



Digideck Training & Rollout Success Matrix

Post - Admin Training

- Upload photos, files, and videos in the media libraries
- Tag media assets by topic, use case, rep, etc.
- Create Master Deck content for users to utilize in presentations
- Lock down any slides you do not want basic-users to be able to edit
- Create test deck by clicking “Create Presentation” to select and edit slides
- Create 3 “Pre-Selects” (pre-made presentations by topic, product, region, rep, etc. for users to create a deck in one-click)

Pre - User Training

- Send Digideck partnership email announcement
- Send out all available user invites (Note: Invites expire after 48 hours) (can re-allocate user licenses at any time)
- Ensure all users login to Digideck [here](#)
- Identify key-stakeholder(s) to kickoff & conclude user training and prompt a call to action and/or incentive to ensure adoption of the Digideck platform

Post - User Training

- Create, present, and distribute your own Digideck presentations
- Leverage the ? Icon resource library and Chat Bubble live-time assistance features in Digideck (top right hand corner) for help
- Embed a Digideck on a website, LinkedIn profile, or on an email signature
- Make a custom slide & template using Layout Manager
- Meet regularly with Sportsdigita team
- Close a deal that leveraged Digideck in sales process
- Evaluate time saved in presentation creation pre & post Digideck adoption