PIMMS Webinars for Local Admins

Training for Local Admins in the first half of 2018 is going to be by Webinar. We'll add additional Webinars as demand dictates.

The Webinars will consist of some prepared material and some Q&A time. Additional questions can be added via skype instant messaging and the Super Users will endeavour to answer them as we go, and they will be addressed during Q&A.

- Run by Sarah King
- Super Users will be on hand to answer questions
- Limited to 4 Local Admins per session
- Skype based
- Registration links below

Date, 7:30 - 8:30pm	Topic
April 23rd	**New Local Admin Intro Course** Adding members, managing payments, working with the card queue, running downloads https://www.nzpif.org.nz/events/view/59114/
May 7th	**Email Newsletters** Creating and sending tests and to a list, checking the emails and reviewing the stats. Importing from MailChimp https://www.nzpif.org.nz/events/view/59115/
May 21st	**Events** Setup, managing the registration form, looking at attendees, downloads https://www.nzpif.org.nz/events/view/59116/
June 4th	**Managing Website Content** Making pages private, adding menu items, editing content, working with images. https://www.nzpif.org.nz/events/view/59117/
June 18th	**Managing App Content** Adding content to the app, how to test, what looks good, working with images
July 2nd	**Managing Membership Types and Using Coupons** Understanding how Membership Types work, when to add new types and when to use a coupon.

Prior to the event:
- we need to have received and connected with each skype account
  - that means you'll get an invitation to connect on Skype and it needs to have been accepted
  - alternatively, invite *sarah.king* on skype.
- If you aren't a frequent Skype user practice doing a call with a friend.
  You don't need a webcam, you do need a microphone.
  While you are talking send each other "instant messages" using skype.