The Event Day Management user typically has the following responsibilities:

1. Respond or acknowledge an Event Day.
2. Analyze Event Day results.

When PG&E issued a curtailment event

1. You will receive a notification of an event from InterAct via phone, email, e-page, and/or fax.
2. To respond to the event you will login to the PG&E InterAct system at:
   
   https://inter-act.pge.com/pge

3. Please read the Condition of Use page and click on the I Agree button.
4. After logging in, go to the Curtailment tab, click on User Notice to accept the event.
5. Your meter(s) and PG&E Service ID(s) will appear on the Select Meters dropdown list.
6. Select the meter to see if there is any pending event for your meter.
7. The event for that meter appears on the Select Notice dropdown list.
8. Select the event for which you will respond.
   
   NOTE: if an event’s “respond by” deadline has passed, the event will no longer display. In addition, the notice will not display after the response has been submitted.
9. For a Demand Bidding Program event, enter the kW bid for each hour in which you plan to participate.
   
   NOTE: Remember that each hour the reduction bid must be at least 50 kW, and you must bid for at least two consecutive hours. The 200 kW minimum applies to aggregate meters.
10. Select the Display Chart radio button to show the baseline, calculated for your meter, in green. The target load for event will be in blue. The previous day’s load data will be displayed in red.
   
   NOTE: You can also select to view the same date last year, or any date you put in the date field. Today’s data cannot be shown, since data is loaded at the end of each day.
11. Complete your curtailment response by clicking Submit Bid.
12. Once you completed the steps above, you will receive an event response confirmation notice from InterAct.

NOTE: If you participate in one of the other programs, you can acknowledge the receipt of the notification by clicking on the Acknowledge button on the User Notice screen.
The day following an Event Day

The result of Event Days can be viewed the day after an Event Day by running the Event or Compensation report on the Curtailment tab.

To create an Event Report

1. Go to the Curtailment tab, click on Event Report.
2. On the Setting tab, select the Time Period during which the event took place.
3. By default, the Exclude Test Events box will be checked, which exclude test events from your report.
4. The Select Events dropdown list includes all events for the time period specified.
5. Select an event from the dropdown list.
6. Click on the Select Meters button to see and include, or exclude, the meters included for the event.
7. Click on the Create button to run the report.
   NOTE: The event report will include the event information summary, summary chart, and summary table.
8. Optional: Click on the Advanced tab to include additional detail, such as event summary by meter, event detail or baseline days. You can also choose to display the results in energy unit, instead of demand unit.

To create a Compensation report

NOTE: The Compensation report is only applicable to the Demand Bidding Program.

1. Go to the Curtailment tab, click on Compensation.
2. On the Setting tab, select the Time Period during which the event took place.
3. By default, the Exclude Test Events box will be checked, which exclude test events from your report.
4. The Select Event button includes all events for the time period specified.
5. Optional: Click on Select Events to include, or exclude, individual events from the report.
6. Optional: Click on the Select Meters button to see and include, or exclude, the meters included for the event.
7. Optional: Click on the Advanced tab to select whether to group data by Event or Meter. Select whether to display the entire event, or individual blocks.
8. Click on the Create button to run the report.

NOTE: The final compensation amount is not final until the status is released.
Contact:

Keep your contact information current to ensure that you receive event notifications, and alerts, in a timely manner.

1. From the Home tab, and click on My Settings.
2. Click the Contact tab, and enter you contact information.
   Contact methods include:
   a. Email Address
   b. Work Phone
   c. Fax
   d. Pager (Must be in email format, e.g., 8001234567@carriername.com)
3. Click Save.