QCC Budget Development #1
A *QSS* Webinar

To: Budget Department
Business Services Department
Information Systems Department
Anyone else interested in the QCC version of the QSS/OASIS Budget
Development software
(Please distribute this notice as appropriate within your organization)

From: *Quintessential School Systems*

On **Wednesday, January 18, 2012**, from 10:00 a.m. to 12:00 noon Pacific Time, *QSS* will present an on-line seminar designed to provide the experienced user of QSS ControlCenter (QCC – the graphical user interface, or GUI, version of QSS/OASIS) with an introduction to (or review of) the Budget Development system. This "webinar" is designed as the first of two *QSS* Budget Development workshops, with the second webinar being presented one week later on Wednesday, January 25, 2012. The latest version of QCC will be used for this webinar. A high-speed internet connection is required to view the video portion of the webinar and a phone line is needed to hear the audio portion.

Per the prerequisites advertised in "*QSS* Seminars and Webinars for 2011 – 2012" the *QSS* presenters will assume that participants in the January 18th webinar are already familiar with QCC and QCC's Print Manager module.

Topics to be covered during this two-hour webinar include:
- Basic Budget Development processes
- Budget actions
- Comparative Budget Report
- Other topics related to Budget Development, as time allows

Please see the accompanying flier for the January 25th webinar for more advanced QCC Budget Development topics.

For a complete list of *QSS* Seminars and Webinars for 2011-2012, please see:
http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1

If you wish to participate in this webinar, please respond with a completed registration form (on the next page) **and purchase order ($250 per registration) no later than Tuesday, December 27, 2011**. Thank you.

QCC Budget Development #1 webinar — Registration Form

Please pre-register the following individual from my organization for the QCC Budget Development #1 webinar to be held on-line on **Wednesday, January 18, 2012** from 10:00 a.m. to 12:00 noon Pacific Time.

Organization Name: _____

Your Name: _____

Telephone #: _____   Purchase Order #: _____ **(REQUIRED)**

E-mail address: _____ (**required** for registration confirmation, **which will be sent upon receipt of this form and your approved purchase order**)

QCC Budget Development #1 webinar — 10 a.m., Wednesday, January 18, 2012

Individual registering: _____
(**Please list name <u>and</u> title**)

1. Each **QSS** customer may pre-register as many people as they wish for this webinar. Multiple staff from one customer organization may view the webinar from one registration. Complete a separate registration form for each individual who wants to connect to this webinar, each of which must include a unique e-mail address.
2. Cost is **$250.00 per registration**.
3. An e-mail address (above) is required in order to receive the confirmation message that will enable your participation. A high-speed internet connection and a phone line are required to view the video and hear the audio portion of the webinar.
4. No refunds will be made for cancellations received after Tuesday, December 27, 2011.
5. Your purchase order number **must** accompany this registration form to reserve your seats for this webinar. The purchase order must be received by **QSS** by Tuesday, December 27, 2011 or your registration will be disabled.
6. If this webinar is cancelled due to low registration, **QSS** will notify pre-registered participants on Wednesday, December 28, 2011. You may check the status of any **QSS** workshop at any time at:
   http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1.
7. If you have any questions, contact **Yolanda De La Paz at (650) 598-9500 ext. 600**.

Please fax your completed registration form to **QSS** at **(888) 601-3786**.

NOTE: If you have any particular topics or questions you would like the **QSS** presenter to address during this webinar, please e-mail them in advance to Don@QSS.com.

➔ **Please note that the handouts for this webinar will be available to download from http://www.qss.com/webdocs/WebinarIndex.htm (*QSS* Secure Support Area logon and password required) approximately 48 hours prior to the webinar.**