

Onspring classroom training delivers an immersion learning experience. This program for admin users combines expert instruction, live demonstration, hands-on labs and open Q&A. Participants come away with a solid understanding of the Onspring platform and the configuration options they can employ to automate processes and solve business problems.

## Class Offerings

### Onspring Essentials (3 Days)

- Platform Overview & Navigation
- Content & Version History
- App Overview & Structure
- Field Types & Data Relationships
- Data Import
- Users & Access
- Reports, Charts & Dashboards
- Formulas
- Triggers & Outcomes
- Email Messaging

### Survey Bootcamp (1 Day)

**Prerequisite:** Onspring Essentials

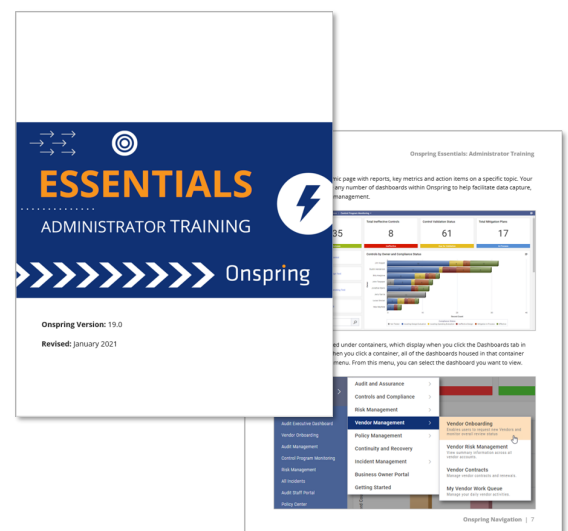
If your organization will use surveys to capture data from internal/external parties, join us for an extra day of training on the Onspring survey designer.

- Survey Structure & Questions
- Branching Logic & Scoring
- Targeted & Public Campaigns
- Survey Supporting Data & Messaging
- Survey Auto-Delivery & Reporting

## Training Format

**Live Instruction:** Our trainers will take you on a guided tour of the Onspring platform, starting with basic navigation and working up to advanced automation. We'll share step-by-step configuration strategies and best practices to help you gain confidence as an Onspring administrator.

**Hands-On Labs:** For each major concept, you'll complete lab exercises in a training instance. As the class progresses, you'll build an entire solution in Onspring from beginning to end. The lab exercises will help you translate "head knowledge" into practical skills you can put to work right away.



# Classroom Training FAQs

## Will I learn how to use my own solutions in Onspring classroom training?

Onspring classroom training is focused on **platform configuration**. The training is solution-neutral, meaning that you can apply the skills you develop to any business process or use case. That said, our trainers are adept at demonstrating Onspring functionality within a variety of use cases that are of interest to training participants, making the instruction relevant and meaningful.

If you need end-user training on your specific Onspring implementation, our Professional Services team will be happy to help. End-user training and/or documentation is frequently included in Onspring services engagements. Additionally, we offer “Getting Started” guides for each of our core solutions.

## What materials are provided to classroom training participants?

You'll receive our Onspring Essentials and Onspring Surveys training guides, which include conceptual information, instructions and best practices on all major areas of Onspring platform configuration.

## What do I need to bring to the class?

Be sure to bring a laptop and charger so you can participate in the hands-on labs. Also bring your full attention for a deep-dive learning experience!

## Will I complete labs in my own Onspring instance?

Onspring will provide you with a lab instance where you will perform configuration activities. You will not need to access your company's own Onspring instance during the training class.

## How do I continue my learning after the class?

Classroom training is just the start of your learning journey. After the class, you'll have access to your lab instance for 30 days so you can continue to practice and experiment with configurations. You'll also have 30 days of access to our Web Training site after the class so you can revisit topics of interest and continue to expand your knowledge. And, of course, you'll continue to strengthen your configuration skills by building out your own processes in Onspring.

## Do you offer classroom training remotely?

We offer classroom training in both in-person and remote formats. We'll communicate the format on the registration page and in your confirmation email so you'll know what to expect.

If you participate in one of our in-person classes, you'll join us at our training facility in Overland Park, KS. If you register for a remote class, you'll participate via Zoom from your home or office.