

smartsheet ENGAGE / Product Certification Preparation



Crystal Morey
Certification Program Manager

#SmartsheetENGAGE

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Preparation

“Competing at the highest level is not about winning. It’s about preparation, courage, understanding and nurturing your people and heart. Winning is the result.”

- Joe Torre

Objectives

In this session, we will explore:

- **Exam format**
- **Key features & functionality assessed**
- **Testing best practices**
- **Exam scoring and feedback**

A person is shown from the chest down, sitting and writing in a small, open notebook with a pen. The notebook is resting on their lap. The entire image is covered with a semi-transparent blue overlay. The text 'Product Certification' is written in a large, bold, white font on the left side of the image.

Product Certification

Exam Overview

Product Certification

What does it mean to be Product Certified?

- **Intermediate Certification**
- **Product Certified Users have:**

1. Knowledge of features and functionality within the core application

2. Can apply specified features and functionality within a workflow



Product Certification

What does it mean to be Product Certified?

- Intermediate Certification
- Product Certified Users have:

1. **Knowledge** of features and functionality
core application

2. Can **apply** these features and functionality
workflow

within the

within a



A person is shown from the chest down, sitting and writing in a notebook with a pen. The image is heavily overlaid with a blue gradient, which is darker on the right and lighter on the left. The notebook is open, and the person's hand is visible holding the pen. The background is blurred, showing what appears to be a meeting or office setting.

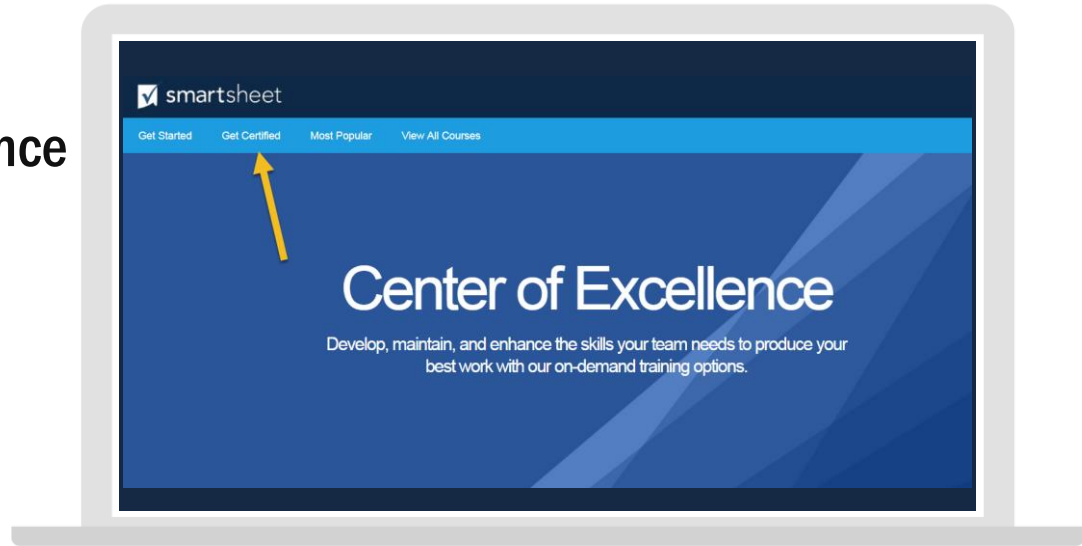
Product Certification

Process Overview

Exam Format

Overview

- Access via Center of Excellence
- Open Book



Product Certification

Overview



**Part 1: Multiple
choice exam**

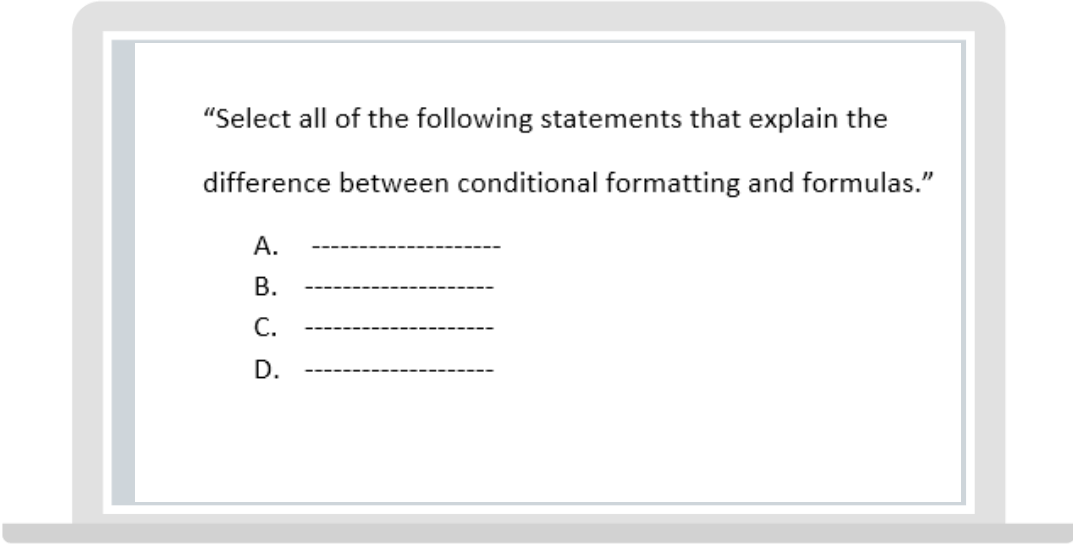
**Part 2:
Hands-on Sheet
Manipulation Activity**

