

Progressive Technology Project: PowerBase Training

09:00:00 AM	09:20:00 AM	20	ALL	Opening and Introductions
09:20:00 AM	09:30:00 AM	10	ALL	Welcome: Training Overview, Logistics, and Group Agreements
09:30:00 AM	10:00:00 AM	30	ALL	Panel: -Panelists presenting on their use of PB
10:00:00 AM	10:15:00 AM	15	ALL	Why PowerBase? Energy!
10:15:00 AM	10:45:00 AM	30	FUN	Entering Canvassing Results
			ADV	Customizing PB For Your Work
			FR	What types of fundraising are you doing? Sharing our experiences
10:45:00 AM	11:00:00 AM	15	ALL	Break
11:00:00 AM	11:45:00 AM	45	FUN	Entering Canvassing Results (cont)
			ADV	Petitions – Collecting signatures and sending emails
			FR	What types of fundraising are you doing? Sharing our experiences (continued): Overview of how PowerBase supports different fundraising functions
11:45:00 AM	12:45:00 PM	60	FUN	Campaign Components + PowerBase Components
			FR	New Features for Managing your Fundraising progress - the Fundraising Dashboard.
			ADV	Getting your base into PowerBase – Deduping, Importing Contacts & Event Participants
12:45:00 PM	01:45:00 PM	60	ALL	Lunch
01:45:00 PM	01:55:00 PM	10	ALL	Come back together: How is the day going? Expectations met? Outline of the remaining day
01:55:00 PM	02:40:00 PM	45	FUN	Researching your base
			ADV	Getting your base into PowerBase - Webforms vs Profiles
			FR	Planning your Fundraising Campaigns; Using Summary fields to make smart groups to Identify who to ask: donors, organizations contacts
02:40:00 PM	03:25:00 PM	45	FUN	Researching your base (cont)
			ADV	The Look and Feel of PowerBase
			FR	Using Contribution Reports to plan
03:25:00 PM	03:40:00 PM	15	ALL	Break
03:40:00 PM	04:10:00 PM	30	FUN	Organizing your base into groups
			FR	Tweaking your Contribution Pages - best practice
			ADV	Civi Mobile
04:10:00 PM	04:40:00 PM	30	FUN	Organizing your base into groups (cont)
			ADV	Civi SMS
			FR	Using Personal Campaign Pages
04:40:00 PM	05:00:00 PM	20	ALL	Evaluation and closing for the day; Clean up

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Start	End	Time	Track	Section
08:00:00 AM	09:00:00 AM	60	ALL	Set up
09:00:00 AM	09:05:00 AM	5	ALL	Welcome: Day 2 General opening, logistics
09:05:00 AM	09:15:00 AM	10	ALL	Review and reflections from the day before
09:15:00 AM	10:05:00 AM	50	ALL	How do you know your organizing is working?
10:05:00 AM	10:20:00 AM	15	ALL	Break
10:20:00 AM	11:20:00 AM	60	FUN	Events and Turnout
			ADV and FR	Phonebanking
11:20:00 AM	12:20:00 PM	60	FUN	Communicating with your base
			ADV	Advanced email
			FR	Modifying your PowerBase to Track Donors; Use Profiles to modify search results
12:20:00 PM	01:20:00 PM	60	ALL	Lunch
01:20:00 PM	01:30:00 PM	10	ALL	Come back together: How is the day going? Expectations met? Outline of the remaining day
01:30:00 PM	02:05:00 PM	35	ALL	Building Organizational Trust in Your Data; Creating Best Practices for your Organization
02:05:00 PM	02:50:00 PM	45	FUN	Reporting
			FR	Setting up and managing Fundraising Events with online registration
			ADV	Dashboard, Reporting and Searching
02:50:00 PM	03:05:00 PM	15	ALL	Break
03:05:00 PM	03:35:00 PM	30	FUN	Review
			FR	Managing Grant Proposals and Reporting;
			ADV	Online Organizing
03:35:00 PM	04:40:00 PM	65	ALL	Individual/group consultations
04:40:00 PM	05:00:00 PM	20	ALL	Online evaluations, plus, minus evals, Closing, and Cleanup