



Date Posted: 4-23-18

California/Nevada Fraternal Education
2 DAY HANDS ON TECHNICAL TRAINING (2 HOTT)
WOTM ONLY!!!

- Where:** Pacifica Family Center #1944
776 Bradford Way
Pacifica, CA 94044
(650) 355-1540
- When:** Saturday July 21st and Sunday July 22nd
- Start:** Training starts at 9:00am and completes by 5:00pm each day
- Cost:** \$35 (must be mailed with registration form to complete registration)

Session Leaders: Toni Sherman, Mary Hagens, Helene Amato

Additional Information:

1. **You must pre-register for the class** by completing the enclosed registration, enclosing a check made payable to Toni Sherman and forwarding it to the address provided below at least 10 days before the scheduled date of the session. **NO WALK INS WILL BE ACCEPTED.** Class size is limited, so register as soon as possible to reserve your seat. A contact phone number must be provided so we may contact you if needed prior to the class.

2. **You will need to print and bring to class with you, the following:**

A. 2 HOTT LCL v2.1 Participant Workbook (June 2017)

B. 2 HOTT QuickBooks Pro 2007 Participant Guide (June 2017)

3. **You will need to bring a Computer with LCL.net and QuickBooks installed.**

(The LCL.net Student Files & QuickBooks Student Company will be used for this training). If you bring a personal computer, the trainers will load a student version for class. **If you need the QB loaded please arrive on Saturday no later than 8:00am.**


4. Technical Trainers will be available during the session to assist with reviewing fraternal unit financial reports to check for any out-of-balances or other anomalies that may require adjustment.

Please don't forget to bring an extension cord & surge protector.

Contact: Toni Sherman
18080 Tinnin Rd
Sonora, CA 95370
(209) 532-7973
tvsherman1969@gmail.com

2-HOTT Class Registration Form

INSTRUCTIONS: Please complete all of the information on this form and then email it to the Registration Contact listed on the 2-HOTT Schedule. Verify 2-HOTT class dates, locations, and registration contact information as follows:

- www.mooseintl.org / Members Area / Education and Training link
- Click the 2-HOTT Class Info link.
- Click the '2-HOTT Schedule' link.
- Select 2-HOTT for Class Title; choose the State selection as desired.
- Click the  button.

PART I – 2-HOTT Class Information:

Class Location: _____

Class Dates & Times: _____

PART II – Student Information:

Name: _____ MID # _____

Street: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email _____

Lodge/Chapter/Legion Name: _____ # _____

Current Office Held: _____

YOUR Experience (check one for each row):

With QuickBooks: New User Some Experience Experienced User

With LCL: New User Some Experience Experienced User

With Computers: Novice Basic Skills Advanced Skills
(typing, navigation, software installation, etc.)

IMPORTANT: Please contact your Registration Contact immediately if you need to cancel your attendance for any reason!