

SCHEDULE VIDEO TRANSCRIPT

0:00

In this video, we introduced the schedule where you can see planned and completed communication activities. It is our hope that you will use this page to plan and template your own communication events, and to track what's going on in your organization. The schedule has four stages, based on your communication plan. Each stage features communications between specific messengers and audiences. Stage three here is from unit managers to their staff in the central office and the district's.

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Each stage has then several sub steps, and these steps just further specify who the messenger and the audience is to help sort through the different events. For each event, you'll see there's a date, event title, messenger, audience, and description. In order to see the resources that are attached, you'll click View Detail over there.

0:51

Now these two events here you can see one of them is already completed, it happened in May, and the other one is planned for late June. So this planned one doesn't have any resources yet, but the May one does, so we'll click on View detail and then brings us to the event page. Now on the event page, you can see basically all the same information in just a slightly different format. Then you can see the documents or resources that are listed and linked to the event. So this one has two resources, a presentation and a flyer, and you can click on View detail to see those a bit more close up.

1:31

Now, I would like to make one note about these events. While we call them events on the website, they do not have to be strictly one time things nor do they all have to be formal occasions. For example, if a district leader is communicating one on one multiple times to different groups, they may create a single communication event on the site, rather than adding each distinct event separately. Then all of the resources, which are likely to be the same, would be linked to one event and easily accessed for anyone conducting a similar sort of communication.

2:02

That concludes our review of the Schedule page. In the next video, we will show you how to log into your user account and how to add new resources and events.