

## 2 DAY SCHEDULE

### DAY 1

9:00 AM – Intro to CivicEngage / Login and Dashboard (30 Min)

9:30 AM – Pages Live Edit (60 Min)

10:30 AM – Break (15 Min)

10:45 AM – Pages Live Edit cont. (75 Min)

12:00 PM – Lunch Break (60 Min)

1:00 PM – Intro to Modules

1:30 PM – FAQs, Quick Links and Staff Directory

2:30 PM – Break (15 Min)

2:45 PM – Document Management (75 Min)

4:00 PM – End of Day

### DAY 2

9:00 AM – Notify Me Modules: Calendar, Newsflash, Alert Center (90 Min)

10:30 AM – Break (15 Min)

10:45 AM – CivicSend, CivicMedia, Embedding Videos on Pages (75 Min)

12:00 PM – Lunch Break (60 Min)

1:00 PM – Request Tracker (30 Min)

1:30 PM – Bids (30 Min)

2:00 PM – Photo Gallery (10 Min)

2:10 PM – Admin Session (20 Min)

2:30 PM – Break (15 Min)

2:45 PM – Work Session: Come prepared to edit your pages and modules for your department and have the trainer on the call for any questions.

4:00 PM – End of Day