



# Microsite Project

## Preflight Presbytery Checklist

### **Please provide Steve Charman from Intelligent Developments a full list of participants a week before the bootcamp**

The intention of the bootcamp day is for participants to leave the day with a functional website. Providing Steven Charman with a list of congregations and attendees allows him to set up the appropriate framework for the website ahead of the event.

### **All participants will need a laptop**

We stress that the intention of the bootcamp day is to leave with a functioning website. All participants need to be equipped with their own laptop. If participants borrow a laptop for the day, we suggest that they familiarise themselves with the laptop before the bootcamp day instead of using valuable time on the day to get up to speed with something they are unfamiliar with.

### **Participants need to be capable users of a computer**

We require participants to have a working knowledge of how to use all Microsoft products like Word and Excel and also knowledge about how to use photos and other content. We stress that this is not a training day for WordPress websites, the Microsites are set up on a customised CMS known as Umbraco. Some knowledge of using a CMS platform would be excellent. Please understand the bootcamp

is not a senior computer training day and organisers will not necessarily be able to work with participants one on one, particularly if there is a large group.

### **The host venue needs sufficient wi-fi for up to 10-15 people**

For the bootcamp and access to the CMS platform every participant requires access to wi-fi. Where possible organisers may be able to provide wi-fi if the venue isn't equipped, but the preference would be to use the available wi-fi.

### **Hosts need to provide morning tea and lunch**

We work throughout the day, finishing mid-afternoon. As the host presbytery you will be asked to provide both morning and afternoon tea and lunch. Feel free to suggest in your initial invitation that participants bring their own lunch if you would like to save on cost, but at the minimum it is suggested morning and afternoon tea be provided.

