
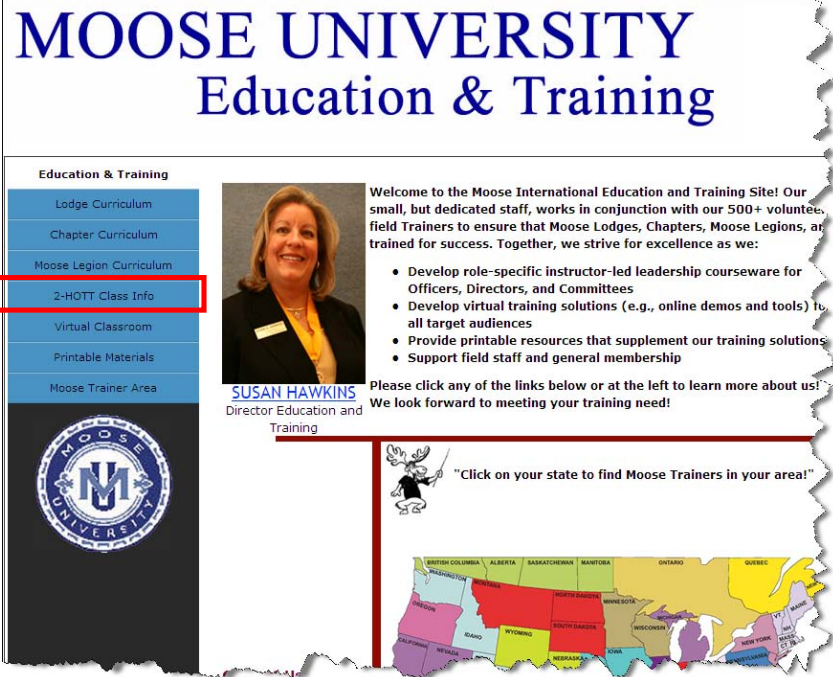


2-HOTT Student Checklist – Training Prep Responsibilities

*****ATTENTION STUDENTS: It is your responsibility to properly prepare for your 2-HOTT training! Please follow the steps below to make sure you have everything you need for class and do not delay the class start time!**

<p>1. Access the Education & Training website:</p> <ul style="list-style-type: none"> ▪ www.mooseintl.org ▪ Click the Members Area button. <ul style="list-style-type: none"> ▪ Click the Education and Training link. ▪ Click the Education and Training Home link. 	
<p>2. View general information about 2-HOTT training.</p> <ul style="list-style-type: none"> ▪ From the Education & Training home page, click the 2-HOTT Class Info link. 	

3. **Read the 2-HOTT Course Description.** It identifies the equipment and materials that YOU will need to bring to class.

- Click the **2-HOTT Description** link.

4. **Look for currently scheduled 2-HOTT classes.**

- Click the **2-HOTT Schedule** link.
- In the pop-up Search and Print area, choose 2-HOTT for the class title.
 - Choose your State, or choose Select All.
 - Click the Print PDF of Selection button to view or print 2-HOTT classes.
 - Be sure to note the 'Contact' Name, Number, and Email that displays. You will need this when you register for a class!

5. **Register for a 2-HOTT class.**

- Click the **2-HOTT Registration** link.
- Print and complete the 2-HOTT Registration form.
- Confirm the registration fee with your session Contact/Trainer – **at least one week before the session start date!**
- Obtain a check from your fraternal unit to cover the class fee.
- Mail/E-mail the completed registration form to your session Contact.

2-HOTT Class Info

2-HOTT (2-Day Hand-On Technical Training)

REQUIRED MATERIALS FOR CLASS - PLEASE PRINT YOUR OWN!

- [2-HOTT LCL v2.1 Participant Guide](#)
- [2-HOTT QuickBooks Participant Guide](#)
- [2-HOTT QuickBooks Training Job Aid](#)

BEFORE, DURING, OR AFTER CLASS TOOLS:

- [Accepting Credit Cards](#)
- [ATM Process](#)
- [Chart of Accounts Simplified Version](#)
- [Chart of Accounts Suggestions](#)
- [Inventory Chart](#)
- [LCL and QuickBooks Installation Guide](#)
- [NSF Check Process](#)
- [Process for Entering Cash Purchases on Social Quarters Sales Receipts](#)
- [Quickbooks Dues Procedure](#)
- [Sales Tax Calculator](#)
- [Setting Preferences in QuickBooks](#)

A computer is required for this class! Please plan on bringing your unit's computer or your own computer with QuickBooks already loaded

[2-HOTT Student Computer Prep](#)

Though some training locations do provide computers; most do not. PLEASE contact your session Trainer at least 1 week before class to confirm computer availability for your session!

[2-HOTT Trainers](#)

Search and Print


ClassTitle:


State:


[Print PDF of Selection](#)

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 Required Materials for Class:

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

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

**REQUIRED MATERIALS FOR CLASS -
PLEASE PRINT YOUR OWN!**

[2-HOTT LCL v2.1 Participant Guide](#)
[2-HOTT QuickBooks Participant Guide](#)
[2-HOTT QuickBooks Training Job Aid](#)

