



Navigating SchoolsBuddy Training – Your School

Tentative Agenda for **Your Date**

GOALS & INTENDED OUTCOMES

- Services: A full-day SchoolsBuddy Training with **Your Attendee Group**
- Intended Outcomes: **Your Custom Goals**
 - <Hands on experience in the SchoolsBuddy system
 - Explore communication and payment tools in SchoolsBuddy
 - Build your own toolkit and resources>

TENTATIVE AGENDA

8:30am - 9:00am	Introduction <ul style="list-style-type: none"> • Update for senior leadership team • Review agenda for the day
9:00am - 10:00am	Admin Training <ul style="list-style-type: none"> • Account Management • System Permissions & Preferences
10:00am - 11:00am	PTCs <ul style="list-style-type: none"> • Setup & Daily Management • Running a PTCs week • Virtual sessions
11:00am - 12:30pm	Activities <ul style="list-style-type: none"> • Set up & Daily Management • Going Live
12:30pm – 1:30pm	<i>Lunch</i>
1:30pm - 2:00pm	Communication <ul style="list-style-type: none"> • Bulk communications • Text Messages
2:00pm - 3:00pm	Fees & Online Payments <ul style="list-style-type: none"> • Configuration of Payments • Receiving & Processing Payments
3:00pm - 4:00pm	Optional Topic: <ul style="list-style-type: none"> • School Trips / Wraparound Care / Transport • Custom Reports
4:00pm - 4:30pm	Final Q&A