BASIC CMS REFRESHER

We will review all content listed below and in between each section I will have you either pair up with someone or individually to have time for hands-on in class!

At the end of class if we have time left over, you may bring some work that you need assistance with or may have questions.

Please wait for questions until I have been able to review all content and sections first. Let's be fair to the ones that need to learn in order of sequence. Thank you!

1:00-1:25   **Training Outline**

- Structure, objectives and deliverables
- Content Management
- Rights and Roles
- Site Manager Interface

1:25-1:45   **Site Structure**

- Hierarchy and navigation
- Add, edit, delete, move, duplicate
- Build the site structure
- Move and reorder sections
    - **ADD SECTIONS, MOVE, REORDER, DUPLICATE**

1:45-2:30   **Content**

- Add, modify and delete content
- Template elements
- Add content using Direct Edit – Links
- Create tables in content
    - **PRACTICE USING VARIOUS TEMPLATES, CREATE A TABLE,ADD CONTENT TO SECTION**

2:30-3:00   **Manage Content**

- History and versions
- Content options, mirroring and duplicating
- Media library
    - **ADD A FILE TO MEDIA LIBRARY, ADD A VARIANT, LINK TO IT FROM SITE STRUCTURE**

Future Training Dates

will be posted for the year

in our new **Services Catalogue coming!**

If you cannot attend a training session please make sure you send an alternate person in your place that has prior

SiteManager experience.

It is your responsibility to take notes and keep an open-mind to learning!

Documentation & Videos

http://selkirk.ca/s/training/

http://selkirk.ca/s/training/booking/