

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**”

The screenshot shows the PTTC Hub website interface. At the top left is the PTTC logo (Prevention Technology Transfer Center Network) and its funding information. A dark grey header bar on the right contains the text "Bi-Monthly Update". On the left is a vertical navigation menu with categories: PTTC Home, Box, Who's Who, National Initiatives, Knowledge & Resource Center, Promotion & Branding, Website Admin Tools, and Evaluation & Reporting. The "Evaluation & Reporting" category is expanded, and the link "> Bi-Monthly Update" is circled in red. A red arrow points upwards from this link towards the main content area. The main content area is titled "Bi-Monthly Update" and contains the following 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 is a blue link: "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.

The screenshot shows the PTTC Hub website interface for adding or updating a past highlight. At the top left is the PTTC logo and its funding information. A dark grey header bar on the right contains the text "Bi-Monthly Update". On the left is the same vertical navigation menu as in the previous screenshot, with "Evaluation & Reporting" expanded and "> Bi-Monthly Update" selected. The main content area is titled "Add/Update Past Highlight" and contains a blue link: "< Back to all highlights". Below the title are two form fields: "Short Title" (a single-line text input) and "Long Description" (a large multi-line text area).

- 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.

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

**Bi-Monthly Update**

PTTC Home

Box

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

**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/mic-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).

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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.