

Training Date:		
Time	Session	Recommended Attendees
7:30 AM		
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General Sessions:	
Admin Session 1: Create and Assign Permissions	System Administrators
Admin Session 2: Site Tools and Home Page Features	System Administrators
Introduction to CivicEngage	System Administrators
Live Editing Pages	Anyone responsible for editing content on the site
Introduction to Modules	
FAQ and Quick Links Modules	
Civic Engagement Modules: Calendar, Newsflash, Notify Me	Anyone responsible for editing content on the site
Document Center, Staff Directory, Form Center	
Lunch	

Electives:	
Department Header Workshop	Elective
Design Center Pro	Elective
HR- Job Posting and Application Component	Elective
Advanced Form Center	Elective
Advanced Page Editing	Elective
Activities and Facilities	Elective
Clerk and Meeting Management	Elective
Bids Module	Elective
Community Engagement	Elective
Image Management	Elective
Local Gov. Marketing	Elective
Notify Me Prep Session	Elective
Piwick Workshop	Elective
Public Works Workshop	Elective
Work/Prep Session: Final Content Report and Launch Checklist	Elective

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General Sessions:

Admin Session 1: Create and Assign Permissions	System Administrators
Admin Session 2: Site Tools and Home Page Features	System Administrators
Engage 101: Dashboard Adding/Editing Pages, Module Overview	Anyone responsible for editing content on the site
Workshop 1: Log In, Dashboard, Help Center, Add/Edit Pages, Module Intro, FAQs	Anyone responsible for editing content on the site
Newsflash, Alert Center, Notify Me, Agenda Center, Doc	Anyone responsible for editing content on the site

Electives:

Department Header Workshop	Elective
Design Center Pro	Elective
HR Job Posting and	Elective
Advanced Form Center	Elective
Advanced Page Editing and	Elective
Clerk and Meeting Management	Elective
Bids Module	Elective
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Work/Prep Session: Final Content Report and Launch Checklist	Elective