NGC SCHOOL NAME

SERIES # | COURSE
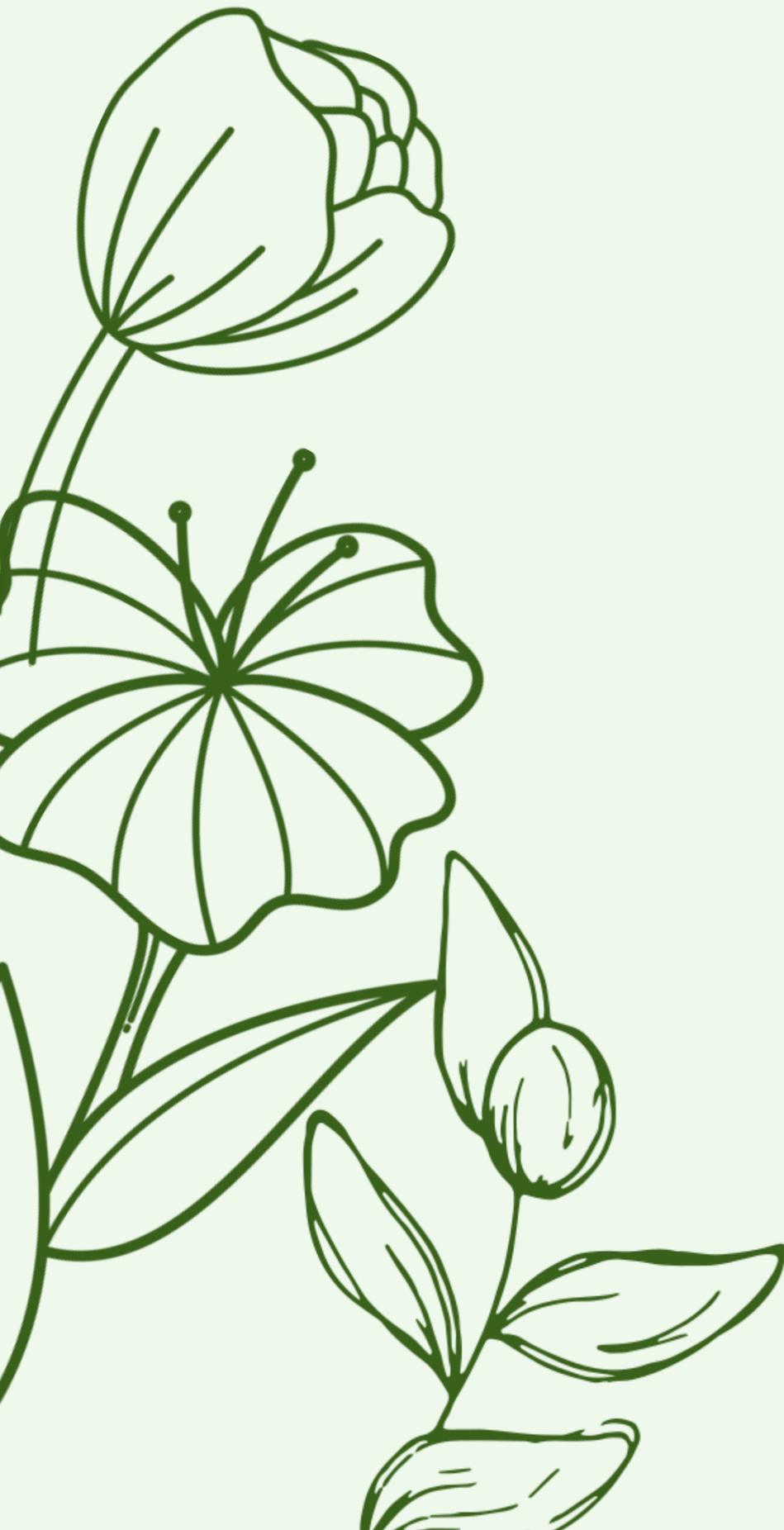
INSERT DATES

INSERT LOCATION

Sponsored by

INSERT LOGO OF SPONSOR

COURSE CONTACTS

INSERT NAME
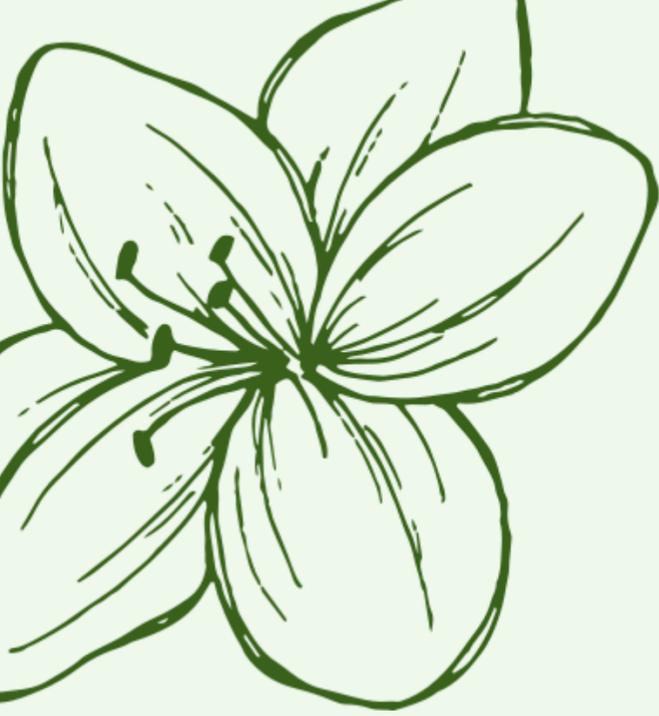**POSITION/TITLE**
INSERT INFO

INSERT NAME
POSITION/TITLE