**When BOTH are passed, a
user is Product Certified**

Exam Format & Composition

Part 1

- 50 questions
- Question Types:
 - Multi-select
 - Single response



"Select all of the following statements that explain the difference between conditional formatting and formulas."

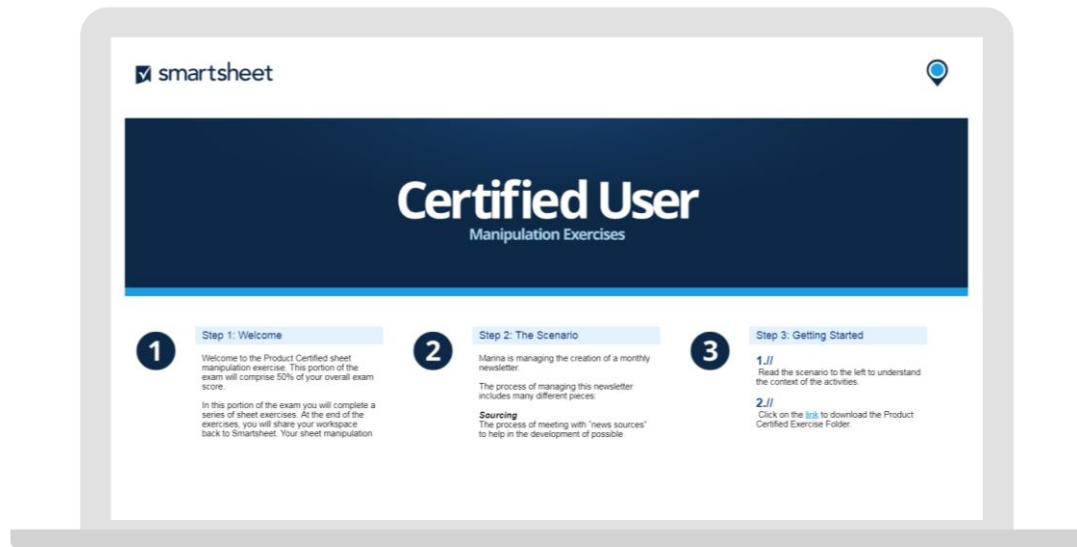
- A. -----
- B. -----
- C. -----
- D. -----

Exam Format & Composition

Part 2

Hands-on Sheet Manipulation Activity

- Measures ability to apply understanding within Smartsheet
- Access via a distribution link



A person is shown from the chest up, wearing a blue shirt, writing in a white notebook with a black pen. The notebook is open, and the person's hand is visible on the left side. The background is blurred, showing other people in a room. The entire image is overlaid with a semi-transparent blue gradient.

