

Tuesday, September 17th

| Time | Topic | Attendees |
|--------------------|--|---|
| 8:00 am – 12:00 pm | Sys Admin Training <ul style="list-style-type: none">• Owner, Author, Publisher Overview• Creating Groups• Adding Users• Giving Permissions to Pages & Modules• Logs• Redirects• Site Properties• Subscriber Management | 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">• Intro to CMS• Intro to dashboard• Intro to Content Widgets• Editing text• Adding/changing photos• Adding/changing documents (Document Center) | Anyone charged with the responsibility of editing the site. |



CA – Yreka Training Schedule

September 17th – 19th

Wednesday, September 18th

| Time | Topic | Attendance |
|--------------------|---|---|
| 8:00 am- 12:00 pm | Basic Training: Basic Modules <ul style="list-style-type: none">• Intro to Module Widgets• Alert Center• FAQs• Quick Links• Calendar• News Flash• Staff Directory | Anyone charged with the responsibility of editing the site. |
| 12:00 pm – 1:00 pm | LUNCH | |
| 1:00 pm – 2:00 pm | Agenda Center <ul style="list-style-type: none">• Creating Agendas• Adding Minutes• Upload Agendas and minutes | Elective |
| 2:00 pm – 3:00 pm | Form Center <ul style="list-style-type: none">• Creating forms• Linking to forms• Exporting responses from forms | Elective |
| 3:00 pm – 3:30 pm | Jobs/OJA <ul style="list-style-type: none">• Posting jobs by Category• Viewing OJAs | Elective |
| 3:30 pm – 4:00 pm | Archive Center <ul style="list-style-type: none">• Creating Categories• Attaching Docs | Elective |



Thursday, September 19th

| Time | Topic | Attendance |
|---------------------|--|---|
| 8:00 am – 8:30 am | Bid Posting <ul style="list-style-type: none"> • Posting Bids • Updating Status of Bids | Elective |
| 8:30 am – 9:30 am | Facilities <ul style="list-style-type: none"> • Entering locations • Reserving locations | Elective |
| 9:30 am – 10:00 am | Notify Me <ul style="list-style-type: none"> • Creating Categories • Sending Messages | Elective |
| 10:00 am – 12:00 pm | System Admin Work Sessions | Open session where System Admins can come in and work on setting up permissions with the aid of the CP Trainer. |
| 12:00 pm – 1:00 pm | LUNCH | |
| 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

