



Date Posted: 4-23-18

## **California/Nevada Fraternal Education**

### **2 DAY HANDS ON TECHNICAL TRAINING (2 HOTT) WOTM ONLY!!!**

**Where:** Anderson Family Center #509  
1597 South St  
Anderson, CA 96007  
(530) 365-7048

**When:** Saturday June 2<sup>nd</sup> and Sunday June 3<sup>rd</sup>

**Start:** Training starts at 9:00am and completes by 5:00pm each day

**Cost:** \$35 (must be mailed with registration form in order to register)

**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 OB 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](http://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!**