CIVICENGAGE®

Why should I attend?

- Gain a Basic Understanding of the CivicEngage Web Content Management System
- Gain a Basic Understanding of Live Edit for Pages
- Gain a Basic Understanding of the CivicEngage Modules
- Learn Best Practices of Editing and Maintaining Your CivicEngage Website

Who Should attend?

New or experienced website administrators wishing to learn how to create and edit web content within their organization's CivicEngage website.

- Redesign Clients
- CORE Clients
- New Users after Launch
- Users needing a Refresher

What will I learn?

At the end of this session, you will be able to:

- Log in and Navigate the Administrative Tools within your CivicEngage website.
- Create, Delete, Move, and Edit Web Pages with CivicEngage Pages Live Edit Tools
- Create, Edit, and Maintain Web Content with the CivicEngage Modules such as Calendar, Newsflash, FAQs, and more.
- Manage documents with the Document Center, Archive Center, and Agenda Center Modules

How long is this course?

Four hours of virtual training for up to 6 attendees.

Name of Learning Module	Time
Introduction to CivicEngage • Dashboard • Admin Tool Bar • Help Center	:30
Pages Live Edit	:30
Intro to Modules	:30
FAQs & Quick Links	:30
Citizen Engagement Modules • Calendar • NewsFlash • Alert Center	:60
Document Management with CivicEngage • Document Center • Archive Center • Agenda Center	:60