1. **Play**
   a. Spend some time getting used to the online training site.
      Make sure you're familiar with:
      - ❑ new visits
      - ❑ new households
      - ❑ updating household information
      - ❑ adding/changing events
      - ❑ offline mode
      - ❑ reservation system
      - ❑ duplicates
   b. Keep a list of questions for the SIMC team.

2. **Communicate**
   a. Email the SIMC team with your questions.
   b. Complete the Online SIMC Training in Thinkific.
   c. Join the SIMC Community in Thinkific to learn together and share resources with other agencies.

3. **Ready to roll?**
   a. Email the SIMC team that you're **ready to go live**!
   b. Set up a Teams call with the SIMC team to make sure your live site is set up correctly.

4. **Live site**
   a. Add new users – set up an account for everyone that might need to login (staff & volunteers).
      NOTE: All new users must complete stages 1 and 2 of the Online SIMC Training in Thinkific.
   b. Check event schedule – make sure your events match what you actually do.

5. **LAUNCH!**
   a. Choose your next distribution as your launch date and discuss the type of launch you want to do with your SIMC team, as well as what level of support you would like.
   b. **Start live check in!**

6. **Review data**
   a. Check your reports to make sure they look accurate.
   b. Email the SIMC team with any questions, concerns, observations, comments, compliments, etc.

7. **Check in**
   a. A week after going live, check in with the SIMC team to make sure everything is going smoothly!
   b. A month after going live, or after you've done at least two distribution, check in with the SIMC team to discuss reporting, questions about intake, events, changes to setup, etc.

8. **Keep going!**
   a. You're officially an expert now! Keep collecting data, and let the team know if you have any issues, questions, or concerns.
   b. Continue communicating with other agencies in the SIMC Community to get support & share ideas.
   c. Once you're comfortable with the system, become a **mentor** to an onboarding agency!