

## WINFIN2005 HANDS ON TRAINING SCHEDULE FOR 2010

We will be starting our WinFin2005 training classes here in Newport News, Va. March 2010 and continue through December 2010. See attached letter for exact dates along with registration form and instructions.

The classes for 2010 will be divided into two levels. Level 1 training classes will teach the basic of the system. If you are a first time user or just need basic training then the level 1 training session will be more effective.

The Level 2 training classes will be designed for advanced users of the system. These classes will concentrate on the tips, tricks, and procedures that will help make your monthly, quarterly and year-ending reporting more efficient with heavy concentration on the new LM2 reporting requirements.

Level 1 Classes            March, May, July, September, November (NEW USERS)

Level 2 Classes            April, June, August, October, December (ADVANCED USERS)

Our classes include two full days of **hands-on** training for the WinFin2005 Union Software System. The registration fee includes three nights in the Hampton Inn & Suites hotel plus breakfast and lunch each day.

Our theme for this year's training will be "**Managing Labor Union Finance**". Not only will you learn from our comprehensive hands-on training but you will also have the opportunity to learn from the other union participants in the training classes.

If you are a New Officer, First Time User Of Our System, Backup trained for another officer or just need to get a thorough understanding of the Winfin2005 system, then you should attend a class and educate yourself, which will make your job as a financial officer more rewarding for you and your local union.

We also offer on-site training. This includes two days of hands-on training at your location. Call us for details.

Fill out the registration form as soon as you know the desired dates and fax it in as soon as possible, as our spring and summer classes do fill up fast. We do look forward to serving you this coming year. Again, thank you for your business.



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## WINFIN2005 TRAINING SCHEDULE INFO/FORM

The following is the schedule for the WINFIN2005 software training classes to be held in Newport News, VA in the year 2010. Confirmation for the class dates you wish to attend MUST be done as soon as possible to assure your space in the class. Once we receive the registration, a confirmation letter and invoice will be mailed out immediately, (additional classes will be scheduled if necessary).

<b>Where:</b>	Hampton Inn & Suites 12251 Jefferson Avenue Newport News, VA 23602 (757)249-0001	<b>When:</b>	<b>MAR 11-12, 2010**</b>	<b>AUG 12-13, 2010</b>
			<b>APR 15-16, 2010</b>	<b>SEP 9-10, 2010**</b>
			<b>MAY 13-14, 2010**</b>	<b>OCT 14-15, 2010</b>
			<b>JUN 10-11, 2010</b>	<b>NOV 11-12, 2010**</b>
			<b>JUL 15-16, 2010**</b>	<b>DEC 9-10, 2010</b>

### \*\*DATES FOR NEW USERS

**Note: You must arrive the night prior To the Class date.**

**Time:** Classes start at 9:00 a.m.

**Cost:** \$595\* per person for single room  
\$495\* per person if sharing a room  
\$350\* per person if hotel room not needed

**INCLUDES:**

- Two Days hands-on training
- Three nights lodging
- Continental breakfast every morning
- Two days lunch

- Tuition is non-refundable. However, if for any reason you are not able to attend a class after paying for the class, you will be issued a credit good for one year from the date of your registration for the amount paid.
- **FILL OUT THE ENCLOSED FORM TO REGISTER FOR THE CLASS OF YOUR CHOICE, AND RETURN TO US AS SOON AS POSSIBLE BY MAIL OR BY FAX.**

# WINFIN2005 TRAINING CLASS REGISTRATION FORM

We will make your hotel reservations based on the following information.

**LOCAL #:** \_\_\_\_\_ **CLASS DATES ATTENDING:** Mar 11-12 \_\_\_ Apr 15-16 \_\_\_  
**USWA** \_\_\_ **BCTGM** \_\_\_ **OTHER** \_\_\_ May 13-14 \_\_\_ Jun 10-11 \_\_\_  
July 15-16 \_\_\_ Aug 12-13 \_\_\_  
Sept 9-10 \_\_\_ Oct 14-15 \_\_\_  
Nov 11-12 \_\_\_ Dec 9-10 \_\_\_

**ATTENDEE(S)** \_\_\_\_\_, **TITLE** \_\_\_\_\_  
\_\_\_\_\_, **TITLE** \_\_\_\_\_  
\_\_\_\_\_, **TITLE** \_\_\_\_\_  
\_\_\_\_\_, **TITLE** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_, **PHONE#** \_\_\_\_\_

## ROOM ACCOMODATIONS – PRINT PERSON(S)' FULL NAME, CHECK ROOM PREFERENCES:

_____	<b>KING SMOKING</b> _____
	<b>KING NON-SMOKING</b> _____
	<b>DOUBLE SMOKING</b> _____
	<b>DOUBLE NON-SMOKING</b> _____
	<b>NO ROOM NEEDED</b> _____
_____	<b>KING SMOKING</b> _____
	<b>KING NON-SMOKING</b> _____
	<b>DOUBLE SMOKING</b> _____
	<b>DOUBLE NON-SMOKING</b> _____
	<b>NO ROOM NEEDED</b> _____
_____	<b>KING SMOKING</b> _____
	<b>KING NON-SMOKING</b> _____
	<b>DOUBLE SMOKING</b> _____
	<b>DOUBLE NON-SMOKING</b> _____
	<b>NO ROOM NEEDED</b> _____
_____	<b>KING SMOKING</b> _____
	<b>KING NON-SMOKING</b> _____
	<b>DOUBLE SMOKING</b> _____
	<b>DOUBLE NON-SMOKING</b> _____
	<b>NO ROOM NEEDED</b> _____

**MAIL TO:** NOVA SOFTWARE SOLUTIONS  
**ATTENTION:** Lanae Crawley  
43 Ligon Place  
Newport News, VA 23608  
(757) 874-4291  
**FAX TO:** (757) 874-3705