



**CIVICPLUS**  
HELPING COMMUNITIES ENGAGE & INTERACT

## Training Schedule

### Client:

(Times are flexible to allow for breaks)

### Day One

Time	Topic	Attendance
8:00 am - 9:00 am	Website Introduction System Admins	
9:00 am - 9:30 am	Site Tools: User/Group Administration	
9:30 am - 10:00 am	Permissions: Modules/Categories/Pages	
10:00 am - 11:00 am	Introduction of Website	
11:00 am - 12:00 pm	Intro to Pages/Live Edit	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 2:30 pm	Creating Practice Pages	
2:30 pm - 3:00 pm	Content Widgets	
3:00 pm - 4:00 pm	Module Widgets	
4:00 pm - 5:00 pm	Practice with Live Edit	

### Day Two

Time	Topic	Attendance
9:00 am - 9:30 am	Document Center	
9:30 am - 10:00 am	Archive Center	
10:00 am - 10:30 am	Notify Me	
10:30 am - 11:00 am	Calendar	
11:00 am - 12:00 pm	News Flash/ Questions Over all	
Lunch 12:00 - 1:00	Lunch	
1:00 pm - 1:30 pm	Alert Center	
2:00 pm - 3:00 pm	FAQ's, Quick Links, Photo Gallery	
3:00 pm - 4:30 pm	Forms Center	

### Day Three

Time	Topic	Attendance
9:00 am - 9:30 am	Agenda Center	
10:30 am - 11:30 am	Request Tracker	
10:30 am - 11:30 am	FAQs /Quick Links / Opinion Polls	
11:30 am - 12:00 pm	Jobs and Bids	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 5:00 pm	Work Groups	

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