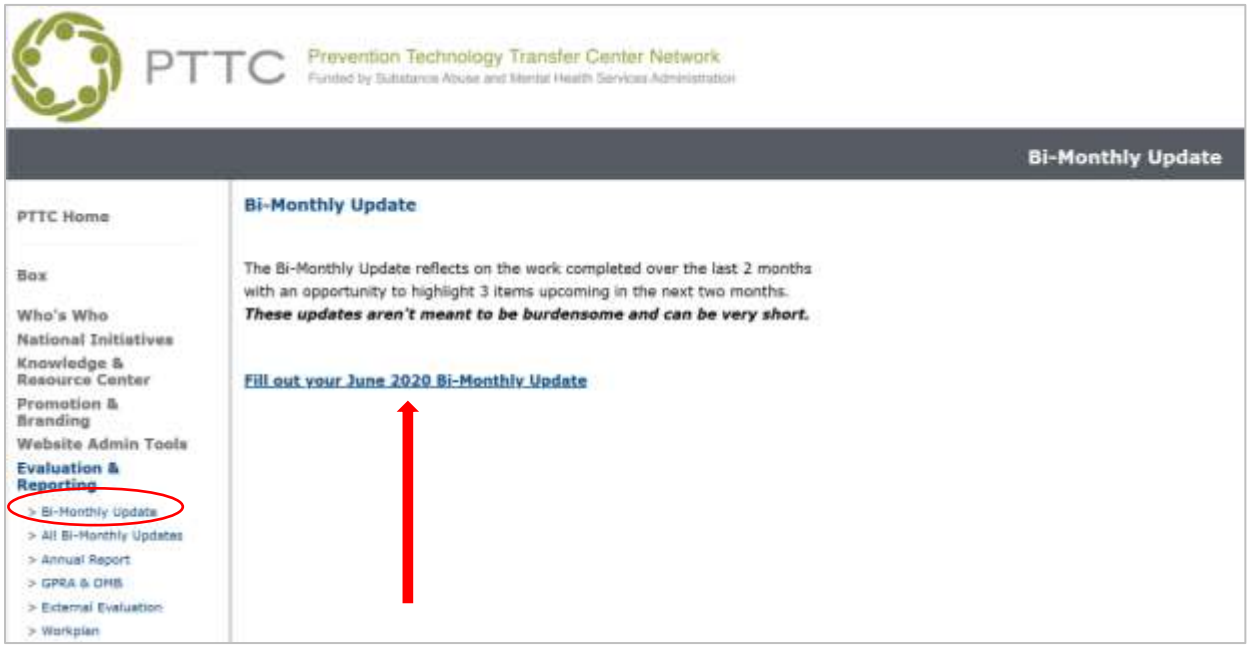
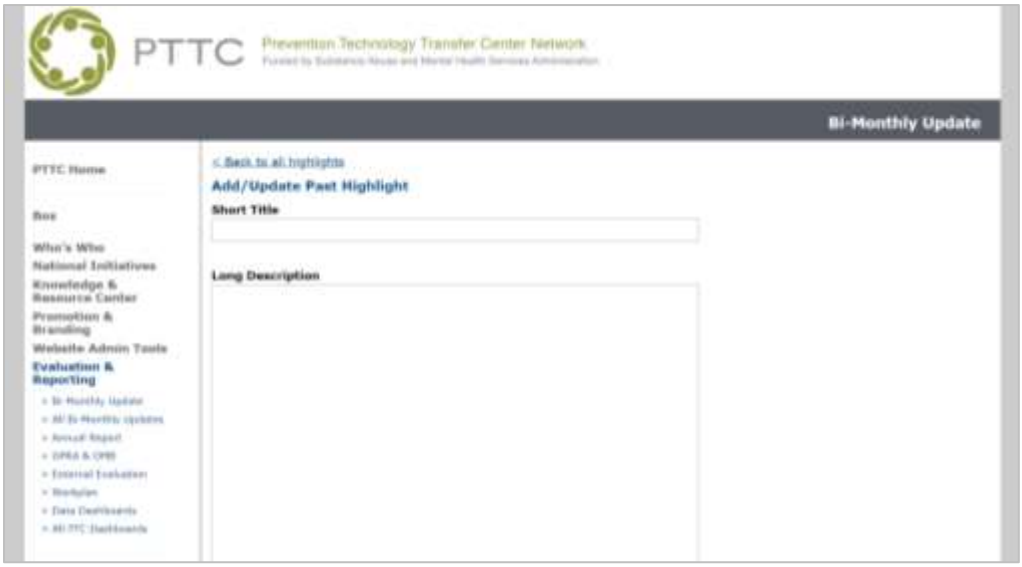
Log in to the PTTC Hub https://pttchub.org/regcenters/webadmin/login.aspx

