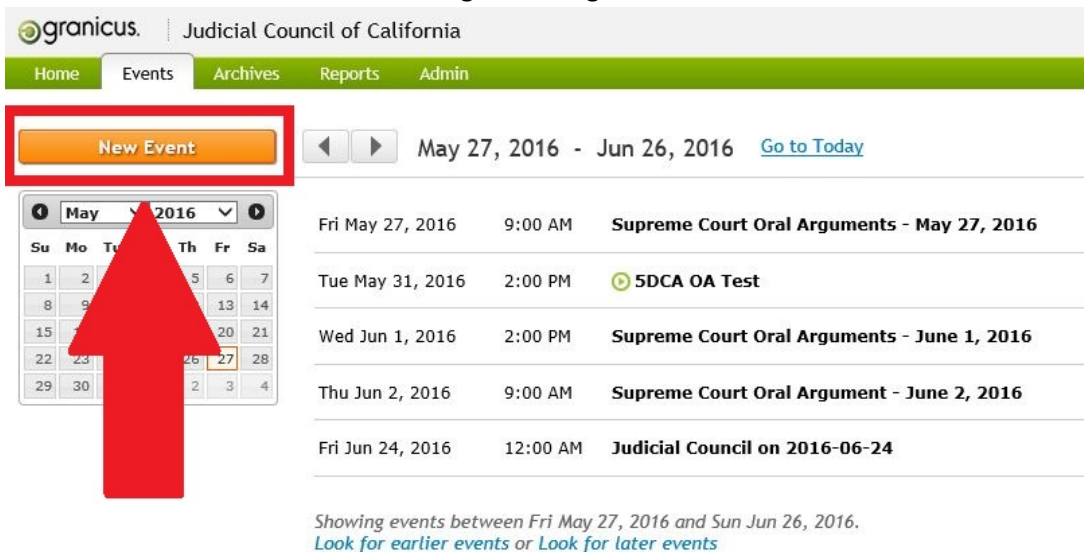


Granicus (Streaming System) – MediaManager Event Setup Procedure

1. Login to MediaManager: <https://jcc.granicus.com/>
Username: YOURUSERNAME
Password: YOURPASSWORD
For help with accounts, please contact webcontent@jud.ca.gov

The image shows a login form with a light grey background. At the top left, the text 'Username:' is followed by a white input field with a blue border containing the placeholder text 'Type your username.'. Below this, the text 'Password:' is followed by another white input field with a blue border containing the placeholder text 'Type your password.'. At the bottom left, there is a blue link that says 'Forgot Password?'. At the bottom right, there is a blue rectangular button with white text that says 'Sign In'.

2. Click on the “Events” tab
3. Click on the “New Event” button to begin creating a new event

The image is a screenshot of the Granicus MediaManager interface. At the top, there is a header with the Granicus logo and 'Judicial Council of California'. Below the header is a green navigation bar with tabs for 'Home', 'Events', 'Archives', 'Reports', and 'Admin'. The 'Events' tab is selected. Below the navigation bar, there is a red-bordered box containing an orange button labeled 'New Event'. To the right of the 'New Event' button is a date range 'May 27, 2016 - Jun 26, 2016' and a 'Go to Today' link. Below the 'New Event' button is a calendar for May 2016, with a large red arrow pointing to the date '27'. To the right of the calendar is a list of events. The events are: 'Fri May 27, 2016 9:00 AM Supreme Court Oral Arguments - May 27, 2016', 'Tue May 31, 2016 2:00 PM 5DCA OA Test', 'Wed Jun 1, 2016 2:00 PM Supreme Court Oral Arguments - June 1, 2016', 'Thu Jun 2, 2016 9:00 AM Supreme Court Oral Argument - June 2, 2016', and 'Fri Jun 24, 2016 12:00 AM Judicial Council on 2016-06-24'. At the bottom of the screenshot, there is a footer that says 'Showing events between Fri May 27, 2016 and Sun Jun 26, 2016. Look for earlier events or Look for later events'.

