



ACADEMY SCHEDULE

2017 SMARTBID ACADEMY PHILADELPHIA

BASIC SESSIONS

8:00am-8:50am	<p>Session 1: Bring on the Basics</p> <p>Are you still learning the ins-and-outs of SmartBid? In this session, we will cover the basic general and user settings within the system. Attendees will get a quick walk through of a basic project setup: how to add a project, selecting subs, uploading documents, using support resources and sending invites will be discussed.</p>
9:00am-9:50am	<p>Session 2: Database Management</p> <p>Take ownership of your vendor and subcontractor data and make it work for you. We'll review workflows that ensure clean, consistent, and accurate data storage and management.</p>
10:00am – 10:50am	<p>Session 3: Administrate This</p> <p>For the fearless SmartBid system admins out there, whether you chose this life or it chose you, this session can help. In this session we will cover a complete look at system settings, projects settings, vendor/subcontractor permissions and views, and your own user's access and permissions.</p>
11:00am – 12:00pm	<p>Lunch in the ConTech Showcase</p> <p>Enjoy a hot lunch buffet, and another caffeine boost, while networking with other local industry professionals and visit the ConTech Showcase technology leaders for some hands-on tech demos!</p>
12:00pm- 12:50pm	<p>Session 4: Pre-Bid and Workflows</p> <p>Set up your project details, documents, notifications, and vendors in 5 clean steps. Get everything in place to send an accurate and complete Invitation to Bid.</p>
1:00pm – 1:50pm	<p>Session 5: QIA Tabs</p> <p>The center of the SmartBid system. Communicate, document, track, and manage your pre-bid processes to ensure full coverage on Bid Day.</p>
3:00pm – 4:00pm	<p>Networking Happy Hour + Hands-On Tech Demos in the ConTech Showcase</p> <p>Light drinks and food, Q&A with the ConTechTrio, hands-on tech demos and tech prize giveaways (you must be present to win!) in the ConTech Showcase.</p>



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ADVANCED SESSIONS

8:00am-8:50am	<p>Session 1: Keeping Tabs on Subcontractor Bids</p> <p>The BidTabs add-on module allows users to compare subcontractor bids side-by-side and add some zen to Bid Day. We'll show you how to use BidTabs to replace outdated and bulky qualification sheets and organize subcontractor submissions in an advanced format that will improve the collective sanity of your entire Bid Day team.</p>
9:00am-9:50am	<p>Session 2: Custom Fields</p> <p>More details to come, but please let us know if you're interested in this topic!</p>
10:00am – 10:50am	<p>Session 3: Trade Coding for Non-Coders</p> <p>In this session we'll cover the various CSI and NAICS coding systems available within SmartBid, how to add your own custom codes, and how to map between all of your code systems to set up packages and projects. If you're not looking for a computer coding course, you'll be happy to know this isn't it.</p>
11:00am – 12:00pm	<p>Lunch in the ConTech Showcase</p> <p>Enjoy a hot lunch buffet, and another caffeine boost, while networking with other local industry professionals and visit the ConTech Showcase technology leaders for some hands-on tech demos!</p>
12:00pm- 12:50pm	<p>Session 4: Prequal – A Competitive Advantage</p> <p>For those with a prequalification process already in place, learn how advanced SmartBid prequal features can significantly improve the quality of subcontractor bid submissions and communications. Walk through a typical prequal process then attend Session 5.2 to keep diving deeper into the master form builder.</p>
1:00pm – 1:50pm	<p>Session 5: Prequal – Master Form Builder</p> <p>*Note, you should attend Session 4.2 beforehand. This session will review building a customized prequal form, tying them to projects, testing and admin options, internal office and approval routing, organizing financial information, changes to live prequal forms and more.</p>
3:00pm – 4:00pm	<p>Networking Happy Hour + Hands-On Tech Demos in the ConTech Showcase</p> <p>Light drinks and food, Q&A with the ConTechTrio, hands-on tech demos and tech prize giveaways (you must be present to win!) in the ConTech Showcase.</p>