

***Part 1 - The Basics (90 minutes)***

*Following Options Available to All Users*

Login / Adding Content & Links (Edit Center Data)

Help Page / Revize Support / Admin Panel / Publishing & File Manager

* Link to another webpage … on your site
* and one off your site
* Link to a Document
* Link to New Page for Additional Information (Read More - fullwidth)
* Link to Email/ Phone Number

Save / Save as Draft / Cancel / History
**Adding Images:** ADA Compliance

Left Navigations: Creating Pages/ Modules/ Templates

* FAQ: Default navigation
* Photo Gallery
* Document Center

Admin options; Creating Accounts (assigning users, roles & permissions)

Creating Calendar Event

Editing the Top Navigations
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**Part 2 - Advanced Features and Q&A (90+ minutes)** Q&A: Have you been editing the site? Any concerns? Questions?

  *Following Options Available to All Users*Link to an Anchor
Adding YouTube Video
Editing the Banner Image
Editing Modules /Pages: Photo Gallery, freeform, fullwidth

Admin options
Editing Home Page

Using the Back End/Admin Page (hidden pages)

**Note: Some options are not enabled until the site is LIVE such as *“Facebook Integration”, “enotify”, “save-as-draft'”, “Search”***