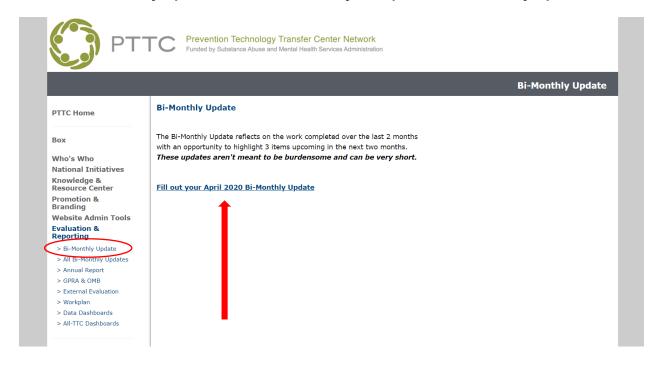
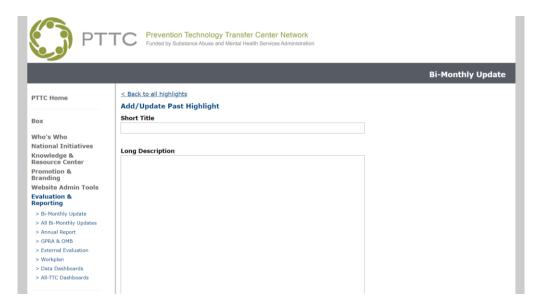
Login to the PTTC Hub https://pttchub.org/regcenters/webadmin/login.aspx

Select "> Bi-Monthly Update" and then "Fill out your April 2020 Bi-Monthly Update"

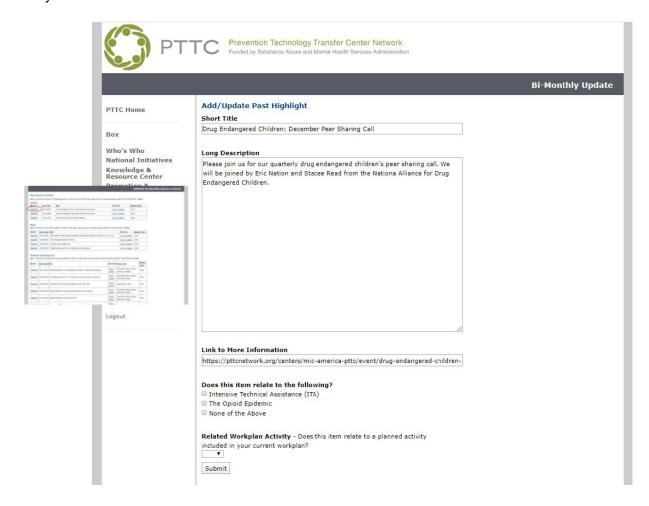


To Enter Your Center's **3 Highlights from the Previous 2 Months** - select how you would like to Enter the Information:

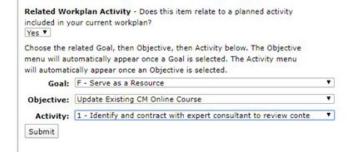
 If you select "Enter new previous highlight using blank form" you will be taken directly to a blank form to enter your highlight.



• 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.

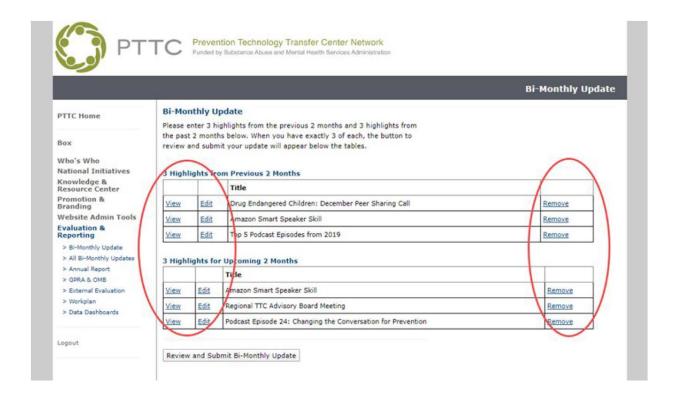


Be sure to complete the "Related Workplan Activity" section if the highlight you are including relates to a specific activity included in your Year Two Workplan.



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".

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.

Submit Bi-Monthly Update

You will receive an email confirming your submission.