

Microsite Project

AGENDA

9:30am	Welcome and introduction
10:00am	Training Workshop Part 1
10:45am	Morning Tea
11:00am	Training Workshop Part 2
11:45pm	Q&A
12:00pm	Lunch
1:00pm	Training Workshop Part 3
1:45pm	Hands-on assistance Part 1
2:15pm	Afternoon Tea
2:30pm	Media Workshop
3:15pm	Hands-on assistance Part 2
3:30pm	Suggestions and Feedback

Topics

1. Demo Site Overview
2. Log in to the CMS
3. Using the CMS
 - a. Navigation
 - b. Settings
 - c. Publishing
4. Setting up a site
5. Adding a page
 - a. Adding Text
 - b. Adding Images
 - c. Nested Pages
6. Adding News
7. Adding Events
8. Adding Contact Us
9. Adding Podcasts

