Login to the PTTC Hub https://pttchub.org/regcenters/webadmin/login.aspx
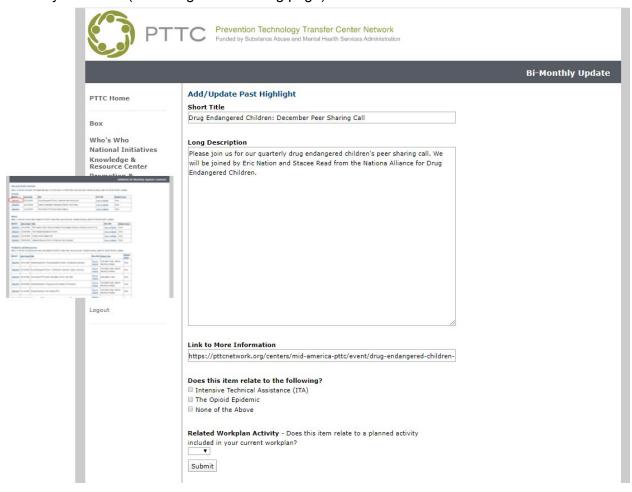
Select **"> Bi-Monthly Update"** and then **"Fill out your February 2020 Bi-Monthly Update"**

To Enter Your Center's **3 Highlights from the Previous 2 Months** - select how you would like to Enter the Information:
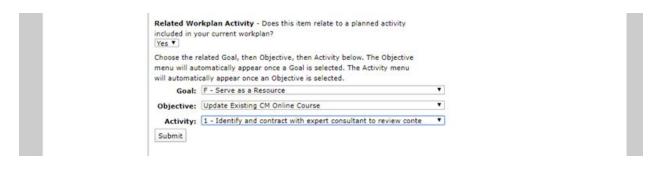
- If you select **"Enter new previous highlight using blank form"** you will be taken directly to a blank form to enter your highlight

● 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)
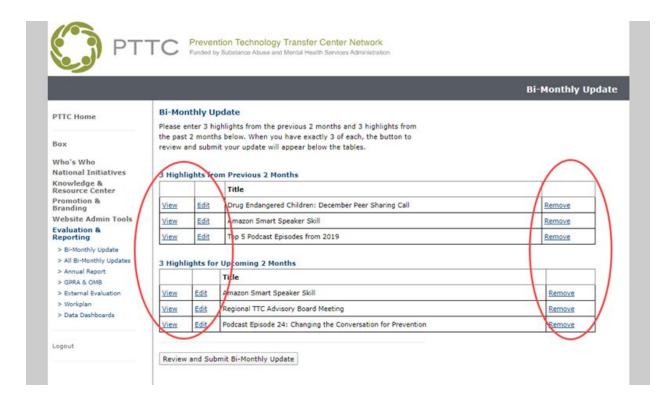

Be sure to complete the **"Related Workplan Activity"** section if the highlight you are including relates to a specific activity included in your Year Two Workplan

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).

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

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

You will receive an email confirming your submission.