4. Setup a new event as follows:
 - a. Enter the name of the specific event (IMPORTANT: check spelling – this name will automatically display on our website). For consistency, it's suggested to use the naming convention of: “**#DCA Oral Argument – YYYY/MM/DD**”
 - b. Select the **date of the oral argument and time** (IMPORTANT: select 15-minutes before the actual start time of oral argument for that day)
 - c. Select a duration (**hours**) in length that the streaming session will run. (IMPORTANT: Be sure to capture enough hours to accommodate oral arguments for the entire day.) Example: If oral argument is scheduled for the morning and afternoon (e.g. 9AM to 5PM), then you would want to schedule hours to cover 8:45AM to 5PM. Rounded to the nearest half-hour, this would be entered in Granicus as 08:30:00
 - d. Media Options – Broadcast, Record, Show in Upcoming Events are default. If you would like to have the system automatically begin recording/streaming, select **ALL** checkboxes in this group.
 - e. Encoder: Select the correct encoder for your stream.
 - i. **JCC Boardroom (Encoder 1)** – For Judicial Council meetings and meetings that take place in the Judicial Council Boardroom
 - ii. **Audio Remote Meeting (Encoder 2)** – For any remote meeting where only audio is needed. This encoder gets its signal via phone bridge and exists in the JCC boardroom AV room
 - iii. **Not Used (Encoder 3)**
 - iv. **2nd District Los Angeles (Encoder 4)** –
 - v. **3rd District Courtroom Sacramento (Encoder 5)**
 - vi. **Sacramento Veranda (Encoder 6)** – For Judicial Council meetings and possibly other bodies using the Veranda rooms in Sacramento
 - vii. **5th District Courtroom Fresno (Encoder 7)**
 - viii. **Supreme Courtroom (Encoder 8)** – For Supreme Court Oral Arguments (possibly 1st District in the future)
 - ix. **4th District Courtroom San Diego (Encoder 9)**
 - x. **4th District Courtroom Santa Ana (Encoder 10)**

- f. Player Template: Select Appropriate Player template – Contact webcontent@jud.ca.gov if you need a player template setup.
- g. Agenda Template: Select **“No Template”**
- h. Archive Folder: Select Appropriate archive folder – Contact webcontent@jud.ca.gov if you need an archive folder setup
- i. Archive Status: Select from Pending, Public, Not Public. Pending or Not Public if you don’t want to use the archive recording for public use. Public if you want to make the archive available to the public immediately after recording.
- j. Views: Click on the appropriate View (there may be multiple used) and then click on the [right arrow] to assign it. Contact webcontent@jud.ca.gov if you need a View setup.
- k. Click “Save”

The below example uses an event for 5DCA as reference.

Edit Event

Name:

Date & Time: at

Duration:

Recurrence: Does not repeat (occurs only once) [Edit](#)

[Add Description](#) [Add Keywords](#) [Add Location](#) [Add Foreign ID](#)

Media Options: Automatically start recording
 Broadcast event
 Record event
 Show on Upcoming Events

Encoder:

Player Template:

Agenda Template:

Archive Folder (after upload):

Archive Status : Pending
 Public
 Not Public

Views Available:

Futures Commission
Judicial Council Meetings Archive
Language Access Plan Implementation T
Non-Legistar Meetings
Supreme Court Archive View
Supreme Court Upcoming Events View
TEST Archive View
Test View
Test View333
Upcoming Only Test

» »
« «

Views Assigned:

5DCA Upcoming Oral Arguments View

[Save Changes](#)

5. Once Saved, click on the “Agenda” tab:



6. Select the bubble “Link to a web page (enter URL below)” – note, each court may have a different way to publish their calendar to an event.
- Open a separate web browser window and navigate to the court’s public website and official calendar page: <http://www.courts.ca.gov/12016.htm>

Calendars - 5th Appellate District

Posted here in full text are the oral argument calendars filed by the California Supreme Court and California Courts of Appeal in the last 120 days.

Calendars may change without notice. Please contact the Clerk's Office if you have any questions at telephone number (559) 445-5491.

Use the list below to select the calendars you want to view.

5th Appellate District			See Calendar(s)
Date Posted	File Name	Description	
Jun 06 2016	FJUN16CAL.PDF	5th Appellate District calendar for June 2016	

- Right-click the PDF link/URL shown under the “File Name” column and then click on “Copy Shortcut”
- Return to the Granicus event web browser window and paste that link/URL into the box called “Link to a web page (enter URL below)”
- Click the “Save Changes” button toward the top

Publish Agenda for Jun 29, 2016

Save Changes

Agenda Title:

Publishing Options:

Do not publish an agenda

Publish agenda data using the assigned template

Publish a PDF or other file (click Browse to select the file to use):

Link to a web page (enter URL below):

Agenda Posted:

7. Logoff or close web browser

8. TEST -- Navigate to the court's calendar page: <http://www.courts.ca.gov/11668.htm>

- a. Under the "Upcoming Oral Arguments Webcasts" section of that page, you should now see the event you created (which is now publicly visible).
- b. For each event, there should be a link/URL called "Calendar". If you click on calendar, it should pull up the most recent calendar which you linked to in step #5 above.

9. NICE JOB – ALL FINISHED!!