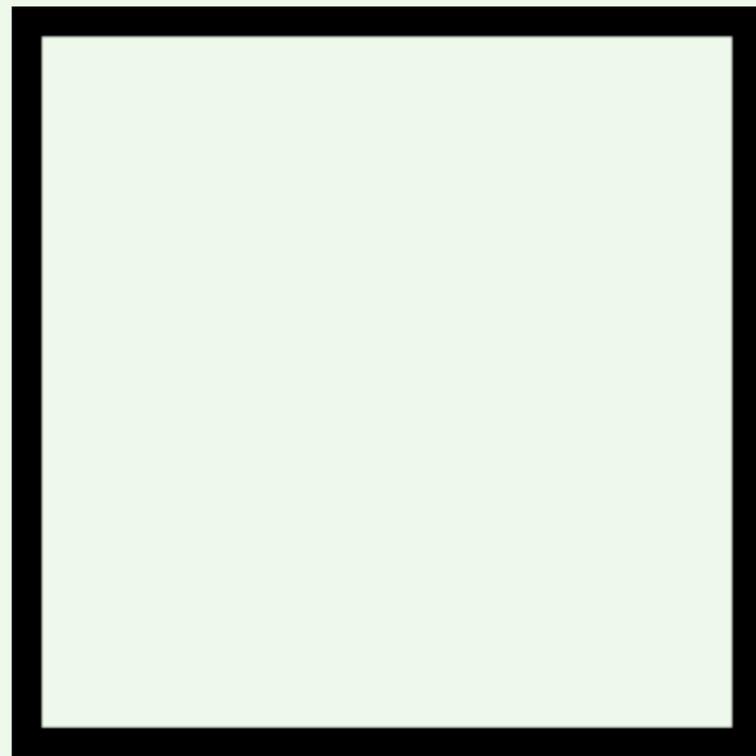**INSERT INFO**

COURSE ZOOM TECH SUPPORT

INSERT NAME
POSITION/TITLE
INSERT INFO

INSERT NAME
POSITION/TITLE
INSERT INFO

COURSE INSTRUCTOR (OPTION 1)

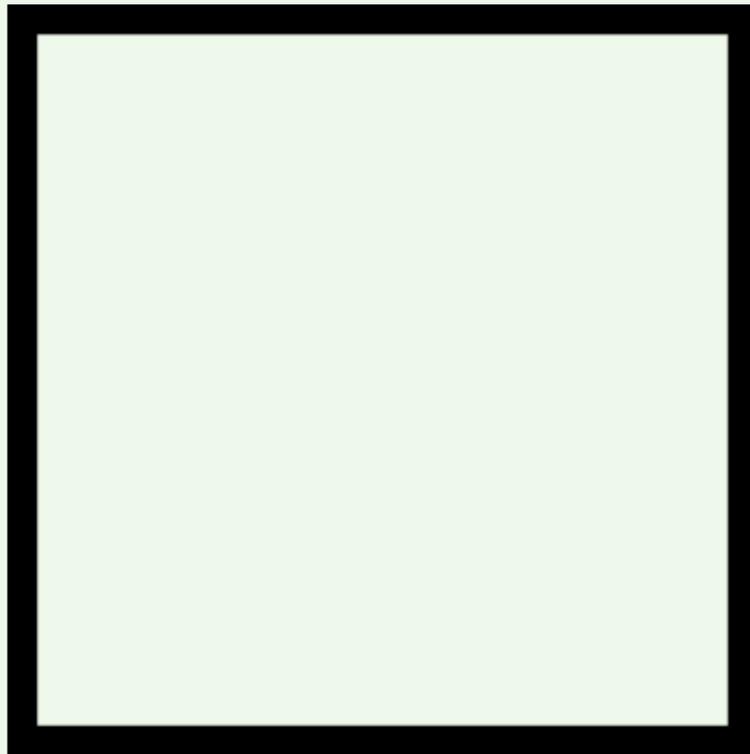**INSERT NAME**

ADDITIONAL INFORMATION

COURSE INSTRUCTORS (OPTION 2)

