



REDCLIFF WEBSITE TRAINING SCHEDULE

DAY 1

-Introduction to CMS & CMS Basics

- CMS features
- User Roles
- Website features
- Pages (create, edit, delete)
- Posts (create, edit, delete)
- Tags, Categories, Comments
- Basic HTML (Adding media to posts, attaching files/media, creating links)

Break

- Content types and preparation

- Uploading and attaching images
- Uploading files, displaying pdfs on front-end
- Content preparation for pages and posts
- Maximum upload size
- Image optimization
- Video linking
- Creating Sliders, displaying sliders on the frontend, editing sliders
- Image replacement
- Image SEO
- Downloads management Lunch

- Files, Forms and Feedback

- Acceptable file types
- File upload and linking

- Forms (create, edit, delete)
- View Feedback
- Link Forms
- Anonymous Feedback
- Feedback Widget InvestWise

DAY 2

-Web Training

- Menus
- Blog
- Archives
- Page Builder Usage
- Media Gallery creation
- Embedding videos
- Content scheduling and publishing
- Embedding maps
- Basic CSS for content management
- Basic html
- Widgets (add, edit, remove)

Break

-Integrations

- Maps
- Internal vs External links
- SEO
- Importing and Exporting Data
- Social Media
- RSS Feed
- Content Sharing Lunch

DAY 3

-Events Management

- Event (create, edit, delete, share, invite)
- Export attendees
- Event Categories, Reservations/bookings
- User roles
- Notifications

Break

- Google Analytics, Newsletters, Push Notifications (site has to be live)

- SEO (site-wide)
- Analytics monitoring
- Push Notifications Publishing
- Newsletter email harvesting, and publishing

- Review &Content Updates