



CIVICPLUS
HELPING COMMUNITIES ENGAGE & INTERACT

Onsite Training Schedule

Client: Rodgers AR - two groups

Day

Time	Topic	Attendance
9:00 am - 9:30 am	Admin Training Site Tour	
9:30 am - 10:30 am	Group and User Administration	
10:30 am - 11:30 am	Site Tools	
11:30 am - 12:00 pm	Review of the weeks agenda	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 1:30 pm	Website Introduction	
1:30 pm - 2:00 pm	Document Center	
2:30 pm - 3:00 pm	Archive Center	
3:00 pm -3:30 pm	Notify Me	
3:30 pm - 4:00 PM	Calendar	

Day Two

Time	Topic	Attendance
9:00 am - 9:30 am	News Flash	
9:30 am - 10:00 am	FAQ's / Quick Links	
10:00 am - 10:30 pm	Job's and Bids	
10:30 am - 11:30 am	Forms	
11:30 am - 12:00 pm	Page Intro	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 4:00 pm	Pages	

Day Three

Time	Topic	Attendance
9:00 am - 9:30 am	Website Introduction	
9:30 am - 10:00 am	Document Center	
10:00 am - 10:30 am	Archive Center	
10:30 am - 11:00 pm	Notify Me	
11:00 pm - 11:30 pm	Calendar	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 1:30 pm	FAQ's / Quick Links	
1:30 pm - 2:00 pm	Job's and Bids	
2:00 pm - 3:00 pm	Forms	

+CivicPlus.com

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Day Four

Time	Topic	Attendance
9:00 am - 9:30 am	Request Tracker	
9:30 am - 10:00 am	Alert Center	
10:00 am - 10:30 pm	Photo Gallery	
10:30 am - 11:00 am	Facilities	
11:00 am - 12:00 pm	Intro to Pages	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 4:00 pm	Pages	