
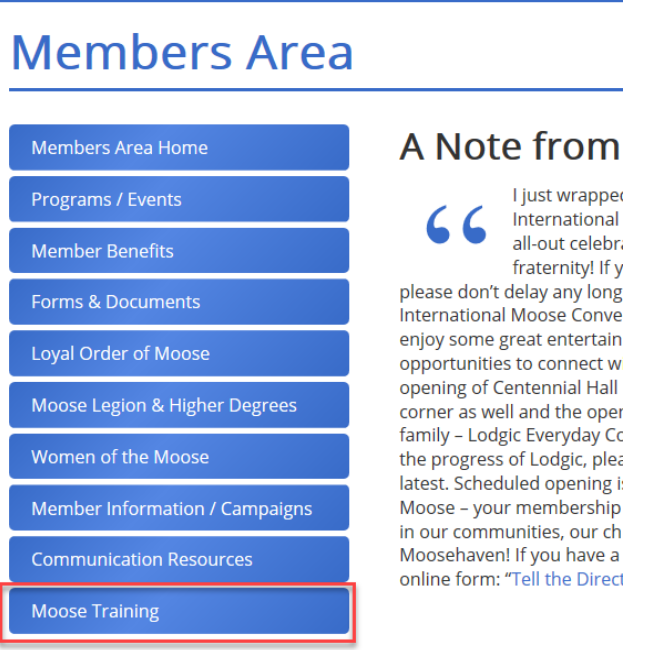
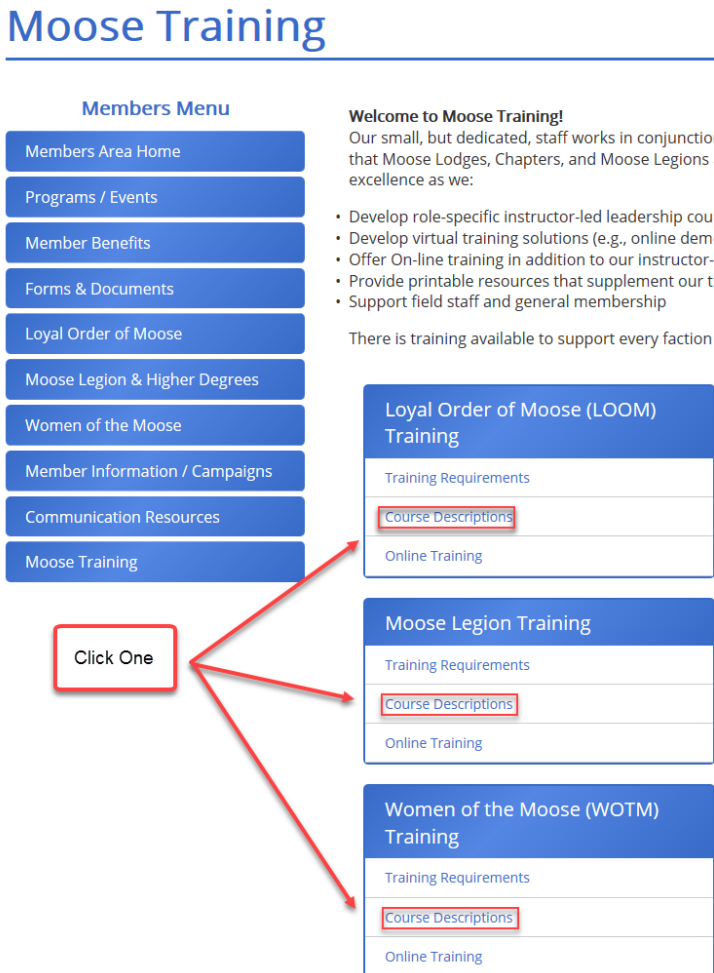


2-HOTT Student Checklist –Training Prep Responsibilities

*****ATTENTION STUDENTS: It is your responsibility to properly prepare for your 2-HOTT training! Please follow the steps below to ensure you have everything you need for class.**

<p>1. Access the Moose Training website:</p> <ul style="list-style-type: none">▪ www.mooseintl.org▪ Enter the Members Area by clicking ▪ Click the Moose Training link.	 <h2>Members Area</h2> <ul style="list-style-type: none">Members Area HomePrograms / EventsMember BenefitsForms & DocumentsLoyal Order of MooseMoose Legion & Higher DegreesWomen of the MooseMember Information / CampaignsCommunication ResourcesMoose Training <p>A Note from</p> <p>“ I just wrapped International all-out celebr. fraternity! If y please don't delay any long International Moose Conve enjoy some great entertain opportunities to connect w opening of Centennial Hall corner as well and the oper family - Lodgic Everyday Cc the progress of Lodgic, ple: latest. Scheduled opening i: Moose - your membership in our communities, our ch Moosehaven! If you have a online form: "Tell the Direct</p>
<p>2. View general information about 2HOTT training.</p> <ul style="list-style-type: none">▪ From the Moose Training home page, click one of the Course Description links.	 <h2>Moose Training</h2> <p>Members Menu</p> <ul style="list-style-type: none">Members Area HomePrograms / EventsMember BenefitsForms & DocumentsLoyal Order of MooseMoose Legion & Higher DegreesWomen of the MooseMember Information / CampaignsCommunication ResourcesMoose Training <p>Welcome to Moose Training! Our small, but dedicated, staff works in conjunction that Moose Lodges, Chapters, and Moose Legions : excellence as we:</p> <ul style="list-style-type: none">• Develop role-specific instructor-led leadership cour• Develop virtual training solutions (e.g., online dem• Offer On-line training in addition to our instructor-l• Provide printable resources that supplement our tr• Support field staff and general membership <p>There is training available to support every faction</p> <p>Loyal Order of Moose (LOOM) Training</p> <ul style="list-style-type: none">Training RequirementsCourse DescriptionsOnline Training <p>Moose Legion Training</p> <ul style="list-style-type: none">Training RequirementsCourse DescriptionsOnline Training <p>Women of the Moose (WOTM) Training</p> <ul style="list-style-type: none">Training RequirementsCourse DescriptionsOnline Training

