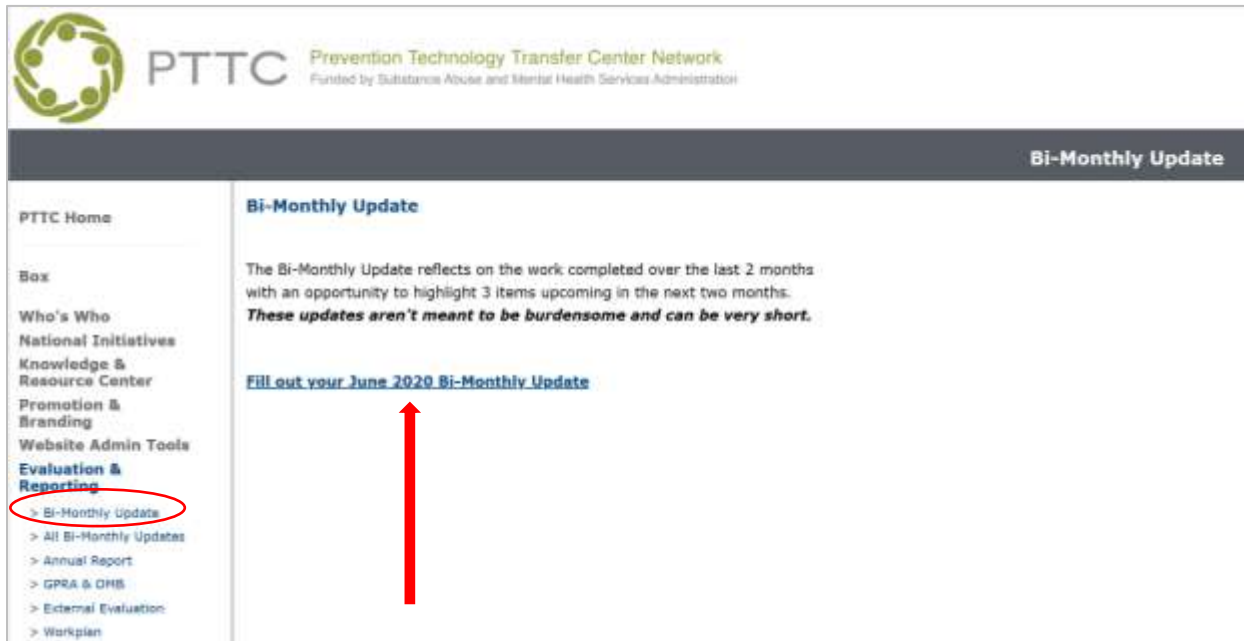


Log in to the PTTC Hub <https://pttchub.org/regcenters/webadmin/login.aspx>

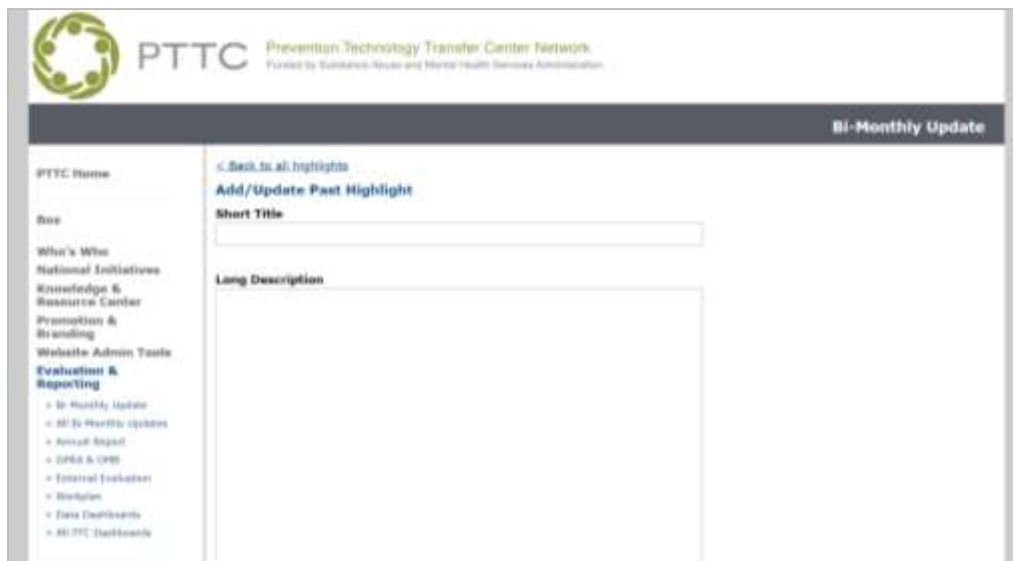
Select “> **Bi-Monthly Update**” and then “**Fill out your June 2020 Bi-Monthly Update**”



