MYP training agenda

*form*SPACE PRO

1. introduction
- Housekeeping
- Key objectives
- Overview of formSPACE

2. formSPACE + formSPACE Pro
- Overview of formSPACE features
- Create + edit templates
- Create forms
- Access forms
- Generate reports

3. support centre + navigation
- Submit training attendance confirmation
- myHelp + myTraining
- Lodging support tickets
- Upcoming training, demonstrations + events
- eNews + social media

4. MYP implementation plan
- Review the formSPACE templates
- Start creating new forms to get familiar with the builder
- Make relevant changes to these templates, add more conditions/fields etc
- Test these forms with test contacts to ensure they are recording all the relevant data + that conditions are working accordingly

5. close
- Questions + answers

myNOTES

It is your responsibility to record educational seminars you attend, which are both relevant to and contribute to your professional and personal development. A copy of the MYP Training Agenda and Certificate of Attendance may be used for those records.