

## Agenda

### 9am-9:50 am: Welcome & Overview

- Welcome
  - Introductions
  - overview of goals for the day & agenda review
  - PowerBase Pilot expectations
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- Work in Progress
  - Understand overall CONCEPTS rather than getting stuck in details
  - Plan to do series of Webinars to go deeper in areas

### 9:50am-10:05 am: PowerBase Tour in a NY Heartbeat

- Quick Tour of Components
- Show where configurations are

### 10:05am-10:15 am: Skills Spectrum activity

Have folks stand – and ask folks to rank (1- Low; 5-High)

- How comfortable are you with working with databases? or
- How comfortable are you with technology in general?

Have folks move to separate areas of room by ranking, then pair up folks – Highs with Lows – and making sure folks are not with the same organization.

### 10:15am-12:15pm: PowerBase Skills Building

40 minute sessions

- 15 minute demo
- 10 minute – Highs train
- 10 minute – Lows explain
- 5 minute questions

**10:15a – 10:55a Tracking & assessing interactions with your contacts**

**10:55a – 11:35a Searching & Exporting / Reporting**

**11:35 – 12:15 Tracking events and signing up participants**

**Sending out mass-emails (DEMO?)**

**12:15pm-1:00pm: Lunch**

**1:00pm-1:40: PowerBase Skills Building (cont'd)**

**Tracking memberships & contributions**

**1:40-3:50pm: Small Group Project**

Scenario:

Problem-solve an organizing scenario using PowerBase in small groups (1 hour)

- Break (10 mins)
- Demo by one group (25 minutes)

- Feedback / Q&A (35 minutes)

### **3:50 – 4:45pm: Open Discussions**

- What's up and coming for PowerBase & CiviCRM (20 mins) -
- Preparing for Data Import (5 mins)
- Preparing for Voter Engagement Work (5 mins)
  - Show Data cycle chart
- Other nagging questions (20 mins)

### **4:45-5:00pm: Evaluations**

### **5:00pm: Finish**