VCERA Web Training
Draft Agenda

June 20, 2017
Attendees: Julie, Chris A., Chris W., Jess, Jo, Vickie
Trainer: Steph

9:45 a.m.	**Steph arrives at VCERA office to set up**

10:00 a.m. **Training begins**
- Introductions: name, position, website responsibilities.
- Overview of site redesign process and sandbox

10:15 a.m. **Basic CMS training (for Contributors, Editors, Site/System Admins)**
- Understanding the new content management system and how to: login/manage account, view content zones, create overview/posts/pods, edit content, and use the support tab/access the knowledge base
- Introductory training on how to manage content

12:30 p.m. **Lunch**

1:30 p.m. **Advanced training (for Site/System Admins)**
- How to: manage navigation terms, post types, and users (roles)
- More thorough training on managing content
- Training on standard template & layout options
- Training on homepage

4:00 p.m. **Training wrap up**
- Final questions, support system/knowledge base reminder

Training goal This full day training retreat is intended to teach your staff the ins and outs of the content management system (CMS). Our goal is that by the end of the day, you'll feel empowered and able to take ownership of the "sandbox," and confidently make any and all updates to the site's content pre-launch.

Post training **Content curation**
VCERA staff to be heavily involved in content curation and editing; DD team will be available through support system.

Role descriptions

Contributor

The Contributor role can create content and edit their own content, but their additions and/or changes will not go live until approved for publication. Notification emails are sent to site approvers where they can edit or approve each post. Cannot edit navigation and cannot edit post types.

Editor

Can create posts and make edits to any post on the site, A notification email goes to approvers, but content / changes go live immediately. Editors cannot make changes to the navigation of the site, nor edit post types.

Site Admin

Can add/remove users, approve and publish pending content, add/edit site navigation, manage post types, create and see all content and post types.

System Admin

All permissions of the Site Admin role, plus a few more including the ability to synchronize Mailchimp groups, etc. Cannot be edited or deleted by any other user except another system administrator. Sees system logs and can initiate a security lockdown as well as use Backup / Restore to download a copy of the site database.