

## 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