

# MyLRC+ Required Training Agenda

Training will be held across the state during the month of November

## **Overview of the process from Draft to Codification**

Review LRC Process Diagram

**An Idea:** How to Submit a New Request

**A Draft:** How to share drafts and collaborate with LRC Drafters

**Sponsorship:** How to request sponsors for your draft and how to sponsor someone else's draft

**Break**

**Introduction:** How to Introduce a Bill

**Bill Tracking:** How to track a bill through the entire legislative process

Prime Sponsor, Co-Sponsor, and Custom Lists

Similar to current "My 2019 | Session Bills" functionality

**Amendments:** How to request an amendment, how to view an amendment introduced in committee or on the floor, and how to distribute an amendment to a committee or on the floor.

**Break**

**Committee:** How to track committee agendas, bills, and amendments

Similar to current "My 2019 | Session Committees" and ACTS functionality

Additional dashboard functionality

**Floor Session:** How to track calendars, bills, and amendments

Similar to current "My 2019 | Session Committees" and ACTS functionality

Additional dashboard functionality

**Break**

**Chair Training:** How to approve committee documents (agenda, minutes, committee reports, etc.) and how to review committee bill log.