

# Virtual Training Agenda

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Date: TBD

Goal: This training retreat is intended to teach your staff the ins and outs of the content management system (CMS). Our goal is that by the end of the day, you'll feel empowered and able to take ownership of the "sandbox," and confidently make any and all updates to the site's content pre-launch.

Zoom Information:

TBD

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**9:00 a.m.**

**Training begins over Zoom**

- Introductions: name, position, website responsibilities
- Overview of site redesign process and sandbox

**9:15 a.m.**

**Basic CMS training (for Contributors, Editors, Site/System Admins)**

- Understanding the new content management system and how to: login/manage account, view content zones, create overview/posts/pods, edit content, and use the support tab/access the knowledge base
- Introductory training on how to manage content

**11:00 p.m.**

**Break**

**1:00 p.m.**

**Advanced training (for Site/System Admins)**

- How to: manage navigation terms, post types, and users (roles)
- More thorough training on managing content
- Training on standard template & layout options
- Training on homepage

**3:00 p.m.**

**Training wrap up**

- Final questions, support system/knowledge base reminder
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**Post training**

**Content curation**

Client staff to be heavily involved in content curation and editing; DD team will be available through support system.