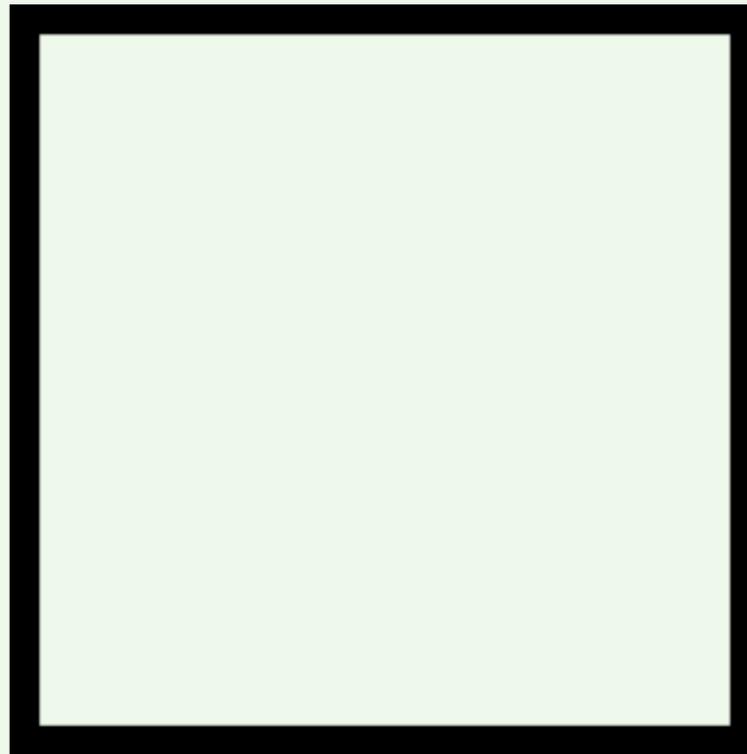**INSERT NAME**
POSITION/TITLE
INSERT INFO

INSERT NAME
POSITION/TITLE
INSERT INFO

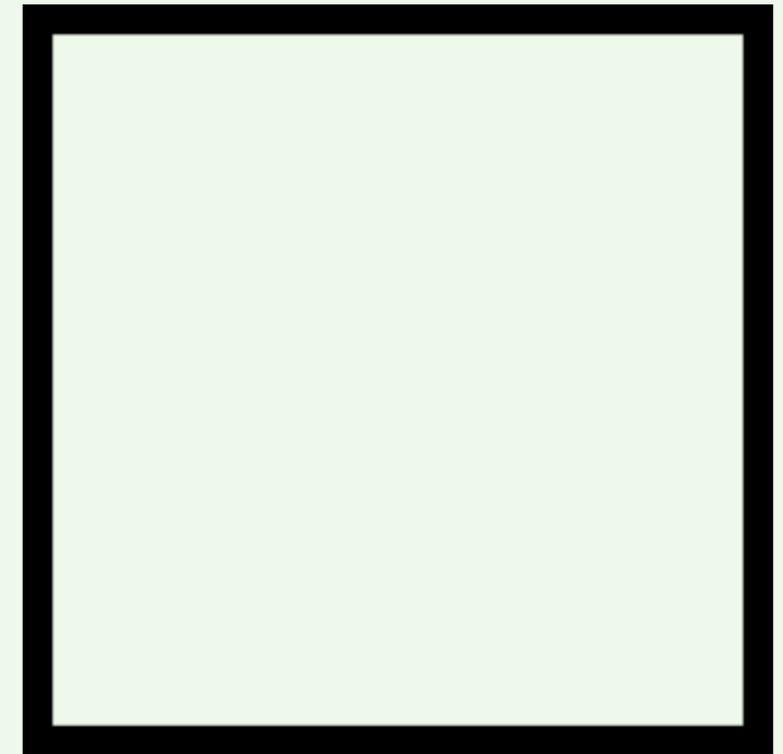# COURSE INSTRUCTORS (OPTION 3)

INSERT NAME
INSERT ADDITIONAL INFORMATION

INSERT NAME
INSERT ADDITIONAL INFORMATION

INSERT NAME
INSERT ADDITIONAL INFORMATION

COURSE AGENDA

DAY 1

12:00 P.M. ANNOUNCEMENTS AND TECH CHECK

12:30 P.M. PLANT DISEASES AND GARDEN PESTS (**TESTED**)

