



Training Schedule 2011/2012

Registration: <http://home.naples.net/register>

Friday November 04, 2011 (Time: 9:30 am - 12:30 pm)

Email Marketing for Nonprofits

Once you post your news to the web, how can you send it out to your e-mail list/subscribers, without recreating the content? This class will show you methods on blog posting, and link it via RSS feed to your e-mail marketing system. Update your web site and information you constituents at the same time!

Cost: Non-Members: \$35.00 | NFN4Good Premium Member: \$25.00 | NFN4Good Partner: 2 Seats incl. membership; more seats \$10 each

Tuesday November 08, 2011 (Time: 6 - 8 pm)

Google Apps - Session I

Cloud Computing - Introduction & How to Google Cloud Opportunities. In this session, the training Syllabus will be reviewed and the Handout will be shared. We will define the "Cloud" and what the advantages and disadvantages of using Cloud Computing are for non-profits and what are the Cloud Computing options. Q&A

Cost: Non-Members: \$35.00 | NFN4Good Premium Member: \$25.00 | NFN4Good Partner: 2 Seats incl. membership; more seats \$10 each

Tuesday November 15, 2011 (Time: 6 - 8 pm)

Google Apps - Session II

Cloud Computing - Intermediate Services & Function. For this session , we will create a Google Apps Account and tour Google's Cloud services: gmail & email; photos & Picasa web (Geo-tagging); calendar – how to set up notifications, maps; blogs; websites; documents – sharing /collaboration; presentation and spreadsheet. Q&A

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Thursday November 17, 2011 (Time: 9:30 -11:30 am)

WordPress - Walk-in-Clinic

See a demo of WordPress. Brush up on your WordPress skills. Bring your questions. Exchange ideas. Learn about WP-Plugins and Widgets. For current and future NFN4Good members. During the WordPress clinic we will answer your questions about using graphics and images on your WordPress website, posts and pages, how to promote your website via RSS. Meet other NFN4Good members. Our NFN4Good team

will be happy to help you also to transition from your current site to WordPress.
Free Event. No charge.

Friday November 18, 2011 (Time: 9:30 am - 12:30 pm)

Blogging for Groups and Nonprofits

What is a blog, and why would your organization benefit from using a blog to communicate with members, donors, beneficiaries or volunteer. Introduction to the background on blog sites, how they fit into your organizations online communication strategy. Using WordPress as example students will add content to an existing blog and will see how to an update service will work, how web statistics help you refine your content toward your target audience. Prerequisites: Basic computer skills with filling out forms online, copy/paste content, use images.

Cost: Non-Members: \$35.00 | NFN4Good Premium Member: \$25.00 | NFN4Good Partner: 2 Seats incl. membership; more seats \$10 each

Tuesday November 29, 2011 (Time: 6 - 8 pm)

Google Apps - Session III

Cloud Computing - Introduction to Advanced services from Google Apps & Supplemental Resources. For this third session, there will be an overview of Apps with Google services: Google Apps for Business – documents, mail, calendar, presentation. Supplemental resources with advantages and utilization of each service: MailChimp, Mavenlink, Survey Monkey. A revisit to items covered in Sessions I & II. Using Google Docs in creating documents, downloading/uploading files, review of templates /forms and a quick run through Google Labs Applications. Q&A. Prerequisites: Good foundation of basic computer skills using copy/paste, multiple browser windows and a basic Internet knowledge.

Cost: Non-Members: \$35.00 | NFN4Good Premium Member: \$25.00 | NFN4Good Partner: 2 Seats incl. membership; more seats \$10 each

Friday December 02, 2011 (Time: 9:30 am - 12:30 pm)

Facebook For Nonprofits

This course covers, how to create a Facebook Page and how to integrated it with your online strategy. Students learn how to navigate Facebook as an organization's administrator and online activists. How to provide information to support your champions.

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Friday December 09, 2011 (Time: 9:30 am - 12:30 pm)

Feed Me! How to use RSS Feeds

RSS feeds help you to retrieve information faster and easier while being on low bandwidth. Hands on class for the Internet User. Discover a better way to browse beyond the noise of advertising and the vast amount of web addresses. Get yourself a personal assistant to keep you posted on the newest information about your current topics of interest. All this without using your e-mail. Students will learn how to use available online tools, locate lists of regional and local RSS feeds, learn how to

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by phone: 239-417-1400 or via e-mail: birgit@naples.net

subscribe and unsubscribe so you maintain control. Learn how to receive information somewhere besides in your overflowing mailbox. Put your computer to work for you, getting the right information at the right time

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Thursday December 15, 2011 (Time: 9:30 - 11:30 am)

WordPress - Walk-in-Clinic

See a demo of WordPress. Brush up on your WordPress skills. Bring your questions. Exchange ideas. Learn about WP-Plugins and Widgets. For current and future NFN4Good members. During the WordPress clinic we will answer your questions about using graphics and images on your WordPress website, posts and pages, how to promote your website via RSS. Meet other NFN4Good members. Our NFN4Good team will be happy to help you also to transition from your current site to WordPress.

Free Event. No charge.

Thursday January 19, 2012 (Time: 9:30 - 11:30 am)

WordPress - Walk-in-Clinic

See a demo of WordPress. Brush up on your WordPress skills. Bring your questions. Exchange ideas. Learn about WP-Plugins and Widgets. For current and future NFN4Good members. During the WordPress clinic we will answer your questions about using graphics and images on your WordPress website, posts and pages, how to promote your website via RSS. Meet other NFN4Good members. Our NFN4Good team will be happy to help you also to transition from your current site to WordPress.

Free Event. No charge.

Wednesday January 25, 2012 (Time: 6 -9 pm)

Word Press for Beginners

For Beginners: Students will learn how to add and edit information on a Wordpress website, how to upload photos and other files, and add them to pages and post. WordPress is easy to use and provides a large array of features out of the box. Learn more about the NFN4Good Memberships. Adding and edit text on pages and posts. Preparing, uploading and inserting photos. Formatting and arranging materials for the site. Organize content in categories and subpages. After leaving the class, you will be able to access your work from your personal computer in order to further develop the website. Prerequisites: Basic computer knowledge (i.e. , saving files, making directories) & Basic Internet experience (i.e. work with an Internet browser, finding web sites, e-mail).

Free Event. No charge.

Friday February 03, 2012 (Time: 9:30 - 11:30 am)

Donor Database Management

The powerful Customer Relations Management site, Salesforce.com offers is services to nonprofits for free. For nonprofits our "customers" can be donors, volunteers or beneficiaries of our services. Discover how a Customer Relations Management site can help your nonprofit organization. Learn how to use it in conjunction with other online

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tools. Use this free offer from Salesforce.com to your advantage.

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Friday February 10, 2012 (Time: 9:30 am - 12:30 pm)

Feed Me! How to use RSS Feeds (Live Feed)

RSS feeds help you to retrieve information faster and easier while being on low bandwidth. Hands on class for the Internet User. Discover a better way to browse beyond the noise of advertising and the vast amount of web addresses. Get yourself a personal assistant to keep you posted on the newest information about your current topics of interest. All this without using your e-mail. Students will learn how to use available online tools, locate lists of regional and local RSS feeds, learn how to subscribe and unsubscribe so you maintain control. Learn how to receive information somewhere besides in your overflowing mailbox. Put your computer to work for you, getting the right information at the right time

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Thursday February 16, 2012 (Time: 9:30 - 11:30 am)

WordPress Walk-in-Clinic

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Friday February 24, 2012 (Time: 9:30 am - 12:30 pm)

Facebook For Nonprofits

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more about the NFN4Good Memberships. Adding and edit text on pages and posts. Preparing, uploading and inserting photos. Formatting and arranging materials for the site. Organize content in categories and subpages. After leaving the class, you will be able to access your work from your personal computer in order to further develop the website. Prerequisites: Basic computer knowledge (i.e. , saving files, making directories) & Basic Internet experience (i.e. work with an Internet browser, finding web sites, e-mail).

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Naples Free-Net is an all-volunteer 501(c)(3) nonprofit community network, serving an electronically connected community.