



Pre-Training Checklist

Our goal is to equip you with the skills and know-how to easily use Novareté in order to maximize your organization's potential and increase performance. To make sure our time is used best, **please have the following information completed *before* the 2-hour phone training.**

Site Branding:

In order for your Novareté site to really look and feel like your company, you will need to prepare branding information and documents. Refer to the [reference images](#) at the end of the document for more details.

Copy

Please prepare your copy for the Login Page Title, Login Page Explanation, and Login Page Center Message. The copy can include images and html.

Login Page Title:

(Example: *Welcome to Novareté*)

Header: _____

Login Page Explanation:

(Example: *Novareté is our approach to achieving excellence that defines, aligns, and reinforces our organization's core values.*)

Message:

Login Page Center Message:

(We recommend your organization's mission statement.)

Message:

Logos and Pictures

Please send the following logos and pictures in either PNG or transparent GIF format to your NAM before the 2-hour phone training.

- **Login Page Header Logo** (140px height x 300px or less width): We recommend your organization's name or logo. The default will be the Novareté logo.
- **Login Page Center Logo** (70px): We recommend your organization's logo.
- **Site Top Header Logo** (70px): we recommend your site name. The default will be the Novareté logo.



- **Default Broadcast Image** (300px height x 300px width): We recommend any fun icon that represents broadcasting an announcement. The default will be a speaker.
- **Default Profile Background Image**: We recommend your organization's logo. An image of 911px width x 200 px height will be needed with a focal area of 412px width x 200px height. The image should also display nicely at 279x120px. The default will be the Novareté logo.
- **Default Group Profile/Kudo Image**: The default will be three stick figures.

Contributions

Have two of the following: quote, picture, video, and/or resource (blog, article, etc.) that represents an organizational value.

Smart Phone Passwords

During the training we will be downloading the Novareté application on your smart phone. Please make sure to bring your smart phone to the training.

Note for Apple Users: Please make sure to have your Apple ID password available to you during the training. When you download an application from the App Store your device will prompt you for your password.

Values

Please have a list of your organization's values and their descriptions available for the 2-hour phone training. During the training, the Site Administrator(s) will add your organization's values under the Site Configuration section of Novareté.

Feel free to use the [Values Worksheet](#) at the end of this document as a reference.

Values in Short Form

(Example: *Play Fair*)

- Less is more. One or two words are most effective, and more than five is not as easy to commit to memory.
- Novareté can accommodate your short form values with a maximum of 30 characters and "..." will appear to indicate more that is not shown.
- A short form value will appear on every site card, except Dilemmas and Profiles.

Values in Long Form

(Example: *Play Fair: Integrity in all we do – we treat each other and our clients the way that we want to be treated.*)

- A long form value is the definition or explanation of a short form value.
- There is no maximum character constraint, but a short paragraph will be easier to retain. The goal is: easy to read – easy to retain.
- A long form value will be displayed after its short form as a definition.
- Long form values will be seen when attributing a value to a Kudo or Contribution, and are displayed on the login page.

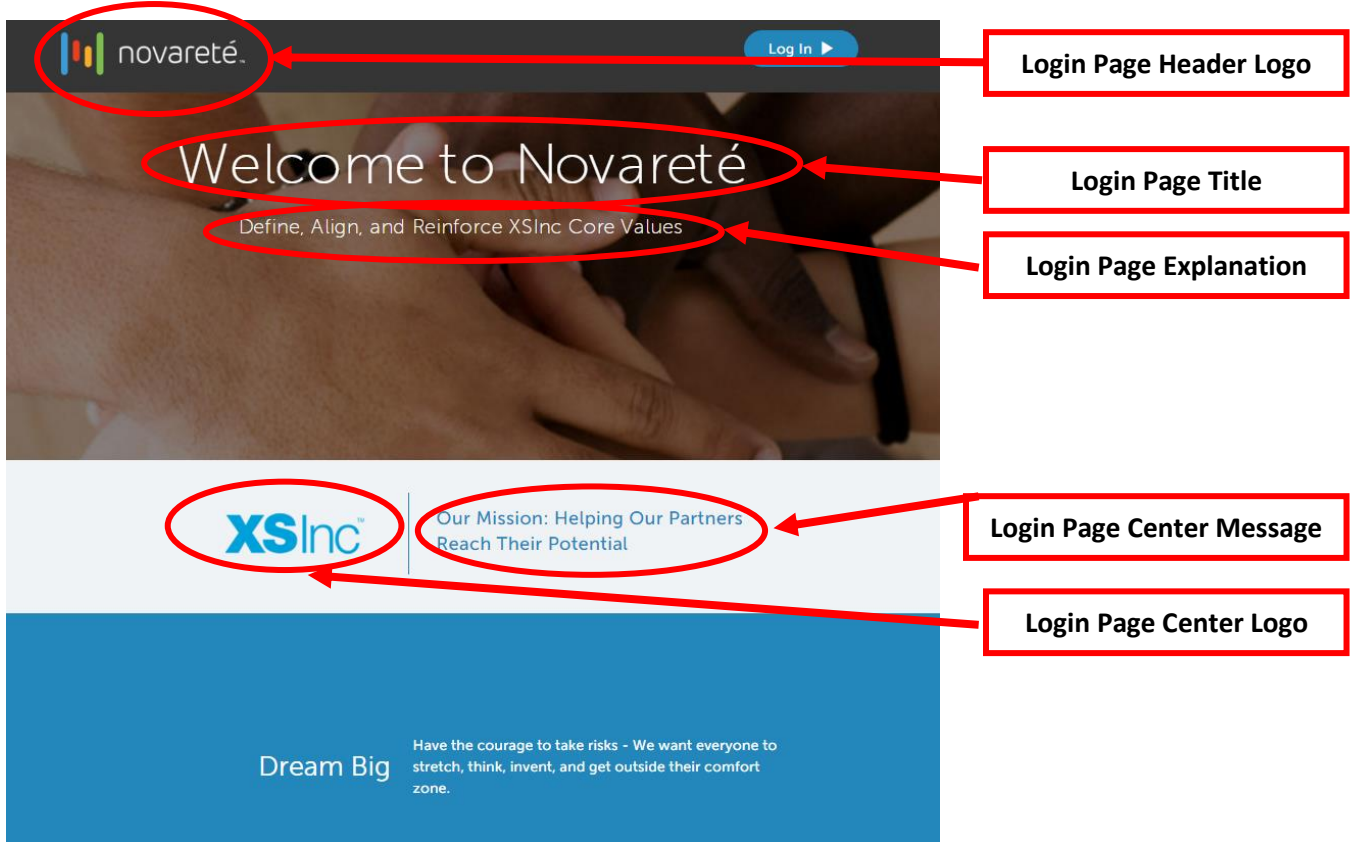
Values Worksheet

Use this worksheet to create your short and long form values in the desired order.

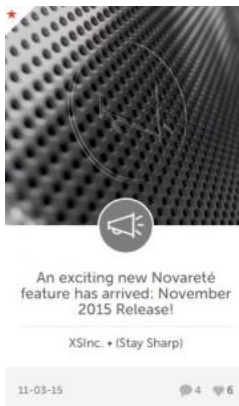
Desired Order	Value	Description
1		
2		
3		
4		
5		
6		
7		
8		

Reference Images

Login Page



Broadcast Card



Profile Background Image



Group Profile/Kudo Image

