



STANDARD -- 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 PM – Pages Live Edit cont. (75 Min)
(Creating Pages/Editor Widget +)

12:00 PM – Lunch Break (60 Min)

1:00 PM – Intro to Modules (30 Min)

1:30 PM – FAQs and Quick Links (60 Min)

2:30 PM – Break (15 Min)

2:45 PM – Document Center

3:30 PM – Staff Directory

4:00 PM – End of Day

DAY 2

9:00 AM – Calendar

10:00 AM – News Flash

10:30 AM – Break (15 Min)

10:45 AM – Agenda Center

11:15 AM – Archive Center

12:00 PM – Lunch Break (60 Min)

1:00 PM – Form Center

2:00 PM – Work Session / Q&A

2:30 PM – Break (15 Min)

2:45 PM – Admin Session

4:00 PM – End of Day