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

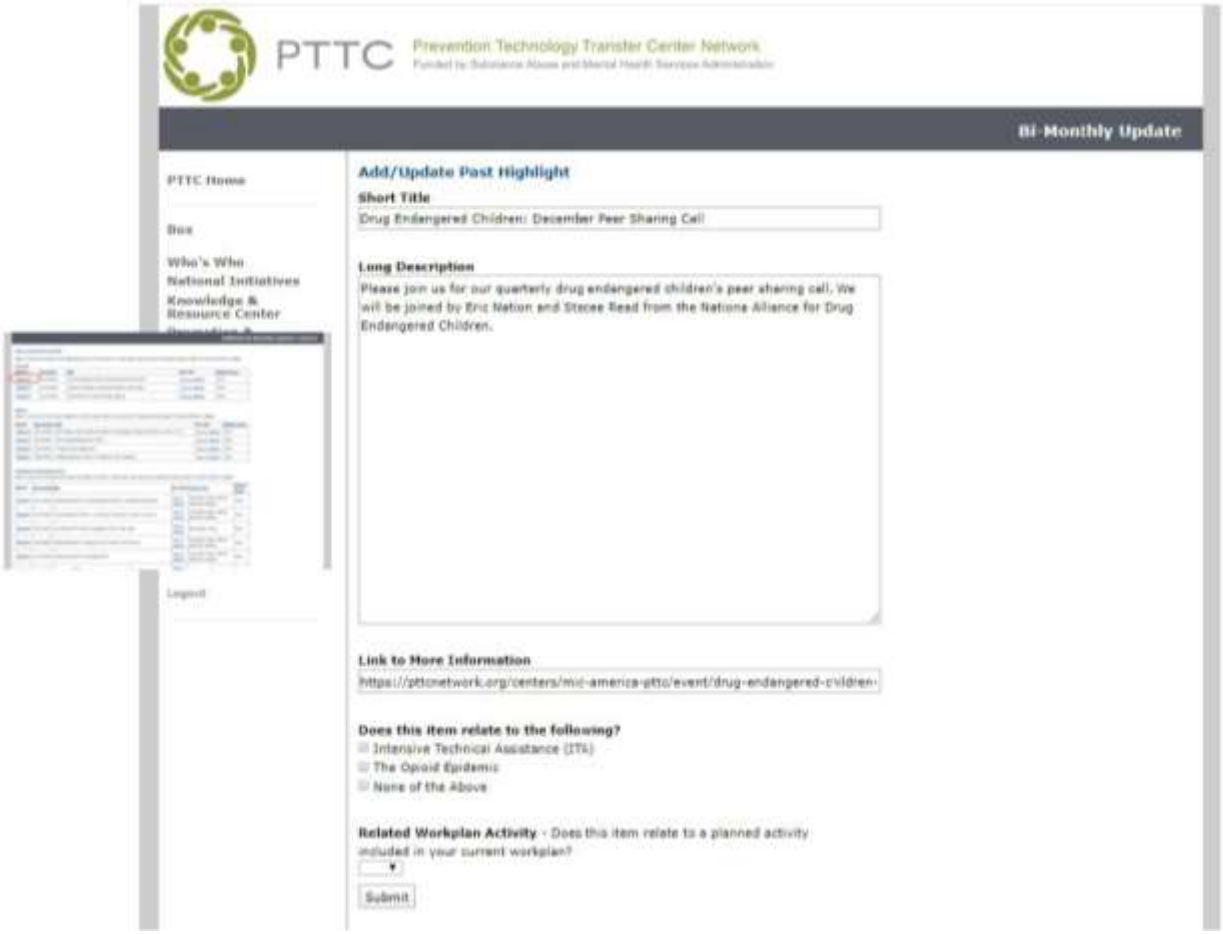


To Enter Your Center's **3 Highlights from the Previous 2 Months** - select how you would like to enter the information:

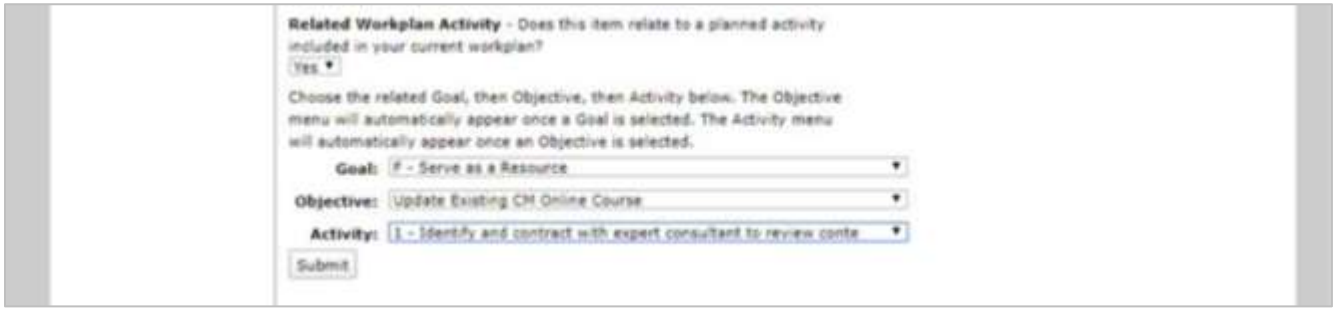
- If you select **"Enter new previous highlight using blank form"** you will be taken directly to a blank form to enter your highlight.



- 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".**

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.