Basic Training (Content Managers) 3 hours

* Dashboard and administration interface overview
* Support Menu and Help buttons
* Intro and overview of Homepage
* Interior page overview
* Site Content tab
	+ Pages
		- How to find pages in the back end or the CMS
		- Adding, editing and deleting
		- Saving, Archiving and Publishing
	+ Image Library- How to Upload
	+ Document Central- How to Upload
	+ Calendar- Overview of the component and how to Create an Event
	+ News- Overview of the component and how to Create a News Story
* Review of Concepts
* Discussion