

June 17, 2011

# **QSS Customer Forums**

## **A Free QSS Webinar**

**To:** Information Systems Department

**(Please copy and distribute this notice as appropriate)**

**From:** *Quintessential School Systems*

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On **Tuesday, August 9, 2011**, from 10:00 a.m. to 12:00 noon Pacific Time, **QSS** will present a free on-line seminar to introduce participants to tips and tricks for using the support forums to communicate with **QSS** staff on support issues and for communicating with other **QSS** customers. This “webinar” is designed for technical support staff who normally communicate with **QSS** staff on support-related issues. 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.

**Topics to be covered during this free two-hour webinar include:**

- Purpose of the forums
- Registering for the forums
- Logging on to the forums
- Maintaining your forum profile
- Automatic e-mail notification of forum posts
- Creating a list of “watched” forums
- Public and private areas of the forums
- Creating a forum post
- Attaching screen shots, reports, \$Stdlists, etc.
- Special text effects
- Replying to existing forum topics
- Performing searches

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**If you wish to participate in this seminar, please respond with a completed registration form (on the next page) no later than Monday, July 25, 2011. Since QSS is offering this webinar free, no purchase order is required. Thank you.**

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## QSS Customer Forums Webinar — Registration Form

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Please pre-register the following individual from my organization for the QSS Customer Forums Webinar to be held on-line on **Tuesday, August 9, 2011** from 10:00 a.m. to 12:00 noon Pacific Time.

Organization Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_ **(required for registration confirmation, which will be sent upon receipt of this form)**

**QSS Customer Forums Webinar — 10:00 a.m.-12:00 noon, Tuesday, August 9, 2011**

**Individual registering:** \_\_\_\_\_  
**(Please list name and 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. **QSS** is not charging tuition for this webinar – participation is free.
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. If this webinar is cancelled due to low registration, **QSS** will notify pre-registered participants on Monday, July 25, 2011. You may check the status of any seminar at any time at:  
[http://www.qss.com/index.php?option=com\\_content&view=article&id=69&Itemid=1](http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1).
5. If you have any questions, contact **Yolanda De La Paz at (650) 598-9500 ext. 600.**

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

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**NOTE: If you have any particular topics or questions you would like the QSS presenter to address during this seminar, please e-mail them in advance to [Gary@QSS.com](mailto:Gary@QSS.com).**

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