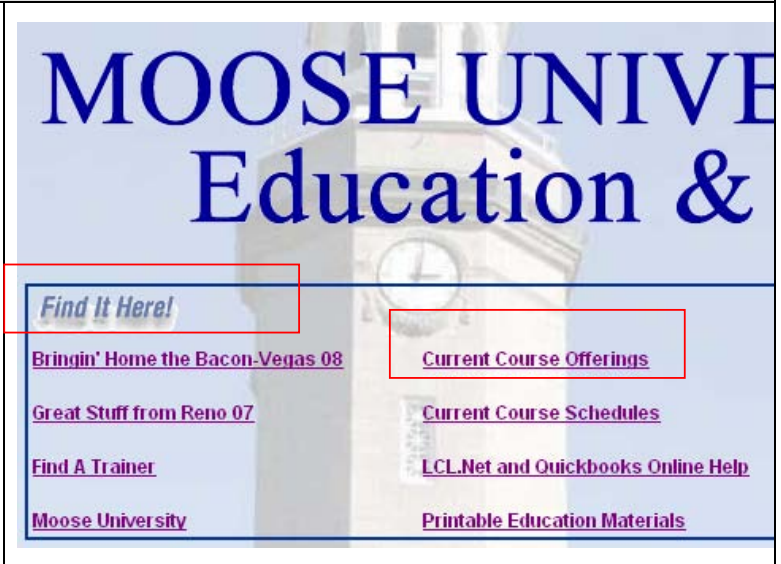




2-HOTT Pre-Class Information Sheet (for Students)

Pre-Training Responsibilities:	
<p>Read a 2HOTT <u>course description</u>:</p> <ul style="list-style-type: none"> ▪ Click the Education and Training link on the www.mooseintl.org website. Then, follow one of the procedures below: <ul style="list-style-type: none"> ○ From the 'Find it Here' section: <ul style="list-style-type: none"> - Click Current Course Offerings. - Click 2-HOTT Course Description. ○ Scroll to Current Course Offerings. <ul style="list-style-type: none"> - Click 2-HOTT Course Description. 	 
<p>Check 2HOTT <u>course availability (dates)</u>:</p> <ul style="list-style-type: none"> ▪ In the Current Course Schedules area, look under the '2-DAY HANDS ON TECHNICAL TRAINING (LCL.net & QuickBooks) heading. ▪ Click 2-HOTT Class Schedule. ▪ <i>Be sure to note the Registration Contact's name ('REG CONTACT' column), phone number and email address. You will need this when you register for a class!!</i> 	

Pre-Training Responsibilities (cont):

Register for a 2HOTT course:

- In the **Current Course Schedules** area, look under the '2-DAY HANDS ON TECHNICAL TRAINING (LCL.net & QuickBooks)' heading.
- Click **2-HOTT Class Registration Form**.
- Print and complete the Registration form.
- Mail or Fax the form to the Course Registration Contact/Trainer.

Confirm the registration fee with the Registration Contact/Trainer.

- Obtain a check from your fraternal unit to cover the class registration fee.

Prepare the computer that you will be bringing to class:

- Click **Preparing a Student Computer for a 2-HOTT Class**.

Download and print the training materials that you will need to bring to class.

- Click the **Printable Educational Materials**' link.
- Download and print the following:
 - **2-HOTT LCL v2.0 Participant Workbook (June '08)**
 - **2-HOTT Quickbooks Pro 2007 Participant Guide (April '09)**
 - **2-HOTT Quickbooks Training Job Aid (April '09)**

Current Course Schedules

ADMINISTRATOR SCHOOL

- **PDF** [Scheduled Administrator School Sessions](#)
- **PDF** [Administrator School Registration Form](#)

2-DAY HANDS ON TECHNICAL TRAINING (LCL.net & Quickbooks)

- **PDF** [2-HOTT Class Schedule](#)
- **PDF** [2-HOTT Student Checklist](#)
- **PDF** [2-HOTT LCL.net & Quickbooks Training Software Warning](#)
- **PDF** [2-HOTT Class Registration Form](#)

Printable Educational Materials

- **PDF** [2-HOTT LCL v2.0 Participant Workbook \(June '08\)](#)
- **PDF** [2-HOTT Quickbooks Pro 2007 Participant Guide \(April '09\)](#)
- **PDF** [2-HOTT Quickbooks Training Job Aid \(April '09\)](#)
- **PDF** [2008 Recorder Audit LCLnet 2.0 Workbook](#)
- **PDF** [2008 Recorder Audit Quickbooks Workbook](#)
- **PDF** [Assign Tax Lines for 990 Tax Form](#)
- **PDF** [Audit Committee Guidelines for Fraternal Units](#)