

STANDARD 3 DAY SCHEDULE

DAY 1

9:00 AM – First Admin Session (90 Min)

10:30 AM – Break (15 Min)

10:45 AM – First Admin Session cont. (75 Min)

12:00 PM – Lunch Break (60 Min)

1:00 PM – Intro to CivicEngage / Login and Dashboard (30 Min)

1:30 PM – Pages Live Edit (60 Min)

2:30 PM – Break (15 Min)

2:45 PM – Pages Live Edit cont. (75 Min)

4:00 PM – End of Day

DAY 2

9:00 AM – Intro to Modules (30 Min)

9:30 AM – FAQs and Quick Links (60 Min)

10:30 AM – Break (15 Min)

10:45 AM – Document Management (75 Min)

12:00 PM – Lunch Break (60 Min)

1:00 PM – Citizen Engagement Notify Me Modules: Notify Me, Calendar, Newsflash, Alert Center (90 Min)

2:30 PM – Break (15 Min)

2:45 PM – Admin Session #2 (75 Min)

4:00 PM – End of Day

DAY 3

9:00 AM – Form Center (60 Min)

10:00 AM – Work Session /

10:30 AM – Break (15 Min)

10:45 AM – Work / Request Tracker (75 Min)

12:00 PM – Lunch Break (60 Min)

1:00 PM – Work Session / Elective (90 Min)

2:30 PM – Break (15 Min)

2:45 PM – Work Session (75 Min)

4:00 PM – End of Day