



Onboarding

Our standard onboarding process helps you start off on the right note with rigorous site scoping, EngagementHQ platform training as well as quality assurance testing before launching your site.

ONBOARDING STRATEGY AND TRAINING

- 30 min **kick-off meeting** with your engagement team to discuss objectives.
- 90 min **site scoping session** for strategy development and best practice advice.
- 2 x 90 min **online accelerators** provide EngagementHQ training for all site admins.
- Regular **progress check-ins and support**.
- Access to online site setup **help desk resources**.
- Pre-launch **quality assurance and testing** session to prepare for project launch.

SITE BUILD AND ACCESSIBILITY (ADD ON)

- **We'll build your site for you** with up to five initial projects. This includes tool setup, managing site settings, mapping your homepage, ensuring accessibility and creating projects based on initial scoping.
- Up to **four site build iterations** are included.
- **Final accessibility report** insures compliance.

A DEFINED PROCESS

STANDARD ONBOARDING PROCESS