The screenshot shows the PTTC Hub website. The 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, a sidebar menu lists various categories, with "Evaluation & Reporting" circled in red and "> Bi-Monthly Update" highlighted. The main content area is titled "Bi-Monthly Update" and 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 is a link: "[Fill out your June 2020 Bi-Monthly Update](#)". A red arrow points upwards from the bottom of the page towards this link.

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 with the "Add/Update Past Highlight" form. The header and navigation bar are the same as in the previous screenshot. The main content area is titled "Add/Update Past Highlight" and contains a link: "< [Back to all highlights](#)". Below this is a form with two fields: "Short Title" and "Long Description". The "Short Title" field is a single-line text input, and the "Long Description" field is a larger text area. The sidebar menu is visible on the left, with "Evaluation & Reporting" circled in red and "> Bi-Monthly Update" highlighted.

- 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**

**Log out**

**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 Nelson and Steece Bead from the Nations Alliance for Drug Endangered Children.

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

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

- Intensive Technical Assistance (ITAs)
- 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 ▼

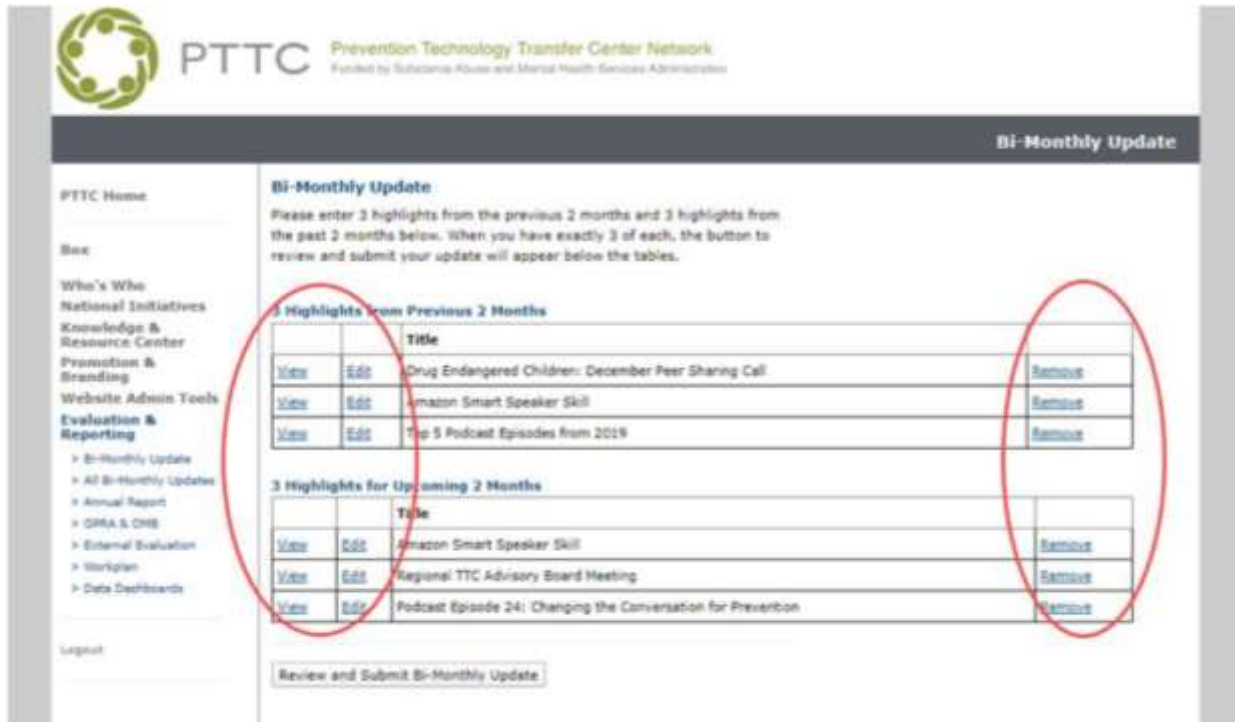
**Objective:** Update Existing CH Online Course ▼

**Activity:** I - 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).



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.