Complete Your Training
To complete your training, send a sample email to your volunteer staff partner, then archive your training exercise.

To begin archiving, right click on your workspace (globe icon) to create a New Campaign Folder
Name the folder with your group name and ‘Archive’
Drag any programs you created in training into the folder to clean up your workspace.
Your workspace is now cleaned up and ready for use, once your sample email and confidentiality document are received by your staff partner.
Marketo Reminders

• **Never** edit the smart list or email asset in a template. **Always clone first.**
• Name your programs using the `Workspace_YYYY_MM_DD_Freeform_Entry` format
• Always start the program name with the acronym used in your program templates
• Reach out to your Volunteer Engagement staff partner with questions or issues.
• Visit [ralumni.com/marketo](ralumni.com/marketo) for a downloadable copy of this training, as well as other step by step and troubleshooting guides.