

## 2-HOTT (QuickBooks & LCL.net) Course Description

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<b>Overview</b>	<p>This <b>2-day Hands-On Technical Training</b> course teaches Fraternal Units how to work within the QuickBooks and LCL.net programs. This instructor-led class consists of a combination of Instructor lecture and demonstration. After learning ‘how’ and ‘when’ QuickBooks and LCL functions need to be performed in the Fraternal Unit, students have an opportunity to practice what they’ve learned as they work within a training database.</p>
<b>Objectives</b>	<p>At the end of this course, students should be able to:</p> <ul style="list-style-type: none"><li>• Successfully work within the QuickBooks Chart of Accounts to perform financial transactions common to any FRU;</li><li>• Successfully work within the LCL.net program to enter, update, delete, and transmit fraternal unit information, member record data, and member applications; and</li><li>• Create and transmit both LCL and QuickBooks reports</li></ul>
<b>Audience</b>	<p>This class has been designed for Lodge Administrators, Chapter Recorders, and/or Moose Legion Secretaries. This class may also benefit: Administrative Assistants, Treasurers, Financial Directors, Audit Committees, or anyone else interested in learning more about LCL and QuickBooks operations.</p>
<b>Schedule &amp; Registration</b>	<p>Students must submit a completed <b>2-HOTT Class Registration Form</b> to the session trainer – prior to the class registration cutoff date!</p> <ul style="list-style-type: none"><li>▪ To view class dates/locations, registration contact information, and the registration cutoff date, click the <b>2-HOTT Schedule</b> on the Training / 2-HOTT Class Info webpage;</li><li>▪ To inquire about future 2-HOTT classes, click on the map of the United States, found on the Training Home page, for each Association Training Coordinator’s contact information.</li></ul>
<b>Pre-Class Student Responsibilities</b>	<p>Students must bring their own course materials, and in most cases, their own computer to class. Download/Print the following 2-HOTT materials from the <b>2-HOTT Class Info</b> page on the Training website:</p> <ul style="list-style-type: none"><li>▪ 2-HOTT LCL v2.1 Participant Guide;</li><li>▪ 2-HOTT QuickBooks Participant Guide; and</li><li>▪ 2-HOTT QuickBooks Training Job Aid</li></ul> <p>Click the <b>2-HOTT Student Checklist</b> link for additional details about classroom preparation responsibilities. <b>Contact the session trainer to confirm enrollment and exact computer requirements.</b></p>
<b>Fee</b>	<p>In most cases, a small fee will be charged to cover the trainer’s expenses. If overnight lodging is necessary, students are responsible for making their own arrangements and paying for their own accommodations. The cost of overnight accommodations is not the responsibility of the Lodge, Chapter, Moose Legion, Association, or Moose International.</p>