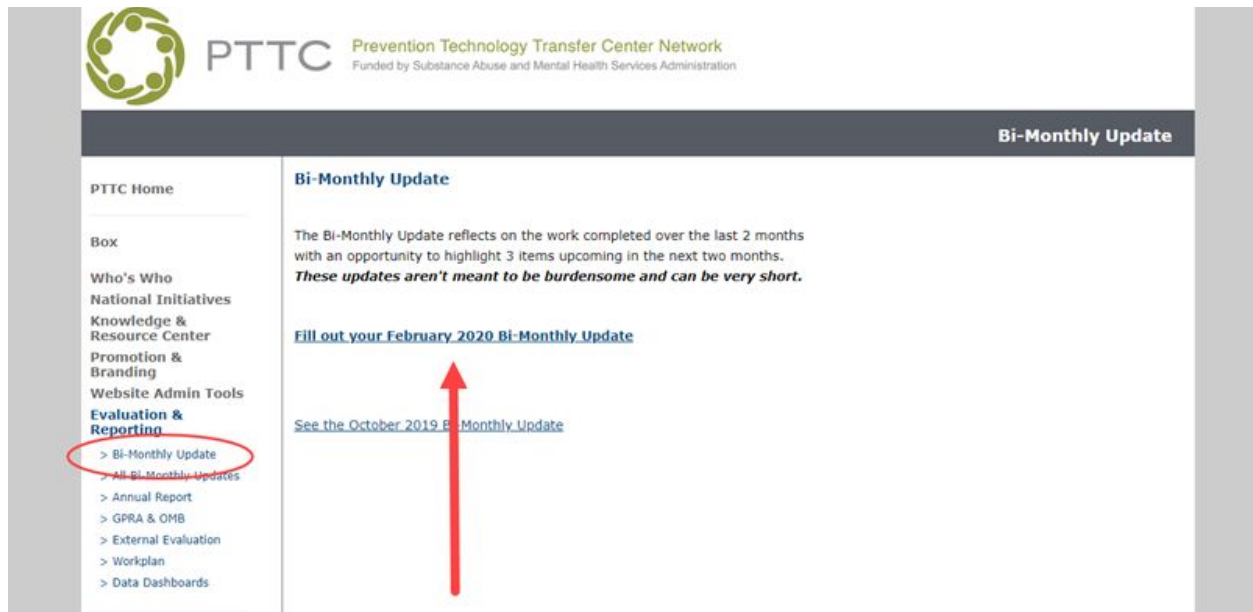


Login to the PTTC Hub <https://pttchub.org/regcenters/webadmin/login.aspx>

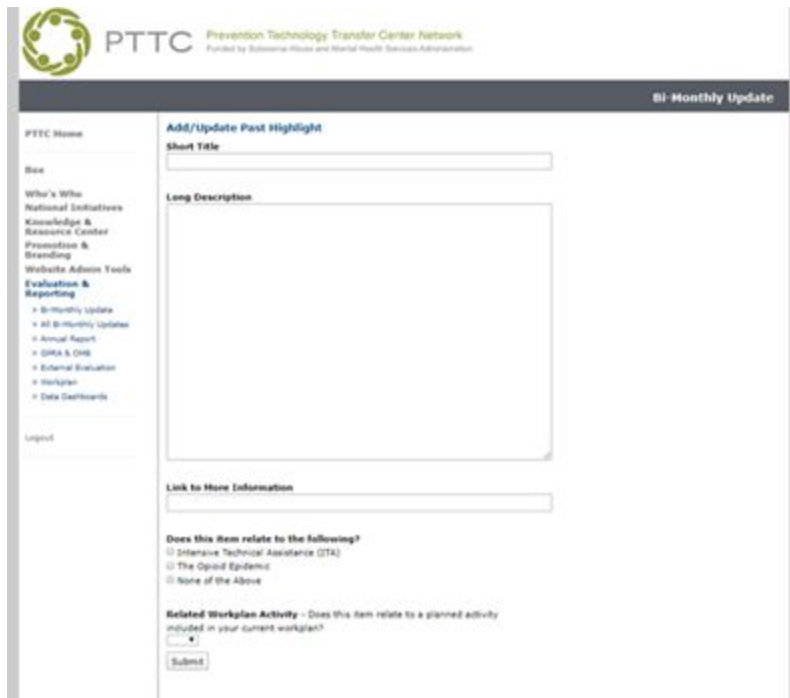
Select “> **Bi-Monthly Update**” and then “**Fill out your February 2020 Bi-Monthly Update**”



The screenshot shows the PTTC website interface. The top header includes the PTTC logo and the text "Prevention Technology Transfer Center Network" and "Funded by Substance Abuse and Mental Health Services Administration". The main navigation bar is labeled "Bi-Monthly Update". On the left sidebar, under "Evaluation & Reporting", the link "> Bi-Monthly Update" is circled in red. A red arrow points from this link to the main content area, which contains the text: "The Bi-Monthly Update reflects on the work completed over the last 2 months with an opportunity to highlight 3 items upcoming in the next two months. *These updates aren't meant to be burdensome and can be very short.*" Below this text, there are two links: "Fill out your February 2020 Bi-Monthly Update" and "See the October 2019 Bi-Monthly Update".

