From: Pederson, Richard
To: CES-Dept-head-southern-list;
cc: Johll, Greg; Linfield, Lisa;
Subject: Important: Your County web site training
Date: Thursday, May 06, 2010 1:06:00 PM
Attachments: Important County web sites.msg
REGISTRA.doc

Dear Southern District Department Heads,

I hope and trust that you are doing well.

As many of you are aware, the handling of county and district web pages is moving from Contribute (Macromedia) to WordPress. Please review the attached message from Greg Johll, Director of Technology Services regarding the process of helping you move your county's web presence from Contribute to WordPress.

To facilitate this process, our district will be conducting a hands on training at The Pyle Center computer lab on Friday, July 9th, from 9:00 a.m. – 1:30 p. m. (including lunch). Lisa Linfield, Technology Services will be leading the training focusing on the new County template. The lab has twenty workstations. We are requesting that your county send **two** representatives (support staff in charge of your webpage and agent/educator who has an interest/experience in web design). If more than twenty participants register, we will plan to double up on the workstation or encourage you to bring your laptop computer.

The agenda for the day is as follows:

8:30-9:00 a.m. – arrive, register and refreshments
9:00 a.m. – 12:30 p.m. – web page training
12:30 – 1:00 p.m. – lunch
1:00 p.m. – depart for home

All expenses for this training will be covered by the Southern District Office. We will cover the mileage of one vehicle/county. Expenses should be recorded on a TER and sent to the Southern District Office following the training.

Please complete the attached registration form and return it to the Southern District Office (attention Terry Kraft) on or before June 11th.

On behalf of Greg Johll, Lisa Linfield and Terry Kraft, we look forward to seeing you at The Pyle Center on Friday, July 9th.

Sincerely,

Dick Pederson

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