

**Tuesday, April 9<sup>th</sup>**

Time	Topic	Attendees
9:00 am – 12:00 pm	Sys Admin Training <ul style="list-style-type: none"> <li>• Owner, Author, Publisher Overview</li> <li>• Creating Groups</li> <li>• Adding Users</li> <li>• Giving Permissions to Pages &amp; Modules</li> <li>• Logs</li> <li>• Redirects</li> <li>• Site Properties</li> <li>• Subscriber Management</li> </ul>	System Administrators
12:00 pm – 1:00 pm	LUNCH	
1:00 pm – 4:00 pm	Basic Training: Updating Pages <ul style="list-style-type: none"> <li>• Intro to CMS</li> <li>• Dashboard Tour</li> <li>• Live Edit Functionality</li> <li>• Creating &amp; Modifying A Page</li> <li>• Intro to Content Widgets</li> <li>• Editing text</li> <li>• Adding/changing photos</li> <li>• Adding/changing documents (Document Center)</li> <li>• Custom HTML</li> </ul>	Anyone charged with the responsibility of editing the site.



**Wednesday, April 10<sup>th</sup>**

<b>Time</b>	<b>Topic</b>	<b>Attendance</b>
9:00 am- 12:00 pm	Basic Training: Basic Modules <ul style="list-style-type: none"> <li>• Intro to Module Widgets</li> <li>• Alert Center</li> <li>• FAQs</li> <li>• Quick Links</li> <li>• Calendar</li> <li>• News Flash</li> <li>• Staff Directory</li> </ul>	Anyone charged with the responsibility of editing the site.
12:00 pm – 1:00 pm	<b>LUNCH</b>	
1:00 pm – 2:00 pm	Agenda Center <ul style="list-style-type: none"> <li>• Creating Agendas</li> <li>• Adding Minutes</li> <li>• Upload Agendas and minutes</li> </ul>	Elective
2:00 pm – 3:00 pm	Form Center <ul style="list-style-type: none"> <li>• Creating forms</li> <li>• Linking to forms</li> <li>• Exporting responses from forms</li> </ul>	Elective
3:00 pm – 3:30 pm	Jobs/OJA <ul style="list-style-type: none"> <li>• Posting jobs by Category</li> <li>• Viewing OJAs</li> </ul>	Elective
3:30 pm – 4:00 pm	Archive Center <ul style="list-style-type: none"> <li>• Creating Categories</li> <li>• Attaching Docs</li> </ul>	Elective



**Thursday, April 11<sup>th</sup>**

Time	Topic	Attendance
9:00 am – 9:30 am	Bid Posting <ul style="list-style-type: none"> <li>• Posting Bids</li> <li>• Updating Status of Bids</li> </ul>	Elective
9:30 am – 10:30 am	Facilities <ul style="list-style-type: none"> <li>• Entering locations</li> <li>• Reserving locations</li> </ul>	Elective
10:30 am – 11:00 am	Notify Me <ul style="list-style-type: none"> <li>• Creating Categories</li> <li>• Sending Messages</li> </ul>	Elective
11:00 am – 12:00 pm	Work Session	Open session where users can come in and work on their webpage with the aid of the CP Trainer.
12:00 pm – 1:00 pm	<b>LUNCH</b>	
1:00 pm – 3:30 pm	Work Session	Open session where users can come in and work on their webpage with the aid of the CP Trainer.
3:30 – 4:00 pm	Wrap Up w/ Sys Admins	System Administrators

Work Sessions:

- Review photos in Image Repository; Add/edit photos
- Review documents in Document Center
- Update Staff Directory
- Add items to Calendar
- Add items to News Flash
- Review existing FAQs; Add/edit FAQs
- Review existing Quick Links; Add/edit Quick Links
- Upload agendas to Agenda Center
- Add/edit forms in Form Center

