



## Onsite Training Schedule

**Client: Cumberland County ME**

### Day One - Administrative Training

Time	Topic	Attendance
9:00 am - 10:00 am	Website Introduction System Admins	System Admins
10:00 am - 10:30 am	Group Administration	
10:30 am - 11:00 am	User Administration	
11:00 am - 12:00 pm	Site Tools	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 1:30 pm	Website Intro	Regular Users
2:00 pm - 2:30 pm	Document Center	
2:30 pm - 3:00 pm	Notify Me	
3:00 pm - 4:00 pm	Calendar	

### Day Two

Time	Topic	Attendance
9:00 am - 12:00 pm	Editing Pages / Pages	Regular Users
Lunch		
1:00 pm - 2:30 pm	Finishing pages (making time available in case of questions and any special issues)	
2:30 pm - 3:00 pm	News Flash	
3:00 pm - 4:00 pm	Alert Center	

### Day Three

Time	Topic	Attendance
9:00 am - 10:30 am	Forms Center	Regular Users
10:30 am - 11:30 am	Staff and Resource Directory	
11:30 am - 12:00 am	FAQs /Quick Links	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 2:00 pm	Agenda Center	
2:00 pm - 3:00 pm	Jobs and Bids	
3:00 pm - 5:00 pm	Page Editing and Creation work group	