

the Launch™ process

#	WHAT	WHO	WHEN
1	Agreement		
A	▪ School Signs	School	Day 1
B	▪ Comevo Signs	Comevo	Day 1
C	▪ Sales Rep Completes & Submits NEW CLIENT ORDER FORM	Sales Rep	Day 1
2	Welcome		
	▪ Go Live Coordinator Assigned	Comevo	Day 1-2
3	Kickoff Call		
	▪ Attend Kickoff Call: Introductions, expectations, review THE LAUNCH PROCESS , demo tour, and review the NEXT STEPS FORM	All	ASAP
4	Next Steps Form		
	The NEXT STEPS FORM helps you organize and submit the graphics needed to begin designing your template, and includes:		
A	▪ Main image (.jpeg file at least 1028 pixels wide)	School	ASAP
B	▪ Placeholder image (.jpeg file 400x400 pixels)	School	ASAP
C	▪ School logo (vector file such as .eps or .ai)	School	ASAP
D	▪ School colors (RGB or HEX numbers for your school's primary and secondary colors)	School	ASAP
E	▪ Select template option	School	ASAP
5	Template Creation		
A	▪ Incorporate school's graphics into template	Go Live Coordinator	5 days
6	Training		
	▪ Attend introductory training session	All	1 day
7	IT Integration		
A	▪ Determine how your students will access the online orientation: through the student portal, a link on your website, etc. Your Go Live Coordinator will help initiate integration with your school's IT staff.	All	ASAP

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#	WHAT	WHO	WHEN
8	Create Content		
A	<ul style="list-style-type: none"> Draft an outline of your orientation broken into sections and pages 	School	ASAP
B	<ul style="list-style-type: none"> Draft quiz questions for each section 	School	ASAP
C	<ul style="list-style-type: none"> Collect photographs, documents and videos to supplement written content 	School	ASAP
9	Load Content		
A	<ul style="list-style-type: none"> Load written content, photographs, documents and videos into Launch Management Console. NOTE: your Go Live Coordinator will be happy to help you upload content: just ask. 	School and/or Go Live Coordinator	ASAP
B	<ul style="list-style-type: none"> Place photographs, documents and videos on proper pages 	School	ASAP
10	Go Live		
	<ul style="list-style-type: none"> When you're ready to Publish and Go Live, contact your Go Live Coordinator for final preparations. 	School	1 day
11	Ongoing Training		
	<p>Even after your orientation is Live, there is much more to know about reporting and other features that add immense value to your orientation. Be sure to consider participating in one of our Monthly Training Webinars, and check out the Customer Guides on our website. Finally, remember: we're here to answer any questions you have about the software. Just ask!</p>		