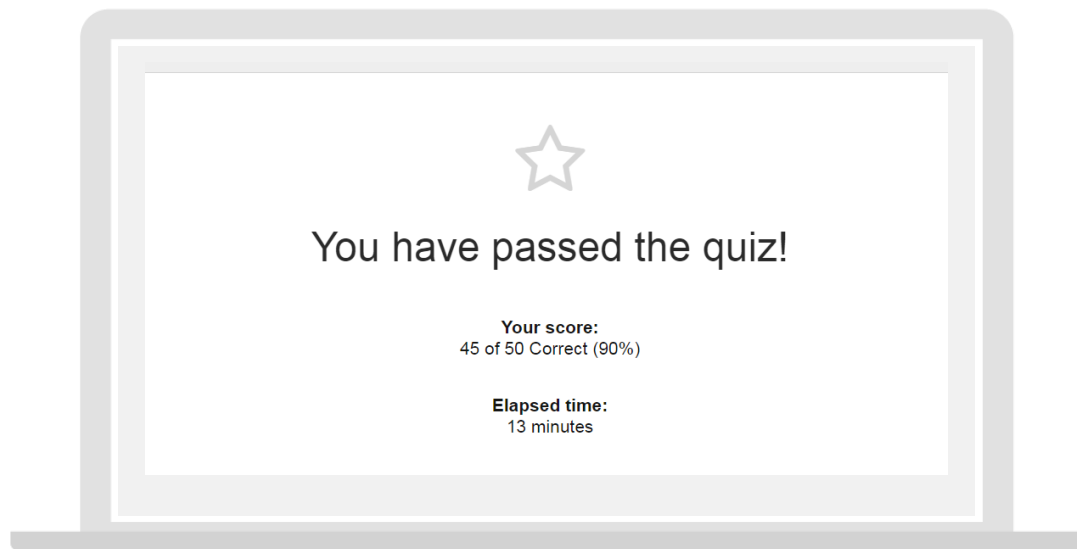
Product Certification

Submitting Your Exam

Submitting Part 1

On Center of Excellence

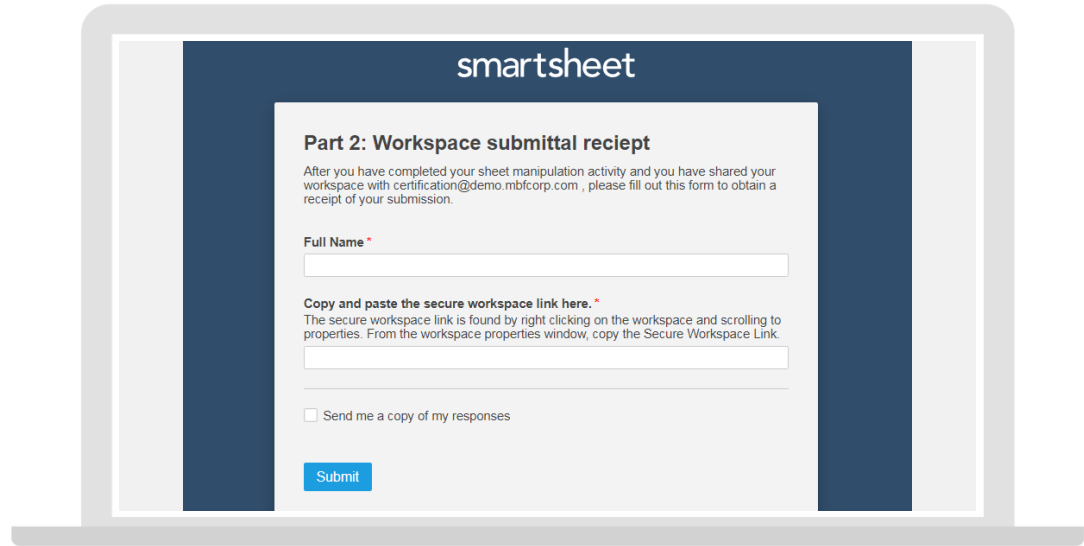
- Once submitted, you will receive:
 - Pass / Fail
 - Overall Percentage
- Must get at least 80%



Submitting Part 2

Hands-on Exercise

- After completing tasks:
 - Create and share Workspace
 - Submit via a form



The image shows a laptop screen with the Smartsheet logo at the top. The main content area is titled 'Part 2: Workspace submittal receipt'. Below the title, there is a paragraph of instructions: 'After you have completed your sheet manipulation activity and you have shared your workspace with certification@demo.mbfcorp.com, please fill out this form to obtain a receipt of your submission.' The form contains a 'Full Name' field with an asterisk, a text area for the 'secure workspace link' with an asterisk and detailed instructions, a checkbox for 'Send me a copy of my responses', and a blue 'Submit' button at the bottom.

smartsheet

Part 2: Workspace submittal receipt

After you have completed your sheet manipulation activity and you have shared your workspace with certification@demo.mbfcorp.com, please fill out this form to obtain a receipt of your submission.

Full Name *

Copy and paste the secure workspace link here. *

The secure workspace link is found by right clicking on the workspace and scrolling to properties. From the workspace properties window, copy the Secure Workspace Link.

☐ Send me a copy of my responses

Submit

A person is shown from the chest down, sitting and writing in a notebook with a pen. The image is heavily overlaid with a blue color gradient, which is darker on the right side and lighter on the left. The text is white and positioned on the left side of the image.

Product Certification

Expectations and Functionality Tested

Key Features & Functionality

Tested Items

- **ACTIVITY**

- Check the features you can apply confidently
- Circle the features to review

1.

