

2 DAY WEBINAR TRAINING

DAY 1: TUESDAY - ADMIN SESSION & CATEGORY CONFIGURATION

Time	Module / Session Name	Attendees (total < 8)
9:00 a.m.	Permissions <ul style="list-style-type: none"> • Create Accounts • Create groups • Assign Permissions to Pages • Assign Permissions to Modules 	System Admins Only
10:30 a.m.	Break	Everyone
10:45 a.m.	Permissions Continued <ul style="list-style-type: none"> • Continue building module categories and assigning permissions 	System Admins Only
12:00 noon	Lunch	Everyone
1:00 p.m.	Intro/Pages <ul style="list-style-type: none"> • Logins / Dashboard • Help Center • Create a page • Keywords / Descriptions • Widgets! • We will be discussing accessibility and compliance during the afternoon as we go. 	Content Editors
2:30 p.m.	Break	Everyone
2:45 p.m.	Pages Continued <ul style="list-style-type: none"> • Save Options • Page Versions • Document/Image Management • Linked Pages Intro to Modules <ul style="list-style-type: none"> • Staff Directory • FAQ's 	Content Editors
4:00 p.m.	END	

DAY 2: THURSDAY - MODULES TRAINING & WORK SESSION

Time	Module / Session Name	Attendees (total < 8)
9:00 a.m.	Facilities <ul style="list-style-type: none"> Configure popular meeting locations Configure park amenities and calendars 	Parks / Recreation System Admins
10:00 a.m.	Calendar We will post your important dates to the Calendar	Anyone posting events/meetings
10:30 a.m.	Agenda Center We will upload your recent agendas/minutes	Anyone posting Agendas
11:00 a.m.	News Flash Home Page News section	System Admins
12:00 noon	Lunch	Everyone
1:00 p.m.	Alert Center We can populate alerts to be used in the future	Emergency Alerts Breaking News System Admins
1:45 p.m.	Break	
2:00 p.m.	Form Center <ul style="list-style-type: none"> Build online fillable forms Link forms throughout site 	Content Editors System Admins
3:00 p.m.	System Admin Work Session	System Admins
4:00 p.m.	END	Everyone

VA-KING WILLIAM COUNTY

TIME: MAR 30, 2020 09:00 AM EASTERN TIME (US AND CANADA)

 JOIN FROM PC, MAC, LINUX, IOS OR ANDROID: [HTTPS://CIVICPLUS.ZOOM.US/J/290393442](https://civicplus.zoom.us/j/290393442)

OR TELEPHONE:

DIAL(FOR HIGHER QUALITY, DIAL A NUMBER BASED ON YOUR CURRENT LOCATION):

US: +1 929 436 2866 OR +1 669 900 6833

MEETING ID: 290 393 442