

Basic 2-Section, Hands-On Technical Training (Basic 2-HOTT) Class

Course Description

Overview This class is setup into 2 sections, the Basic QuickBooks Online Section (the primary financial record system) and the Basic LCL Web Section (the primary membership database and report system).

The class teaches the basics of how to use QuickBooks Online and LCL Web through a combination of lecture and hands on training in a training computer environment.

Audience This class has been designed for Lodge Administrators, Assistant to the Lodge Administrators, Chapter Treasurers, and Moose Legion Secretaries

This class is available to anyone wanting to learn more about the computer programs that hold the fraternal unit financial and membership information.

Required Material The student is required to have a laptop for use in the class. This laptop must have either a Windows or Google operating system and a USB-A type port available.

Class Length This is a 1-day class

Class Completion Timelines Administrator – Within 6 months of taking office and while in office a 2-HOTT Class is required every 3 Years

Chapter Treasurer - In-person each year they are attempting Honors and every 2 Years while in office after receiving the Star Recorder Degree

Moose Legion Secretary – Within 1 year of his election and while in office a 2-HOTT Class is required every 3 Years
