All trainings are at least 3 hours long
The Super User agenda is not rigid- by request the trainer can focus on client specific aspects- (**Don't** want to spend time on the Admin and Configuration tabs- **Do** want to focus on an assortment of Components… etc)
* please notate these requests*

Basic Training (All Users and Editors)	Super User Session (Super Users must be present for a Basic class prior to this session) Administration/Configurations Tabs
- Dashboard and administration interface overview - Support Menu and Help buttons - Intro and overview of Homepage - Interior page overview - Site Content tab - Pages - How to find pages in the back end of the CMS - Adding, editing and deleting - Saving, Archiving and Publishing - Image Library- How to Upload - Document Central- How to Upload - Calendar- Overview of the component, how to Create an Event - News- Overview of the component, how to Create a News Story - Review of Concepts / Discussion Basic Training follows these Three Objectives: Trainee will be able to… 1. …Navigate/find their content. 2. …Edit/publish their content. 3. …Organize content within the components to display within widgets on the proper pages During a Basic Training the Trainer will also cover elements of: 1. SEO- Search Engine Optimization 2. WCAG 2.0 AA This is a hands-on training, all participants are expected to have their own workstation and will be building content through the exercises	- Reports - CMS User Accounts - Website User Accounts - Workflows/Approval Cycles - Security Roles - Departments - Trash Can - Social Media Accounts - System Variables - Custom Content - Editing the Home Page - Friendly URL Redirect If applicable- some clients have: - Advanced Mega Menus - Custom Fields - Splash Page Manager - SSL Settings - Search Management - Page Templating - Build a new Page Template- Edit Available Page Templates in the Component - Effect a Page Template by adding widgets at the Page level If time is available- Site Content (Components A-Z) - Business Directory - eNotifications - Facility Directory - FAQ - Form/Survey Tool - Job Posts - Online Polls - Photo Album - RFPs - Social RSS Feeds - Service Directory - Service Requests - Staff Directory By PM Request Only - Job Application Manager - Online Payment - Meetings Manager