



**CIVICPLUS**  
HELPING COMMUNITIES ENGAGE & INTERACT

## Online Training Schedule

**Client: Willistown Township PA**

### Day One

Time	Topic	Attendance
8:30 am - 9:00 am	Website Introduction	
9:00 am - 9:30 am	Document Center	
9:30 am - 10:00 am	Archive Center	
10:00 am - 10:30 am	Notify Me	
10:30 am - 11:30 am	Calendar	
11:30 am - 12:00 pm	News Flash	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 1:30 pm	FAQ's / Quick Links	
1:30 pm - 2:30 pm	Bids and Jobs	
2:30 pm - 3:30 pm	Facilities	
3:30 pm - 5:00 pm	Forms	

### Day Two

Time	Topic	Attendance
8:30 am - 9:30am	Request Tracker	
9:30 am - 10:00 am	Staff Directory	
10:00 am - 10:30 am	Photo Gallery	
10:30 am - 12:00 pm	Agenda Center	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 2:00 pm	Community Voice	
2:00 pm - 3:00 pm	Info Advanced	
3:00 pm - 4:00 pm	Q&A and Review	

### Day Three

Time	Topic	Attendance
8:30 am - 12:00 pm	Pages	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 5:00 pm	Page Workshop	

# Online Training Schedule



## Admin Training July 3<sup>rd</sup>

Time	Topic	Attendance
8:00 am	Group Administration	
	User Administration	
	Site Tools Bad Links, Site History, Expiring Items, Redirects, Search, Site Properties, Urchin	
	Graphic Links	
	Home Page Slide Show	
	Info Advance	
12:00 pm	Creating Feature Column on Pages	