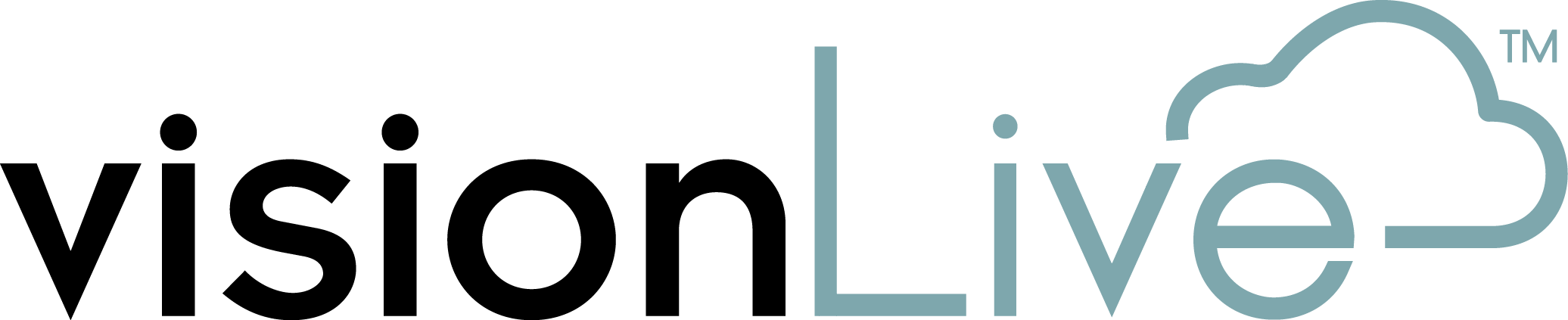
**Instructor - Joe Capucini, Training Manager**

**Morning 9a – 12p**

**Basic Training (Content Managers) 3 hours**

* Create User Passwords
* Homepage functionality overview
* Interior page overview
* Introduction to Content Management System (CMS)
* Logging in, dashboard and administration interface overview
* Help Menu
* Site Content
  + Pages
    - Adding, editing and deleting
    - Publishing
  + Image Library
  + Document Central
  + Calendar
  + News
* Awaiting My Approval
* Locked Content

**Afternoon 1p – 4p**

**Advanced Training (Super Users) 3-4 hours**

* Site Content (Components A-Z)
  + Form/Survey Tool
  + Business Directory
  + Photo Album
  + Etc. as time permits or requested.
* Site Settings
  + Configuration
  + Reports
  + Trash Can
  + Departments
  + Content Groups, Content Roles and Workflows.
  + User Accounts
  + Members Accounts
  + Page Templates
  + Etc. as time permits