

## 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"