

## CENTRAL ADMINISTRATION CHAMPIONS WEBSITE DRIVE

All web champions from the central departments will undergo a thorough training on matters website. The aim of the training is to enable all the people involved in the websites, to be in a position to post and upload content for their various departments.

The champions will be trained on a number of things; on presence, the champions will be trained on how to create site news, featured news, uploading images, site events among others. On Impact, they will be taken through how to comment on blog sites, listing on open directories and creating pages on Wikipedia. On openness, they will be taught how to upload and convert files into pdf, and also adding properties to the pdfs among others. Excellence is about updating the profiles site.

The website drive will take place tomorrow 10<sup>th</sup> June 2016 from 8.00 at the Msc Lab Chiromo Campus