To Enter Your Center’s **3 Highlights from the Previous 2 Months** - select how you would like to Enter the Information:

- If you select “**Enter new previous highlight using blank form**” you will be taken directly to a blank form to enter your highlight



The screenshot shows the "Add/Update Past Highlight" form on the PTTC website. The form includes the following fields and options:

- Short Title:** A text input field.
- Long Description:** A large text area for detailed information.
- Link to More Information:** A text input field.
- Does this item relate to the following?:** Radio buttons for "Intensive Technical Assistance (ITA)", "The Opioid Epidemic", and "None of the Above".
- Related Workplan Activity:** A dropdown menu with the question "Does this item relate to a planned activity included in your current workplan?".
- Submit:** A button to save the information.

- If you select “**Enter previous highlight from website**” you will be taken to a list of content added to your section of the website and content will be imported into form for you to edit. (See image on following page)

**PTTTC** Prevention Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration

**Bi-Monthly Update**

PTTTC Home

Box

Who's Who  
National Initiatives  
Knowledge & Resource Center  
Promotion &

**Add/Update Past Highlight**

**Short Title**  
Drug Endangered Children: December Peer Sharing Call

**Long Description**  
Please join us for our quarterly drug endangered children's peer sharing call. We will be joined by Eric Nation and Stacey Read from the National Alliance for Drug Endangered Children.

**Link to More Information**  
<https://pttcnetwork.org/centers/mid-america-pttc/event/drug-endangered-children->

**Does this item relate to the following?**

Intensive Technical Assistance (ITA)  
 The Opioid Epidemic  
 None of the Above

**Related Workplan Activity** - Does this item relate to a planned activity included in your current workplan?  
▼

Submit

Be sure to complete the “**Related Workplan Activity**” section if the highlight you are including relates to a specific activity included in your Year Two Workplan

**Related Workplan Activity** - Does this item relate to a planned activity included in your current workplan?  
Yes ▼

Choose the related Goal, then Objective, then Activity below. The Objective menu will automatically appear once a Goal is selected. The Activity menu will automatically appear once an Objective is selected.

**Goal:** F - Serve as a Resource ▼

**Objective:** Update Existing CM Online Course ▼

**Activity:** 1 - Identify and contract with expert consultant to review conte ▼

Submit

Complete Form and **Select “Submit”**.

**Repeat** for remaining 5 highlights you wish to share in your Center’s Update. Use the “View”, “Edit” and “Remove” to edit information (if needed).

**PTTC** Prevention Technology Transfer Center Network  
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### Bi-Monthly Update

Please enter 3 highlights from the previous 2 months and 3 highlights from the past 2 months below. When you have exactly 3 of each, the button to review and submit your update will appear below the tables.

**3 Highlights from Previous 2 Months**

		Title	
<a href="#">View</a>	<a href="#">Edit</a>	Drug Endangered Children: December Peer Sharing Call	<a href="#">Remove</a>
<a href="#">View</a>	<a href="#">Edit</a>	Amazon Smart Speaker Skill	<a href="#">Remove</a>
<a href="#">View</a>	<a href="#">Edit</a>	Top 5 Podcast Episodes from 2019	<a href="#">Remove</a>

**3 Highlights for Upcoming 2 Months**

		Title	
<a href="#">View</a>	<a href="#">Edit</a>	Amazon Smart Speaker Skill	<a href="#">Remove</a>
<a href="#">View</a>	<a href="#">Edit</a>	Regional TTC Advisory Board Meeting	<a href="#">Remove</a>
<a href="#">View</a>	<a href="#">Edit</a>	Podcast Episode 24: Changing the Conversation for Prevention	<a href="#">Remove</a>

When complete, select **“Review and Submit Bi-Monthly Update”**.

Lastly, after confirming your Update submission, select **“Submit Bi-Monthly Update”**. You will not be able to edit your Update after it is submitted.

You will receive an email confirming your submission.