

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

15 Learning Hours + Hands-On Labs

Best for: Administrators who want to learn platform building blocks and automation features.

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

Upon completion of Onspring Essentials training and hands-on labs, participants will have an opportunity to earn the Onspring Certified Administrator – Level 1 credential.

Survey Bootcamp

Prerequisite: Onspring Essentials

6 Learning Hours + Hands-On Labs

Learn how to capture data from internal/external parties through surveys.

- Survey Design, Branching, and Scoring
- Campaigns for Survey Delivery
- Supporting Data, Messaging, and Reporting

Workflow Bootcamp

Prerequisite: Onspring Essentials

6 Learning Hours + Hands-On Labs

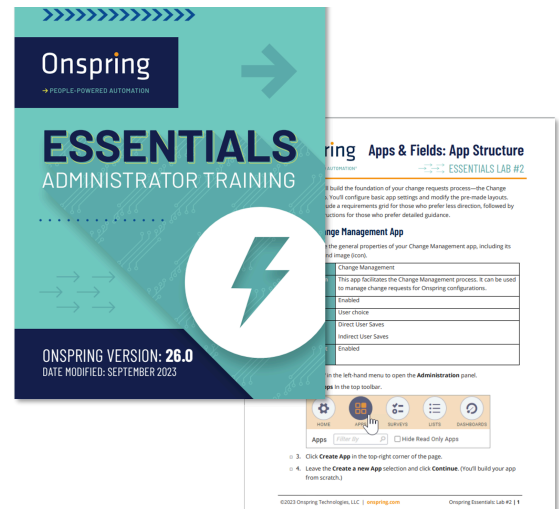
Learn how to automate a content review and approval process with multi-path workflow.

- Workflow Concepts and Decision Points
- Step Configuration and Routing
- Enrollment Logic and Process 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 process 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

What does my training pass include?

If you have a pre-purchased training pass included in your Onspring platform package or an annual training subscription, you may take the Onspring Essentials training class to develop your foundational knowledge of the platform.

Upon completion of Onspring Essentials, you may take any Feature Bootcamp of interest. Each training pass may be assigned to only one person, and the pass is good for a 12-month period aligning with your license term. (Contact your Onspring Account Manager to see if you have passes available.)

If you do not have pre-purchased training passes, you may purchase an a la carte training pass, according to these options:

- **Onspring Essentials + Feature Bootcamps:** With this training pass, you may participate in Onspring Essentials training, which includes the Onspring Certified Administrator – Level 1 exam, plus any Feature Bootcamps of interest within a 12-month period. Onspring Essentials is a prerequisite for all Feature Bootcamps. Each training pass may be used by only one person, and each class may be taken only once within the 12-month period.
- **Onspring Essentials Only:** With this training pass, you may participate in an Onspring Essentials class of your choice, which includes the Onspring Certified Administrator – Level 1 exam. Each training pass may be used by only one person.
- **Feature Bootcamps Only:** With this training pass, you may participate in any Feature Bootcamps of interest within a 12-month period. Onspring Essentials is a prerequisite for all Feature Bootcamps. Each training pass may be used by only one person, and each class may be taken only once within the 12-month period.

How often are training sessions held?

Multiple classes are hosted throughout the year. Most classes are delivered remotely, and you may participate from the comfort of your home or office. In-person classes will be clearly labeled on the registration form and will be hosted at Onspring's headquarters in Overland Park, KS.

Onspring Essentials and Feature Bootcamp classes are open only to current clients and partners. Advance registration is required. Participation is limited to ensure a positive experience for all learners, and registration closes when each class is filled.

What if I can't attend the remote training in real time?

We try to accommodate learners in as many time zones as possible, but we recognize that the live learning sessions may not be convenient for you, or you may have a conflict. All remote learning sessions are recorded for your convenience. As part of your training registration, you will be given access to these recordings for two weeks following the training session, so you can catch up on anything you may have missed.

Do I have to pay for training?

If your organization does not have available training passes as part of your Onspring license, you may purchase passes a la carte. Simply register for training on the Onspring website and choose your preferred payment method.

How do I register for training?

Register online for your preferred training type. [View upcoming training sessions >](#)

Who delivers training?

Onspring trainers are experienced Onspring-certified administrators from our Client Services team. Trainers share real examples and practical insights from years of experience delivering Onspring solutions for clients across industries.

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

The Onspring Essentials and Feature Bootcamp classes are focused on platform configuration. The training is product-neutral, meaning you can apply the skills you develop to any business process or use case. Trainers are adept at demonstrating Onspring functionality within various use cases that interest 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 are frequently included in Onspring services engagements. Additionally, we offer end-user guides for our core products, available via the Onspring Community.

What materials are provided in Onspring Essentials and Feature Bootcamps?

You'll receive a lab guide, featuring a series of hands-on skill activities that guide you through applying the knowledge you learn in class directly to real-world use cases within the Onspring platform.

What do I need to bring to training sessions?

You'll need a computer to participate in the learning sessions and hands-on labs. Many participants find an additional monitor and mouse helpful.

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 become an Onspring Certified Administrator?

Onspring Essentials participants will receive the opportunity to complete the certification exam at the time of their training. Completion of Onspring Essentials training, including 100% completion of the hands-on lab activities, is a prerequisite for certification. See the following for more details: [Onspring Certification Program Overview](#).

How do I continue my learning after taking Onspring Essentials and Feature Bootcamps?

Our advice for improving your Onspring administrator skills is two-fold:

- **Join our regular [Free Friday Training Sessions](#).** In each session, you'll gain insights and advice for Onspring use in various processes, plus education on Onspring platform features.
- **Join [Onspring Connect user events](#).** All client events are designed to help you improve how you use Onspring. Attend these events to see how other clients build dashboards and processes in Onspring, and ask for their advice on where you may need help or have ideas to develop.

What if I need to cancel my training registration?

You may cancel your registration for any training class for a full refund up to 7 days before the class begins, if you paid separately from your license. After that point, you may request to transfer your registration to another participant or another scheduled class session. Email training@onspring.com for assistance.