AGENDA / SCHEDULE: *

1. 11:15 – 11:30 AM ET (10:15 – 10:30 AM CT)
   Sign-in / Zoom & IT Checks / Meet & Greet

2. 11:30 – 11:45 AM ET (10:30 – 10:45 AM CT)
   “Chapter Websites: A Systems Approach”

3. 11:45 – 12:00 PM ET (10:45 – 11:00 AM CT)
   “How We Did It! Real-Life Success Stories Told by Successful Chapter Website Teams”
   (with show & tell demos and Q&A)

BREAK: 12 PM – 12:05 PM ET (11–11:05 AM CT)

4. 12:05 – 1:00 PM ET (11:05 AM – 12 PM CT)
   “Dive In!” Hands-on Interactive Session Where Chapter Webmasters & Content Editors “Learn by Doing” (with coaching)

5. 1:00 – 1:15 PM ET (12:00 – 12:15 PM CT)
   Wrap-up and “Hang Out” Time (optional)

OVERVIEW: With INCOSE’s new IT infrastructure and supporting tools, creating & maintaining a modern, professional looking Chapter website is now not only possible, but much easier and convenient than you might think. However, there is a learning curve, and getting off to a good start is important. This is a PRACTICAL workshop to engage Chapter volunteers.

WHO SHOULD ATTEND: This workshop is intended for Chapter volunteers with one or more of the following roles:

1. **Webmasters** – As a primary contact for the Chapter’s public website, webmasters are knowledgeable and proficient with INCOSE’s web tool, SiteFinity, and may eventually learn to use “advanced” features (e.g., modifying page structure & layout).

2. **Content Editors** – Content Editors are chapter volunteers who need to quickly/easily modify webpage content within the existing page structure & layout (e.g., to post announcements, add detailed text and links, fix errors, swap in new images, etc.).

3. **Chapter Leaders** – Chapters officers, directors, committee chairs, IT specialists, and other key volunteers may wish to understand (and help determine) website purpose, scope and objectives to perform optimally within a “system of systems.”

* Attendees may join in for parts 1, 2, 3, 4, and/or 5 above as desired.