Product Certified Features

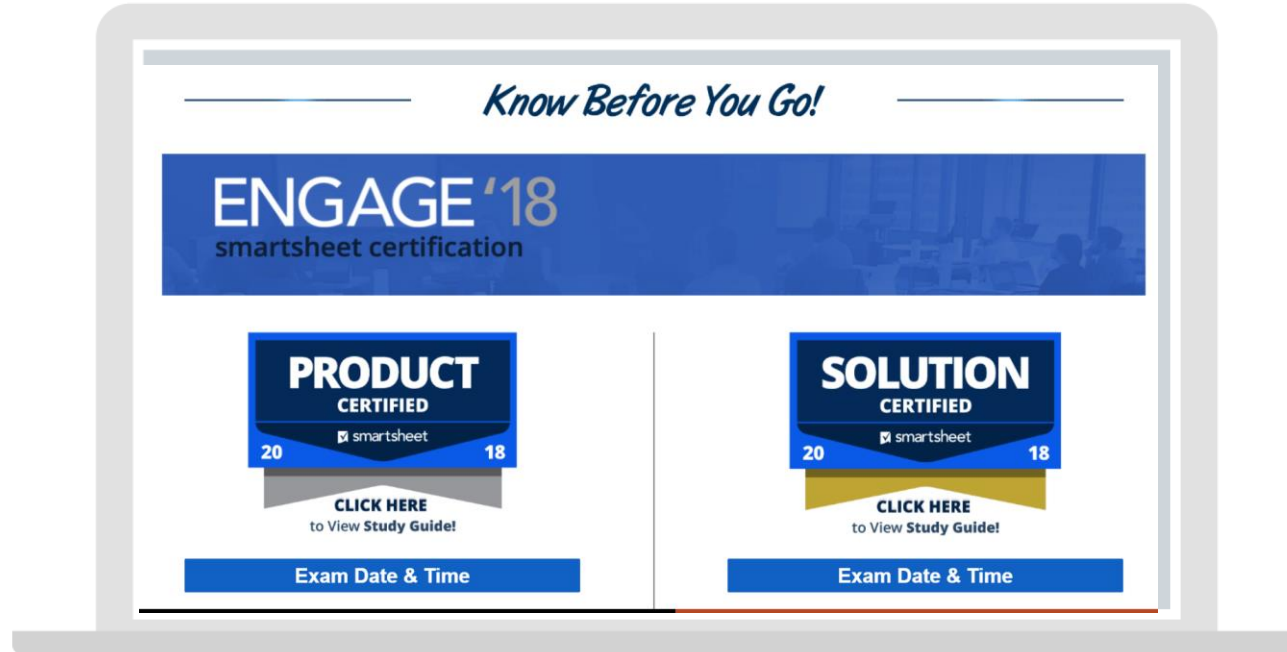
- ☒ Smartsheet user types
- ☐ Sharing permission levels
- ☐ Home tab organization
- ☐ Creating and using workspaces
- ☒ Importing files into Smartsheet

A person is shown from the chest down, sitting and writing in a small, open notebook with a pen. The notebook is resting on their lap. The entire image is covered with a semi-transparent blue overlay. The text 'What to Expect' is written in a large, bold, white font on the left side of the image.

What to Expect

Testing Procedures

Certification: Know Before You Go!



What to bring:

Come prepared

What to bring:

- Personal laptop (tablets are not sufficient for the exam)
- Power cord
- Headphones or earbuds
- Manuals from Monday's training class

What not to bring:

- **Cell phone & camera devices**

Test-Taking Tips

Ahead of the exam:

- Attend the Intermediate class
- Eat lunch
- Review the list of features tested
- Become familiar with Smartsheet learning resources
- Fill out Student Account form

During Exam:

