



## Union Hall 2.0 Training Worksheet

Name: \_\_\_\_\_

Local: \_\_\_\_\_

### Login Practice

Where is the login located on your site?

### Navigation

Where are admin tools located?

Where are editing tools located?

### Menu Bar

Add a new menu link:

Edit or reorder a menu item:

### Calendar Event

Event Name:

Event Date:

### About Us / Officer Bios

What information would help members learn about their officers and exec board members?

Add a pic to a bio

### File Upload

What type of file should you upload for best results?

### News Post

Title of your test news post:

### Action Planning

One update I will make to my Local website:

### Questions or Notes: