

Tuesday Trainings

Weekly Training Webinars Open to All Administrative Users

Tuesdays at 4pm Eastern at ZoomGrants.com/Training

Whether you're a seasoned admin or new to the system, our **Tuesday Trainings** are a great way for you to get more information about ZoomGrants, learn how to effectively set up and manage your programs, and get tips to help your applicants and reviewers along the way. In these 60- to 90-minute training sessions, we'll cover what you need to know to become familiar with ZoomGrants and use it effectively.

Training Topics

(Repeated Monthly)

1st

Tuesday

System Demo

Get an introductory look at ZoomGrants with a demo overview of the system. This is perfect for new users who are just getting started using ZoomGrants or for current users who would like an insight into the bigger picture.

2nd

Tuesday

Application Period (Pre-App, Questions, Budget, Tables, & Documents)

Program Setup - How to set up the program to capture applicant data

Program Administration - How to manage an open program

Applicant FAQ's - How to address common applicant questions

3rd

Tuesday

Review Period (Committee, Scoring, & Internal Research)

Program Setup - How to set up the program to facilitate the review process

Program Administration - How to read, score, and enter decisions on applications

Reviewer FAQ's - How to address (and mitigate) common reviewer issues

4th

Tuesday

Post-Decision Period (Contract, Financial, & Reporting)

Program Setup - How to set up the program to capture data from your applicants

Program Administration - How to manage reports, invoices, & contracts

Applicant FAQ's - How to address common applicant questions

5th

Tuesday

To Be Announced

In the months with five Tuesdays, we'll choose special topics to cover during the fifth Tuesday Training.

Keep an eye out for the announcement and [subscribe](#) to our training and support calendar to see if you'd like to tune in!

No need to RSVP, just go to ZoomGrants.com/Training at 4pm Eastern any Tuesday to become a ZoomGrants super user!