2:00 P.M.   BREAK
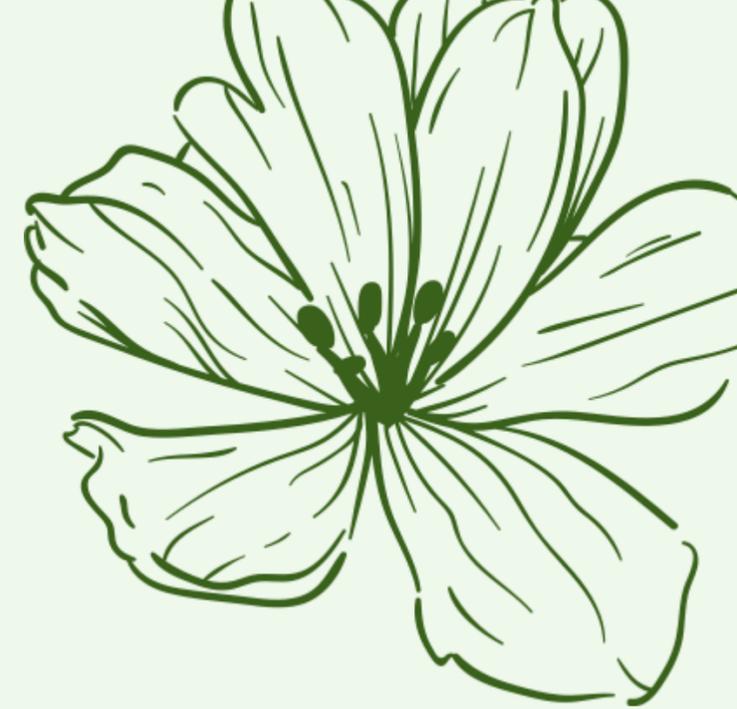
2:15 P.M.   VIRTUAL GARDEN TOUR

(PLANT DISEASES AND GARDEN PESTS CONT.)

3:15 P.M.   IRRIGATION AND WATER (**TESTED**)

4:45 P.M.   BREAK

5:00 P.M.   GROWING FRUIT (**TESTED**)

6:30 P.M.   BREAK, QUESTIONS, COMMENTS COMPLETION OF

ONLINE EXAM

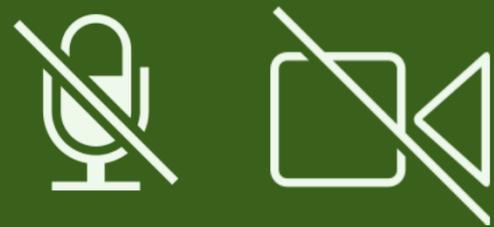# COURSE AGENDA

DAY 2

12:00 P.M.   ANNOUNCEMENTS AND TECH CHECK

12:30 P.M.   VEGETABLE GARDENING (**TESTED**)

2:00 P.M.   BREAK

2:15 P.M.   VEGETABLE GARDENING CONT'D.

2:45 P.M.   USING AND PRESERVING THE GARDEN HARVEST

   (**NOT TESTED**)

3:45 P.M.   BREAK

4:00 P.M.   LAWN ALTERNATIVES AND GROWING GRASS (**TESTED**)

5:30 P.M.   END OF INSTRUCTION/ONLINE EXAM NGC

COURSE COMMUNICATION OPTIONS
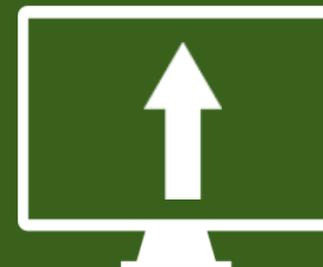
JOIN WITH AUDIO & VIDEO

Join a Meeting with Audio (Sound) and Video (Camera) for Event Start

During Course Lecture Turn OFF your Audio/Video

RENAME YOURSELF

Join a Meeting and Rename your Participant ID to Match your Registered Name

SHARE SCREEN

Communicate to the Course Contact, Proctor, or Instructor Participant Icons or Screen Share

CHAT

Communicate to Course Contact, Instructor,or Proctor using the Chat Window

NATIONAL GARDEN CLUBS, INC.

NEED A QUICK BREAK?

**TURN OFF
VIDEO CAMERA**

**MUTE
MICROPHONE**

NATIONAL GARDEN CLUBS, INC.

FINDING USER CONTROL ICONS

Controls display
Top of Screen

TURN OFF
VIDEO CAMERA

MUTE
MICROPHONE

Controls display
Bottom of Screen

MAC / IPAD

Microsoft

ENJOY

LUNCH BREAK

INSERT TIME(S)

NATIONAL GARDEN CLUBS, INC.

COURSE CONCLUSION

- Complete Instructor and Topic Evaluation Forms

- Complete optional Zoom Evaluation Form

- Complete and return Course Exams

Thank you for your participation!