

## CITY OF BETTENDORF, IA

**Part 1: Monday, June 8, 2026 @ 11:00am-12:30pm CST/12:00pm – 1:30pm EST**

**Part 2: Monday, June 15, 2026 @ 10:00am-11:30am CST/11:00am-12:30pm EST**

Note: Some options are not enabled until the site is LIVE such as, “e-notify”, “save-as-draft”, “Search

### **Part 1 - The Basic Features - (90 minutes)**

#### **Following Options Available to All Users except were identified**

##### Homepage Overview

- Introducing the Homepage
- Reviewing the Policy Statements

##### Revize Content Editing Toolbar

- Modifying the editing environment using the Revize toolbar
- Viewing the website in different formats: desktop, tablet, and phone view
- Using the administrative tools

##### Creating Pages

- Introducing the freeform page: (slider, left navigation, and area for content)
- Building the Left Navigation Sub Menu Module

##### Adding Content to Pages

- Using the Link Manager

##### ADA Compliance

- Review ADA guidelines for images in the Rich Text Editor
- Publishing Pages: Publish/ Save as Draft /Return to Website/ History

##### E-notify

- Subscribing to a page
- Sending a generic/custom message on a subscribed page

##### Review Website Permissions **Admins Only**

### **Part 2 - Advanced Features and Q&A (90+ minutes)**

Q&A: Have you been editing the site? Any concerns? Questions?

#### **Following Options Available to All Users**

##### Page Builder

- Builder View vs Simple View
- Page Settings
- Adding/Deleting modules
- Building modules side by side or stacked

##### Review of various Modules

- Review function of various modules
- Review style options for various modules

##### Review Home Page Modules

- Review popular style options for several modules

##### Back End/Admin Page **Admins Only**

- Support Portal Link
- Friendly Links
- Site Statistics
- Hidden Pages