

***Lincoln County, NM 2-Part***

***Aug 3 & 10, 202211:00 AM MST / 01:00 PM EST***

***Part 1 - The Basics (90 minutes)***

*Following Options Available to All Users*

Login / Adding Content & Links (Edit Center Data)

* Link to another webpage … external site
* and one on your site.
* Link to a Document
* Link to New (Embedded) Page for Additional Information
* Link to Email
* Phone Number

Save / Save as Draft / Cancel / History
**Adding Images:** ADA Compliance
ADA Checker

Left Navigations: Creating Pages/ Modules/ Templates (based on Sales Agreement)

* FAQ, Freeform, Fullwidth, Photo Gallery, Staff Directory, Bid Posting, Document Center

Creating Calendar Event

Help Page / Revize Support / Admin Panel / Publishing & File Manager

Admin options; Creating Accounts (assigning users, roles & permissions)
Editing the Top Navigations
 \*\*\* \*\*\* \*\*\* \*\*\*
**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, enotify

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”***