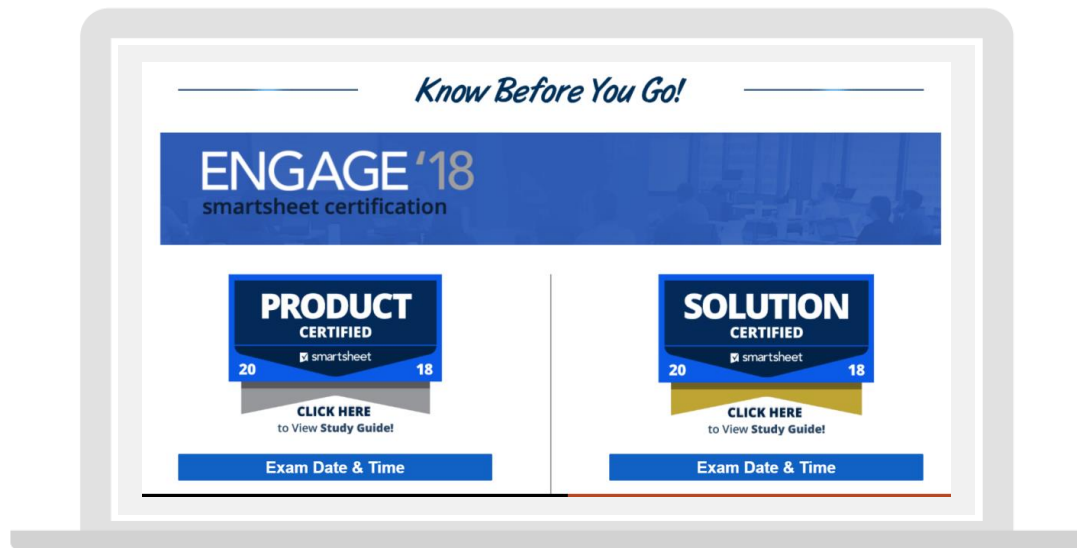
- **Pace yourself**
- **Answer every question**



Check in Process

Getting in to the exam

- Lunch at noon (Regency)
- Check-in at 12:30
- Exam Starts at 1:00
- Hyatt 3rd floor:
 - Juniper A-L
 - Larch M-Z



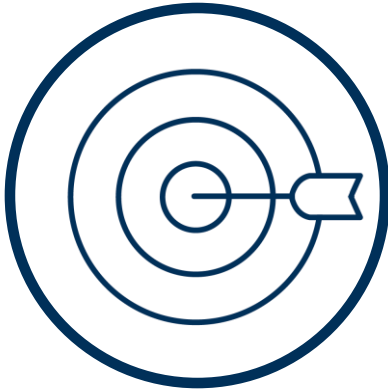
Feedback & Score Reporting

What information do you receive?

- Score obtained within 30 days
- Notification sent with results

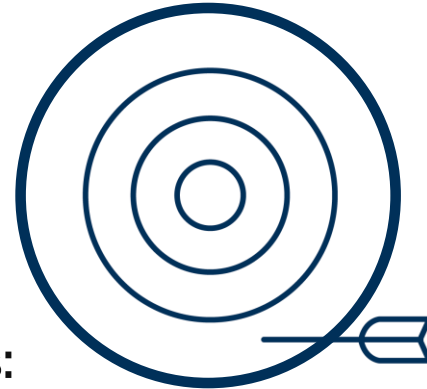


What happens when I pass?



Pass:

- Post certificate to LinkedIn
- Post picture of yourself and certificate with #SmartsheetCertified
- Badge on Community
- Recognition at ENGAGE



Don't pass:

- Certification team will follow up with next steps

A person is shown from the chest down, sitting and writing in a small, open notebook with a pen. The notebook is resting on their lap. The entire image is covered with a semi-transparent blue overlay. The text 'Product Certification' is written in a large, bold, white font, and 'Feedback and Scoring' is written below it in a slightly smaller, regular white font.

Product Certification

Feedback and Scoring

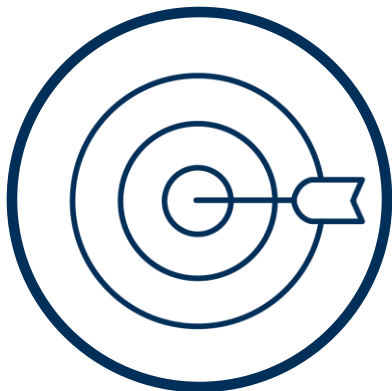
Feedback & Score Reporting

What information do you receive?

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What Happens When I Pass?



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ENGAGE / Q&A

A person is shown from the chest up, wearing a dark jacket, writing in a white notebook with a pen. The notebook is open, and the person's hand is visible. The entire image is overlaid with a semi-transparent blue gradient. The text is positioned on the left side of the image.

#SmartsheetCertified

Why is this valuable to you?

Why Are You Becoming #SmartsheetCertified?

“I am excited to become certified because . . .”

“By becoming certified, I hope to . . .”



I became #Smartsheet Certified...

“This certification is going to help me move forward with a promotion that I just earned which will be tied to developing workflows, procedures & processes, and project management on a much higher level.”

See you tomorrow

Check-in begins at 12:00 p.m.

Lunch at 12:30 – 1 p.m.

Test start promptly at 1:15 p.m.

Don't forget to:

- Share your feedback in our survey in the ENGAGE app
- Stop by the Certification booth on the second floor to Snap & Share your #SmartsheetCertified story
- Visit the Innovation Center for hands-on learning, support, services, swag, and more



#SmartsheetENGAGE