3. Learn about 2HOTT training and identify the necessary steps to prepare yourself for training.

- Click the **2HOTT** drop-down.
- Click around to get a better understanding of the training.
- Click the **Schedule & Registration** bar.
- Click “2HOTT class registration form” to download the form.



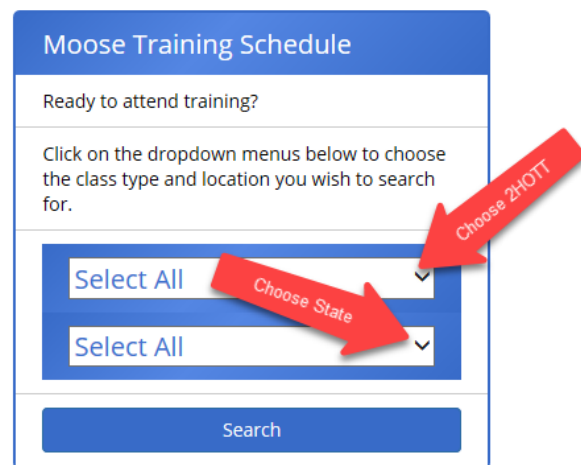
4. Look for currently scheduled 2HOTT classes.

- From the **Schedule & Registration** link.
- Click the word “here” shown on the screen in blue to be routed to the *Moose Training Schedule*.
- In the pop-up Select All area, choose 2-HOTT for the class title.
 - Choose your State, or choose Select All.
 - Click the Search button to view or print 2-HOTT classes.
 - Be sure to note the ‘Contact’ Name, Number, and Email for the session you wish to attend. You will need this when you register for a class!




5. Register for a 2HOTT class.


- Complete the registration form you downloaded in step 3, save it and email it to the contact listed on the schedule.
- Obtain a check from your fraternal unit to cover the class fee.



6. Prepare your computer for class!

- IF YOU ARE BRINGING YOUR OWN COMPUTER, OR YOUR UNIT'S SECONDARY COMPUTER, TO CLASS:


 Make sure QuickBooks Pro 2007 (or higher) is installed on the computer.


 Contact your Session Trainer at least 1 week prior to the class to confirm your computer setup!

If you do not have QuickBooks loaded – and do not have the QuickBooks installation CD – contact your local Lodge, Chapter, or Moose Legion Secretary for assistance. **QuickBooks must be loaded on the computer before you come to class!**


Trainers will assist you with the installation of the LCL.net Training files. **Contact your Session Trainer 1 week before class to confirm computer setup!**

- IF YOU ARE BRINGING YOUR LODGE, CHAPTER, or MOOSE LEGION'S ACTIVE COMPUTER TO CLASS:

 Back up your unit's live LCL records.

 Back up your unit's live QuickBooks financial data.

 Run & Print a Balance Sheet.

 Run & Print a Profit & Loss Statement.

Your unit's computer will already have QuickBooks and LCL.net installed. Trainers will assist you with the installation of the LCL.net Training files. **Contact your Session Trainer 1 week before class to confirm computer setup!**

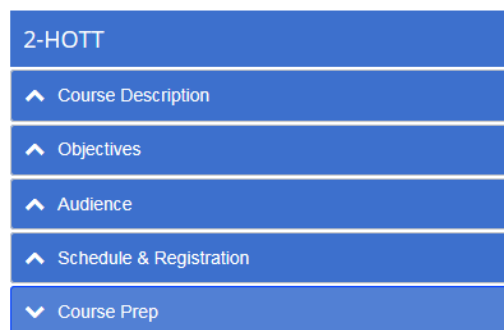
Ask your Lodge Administrator, Chapter Recorder, and/or Moose Legion Secretary to 1) back up the unit's LCL records, QuickBooks data, 2) Run and Print a previous and current month Balance Sheet, and 3) Run and Print a previous and current month Profit & Loss Statement.

If necessary, contact your Session Trainer at least 1 week prior to the start of class for backup and report assistance.

- ## 7. Download AND Print the training materials that you will need to bring to class. Click the following links from the 2HOTT Class Info web page to print the 3 Required Materials for Class:

1. 2HOTT LCL v2.2 Participant Guide
2. 2HOTT QuickBooks Participant Guide
3. 2HOTT QuickBooks Training Job Aid

Don't forget to bring all of the above materials with you to class!



Students must bring their own course materials, and Download and print the following 2HOTT materials!

1. 2HOTT LCL.net V2.2 Participant Guide
2. 2HOTT QuickBooks Participant Guide
3. 2HOTT QuickBooks Training Job Aid

Contact your session trainer for exact computer req