

Equalizer Software Training Schedule

2nd Quarter, 2009

	Monday	Tuesday	Wednesday	Thursday	Friday
April			1 Special Assessments	2	3
	6	7	8	9 Utility Billing .Net Users Group	10 Good Friday Closed @ Noon
	13 Bldg. Dept. Inspector Intro	14 Bldg. Dept. Support Intro	15 Bldg. Dept. Administrative	16 Bldg. Dept. New Version Conversion	17 I.T. Right Dnn Web Design
	20 Tax Level I	21 Tax Level II	22 Special Assessments	23 .Net Assessing Training	24 Fund Accounting .Net Users Group
	27 Assessing Level I	28 Assessing Level II	29 Assessing Level III	30	
May					1 Payroll .Net Users Group
	4 .Net Tax Training	5 .Net Assessing Training	6	7	8 Utility Billing .Net Users Group
	11 .Net Tax Training	12 Commercial/Industrial	13 Personal Property	14 I.T. Right Dnn Web Design	15 Payroll .Net Users Group
	18 Bldg. Dept. Inspector Intro	19 Bldg. Dept. Support Intro	20 Bldg. Dept. Administrative	21 Bldg. Dept. New Version Conversion	22 Fund Accounting .Net Users Group
	25 Memorial Day Closed	26 Asg/Tax Report Writer	27 APEX Sketch	28	29
June	1 .Net Assessing Training	2 .Net Tax Training	3	4	5
	8 Assessing Level I	9 Assessing Level II	10 Assessing Level III	11 .Net Tax Training	12
	15 Bldg. Dept. Inspector Intro	16 Bldg. Dept. Support Intro	17 Bldg. Dept. Administrative	18 Bldg. Dept. New Version Conversion	19
	22 Assessing Level IV	23 APEX Sketch	24 Splits & Combination	25 I.T. Right Dnn Web Design	26
	29 .Net Assessing Training	30			

Groups of 4 or more may schedule Assessing & Tax Training in Big Rapids with Dan Kirwin. Contact 517-819-3625.

Registration Information

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Location

Training classes are held in our office in Bath, MI. BS&A Software has historically been a casual company and we encourage our customers to dress comfortably when attending a class. Feel free to wear jeans or shorts (weather permitting, of course)!

Instructors

Typically, class instructors will be Dan Kirwin (Assessing & Tax), Chris Polack (Tax), Jeff Howe (Building Department), Bill Garner (Utility Billing) or Jason Hafner (Fund Accounting). Occasionally, another qualified member of our staff may teach a class, depending on the availability of the primary instructors.

Class Time

Each class is one full day from 9:00 a.m. - 4:00 p.m. with a lunch break. Lunch is on your own; restaurants will be discussed in class.

Class Fees/Invoicing Information

Class fee is \$195 per person/per class. We ask that you DO NOT send payment until you are invoiced. Advanced registration is required by filling out and returning the form below. Sorry, no phone reservations will be accepted.

Confirmation

Confirmation of your registration will be sent prior to the scheduled class date(s). This will include directions to our office and hotel information. No hotel rooms are blocked; reservations are the responsibility of the attendee(s).

Cancellation Policy

BS&A Class Cancellation: At least four (4) individuals must be registered for a class to be held. In the event of low registration, the class will be cancelled. Those registered will be notified at least one week prior to the scheduled date and will be given priority to register in the next available class.

Attendee Cancellation: Cancellation by attendees made less than four (4) working days prior to class, or a "no-show" without prior notification, will result in a \$50 administration fee per attendee.

Mail or Fax Completed Form to:
 BS&A Software ~ 14965 Abbey Lane ~ Bath, MI 48808
 Fax 517.641.8960

Class	Date	#Attending	Registrant Information	
Assessing				
Assessing Level I	_____	_____	Unit: _____ County: _____ Contact: _____ Phone: _____ Email: _____ Attendees: _____ _____ _____ _____	
Assessing Level II	_____	_____		
Assessing Level III	_____	_____		
Assessing Level IV	_____	_____		
Personal Property	_____	_____		
APEX Sketch	_____	_____		
Commercial/Industrial	_____	_____		
Splits & Combination	_____	_____		
.Net Assessing Training	_____	_____		
Tax				
Tax Level I	_____	_____		
Tax Level II	_____	_____		
Special Assessments	_____	_____		
Delinquent Personal Property	_____	_____		
Asg/Tax Report Writer	_____	_____		
.Net Tax Training	_____	_____		
Building Dept.				
Inspector Intro	_____	_____	Please provide an alternate phone or fax number in the event we cannot reach you at the number provided above. _____ - _____ - _____	
Support Staff Intro	_____	_____		
Administrative (Advanced)	_____	_____		
New Version Conversion	_____	_____		
Fund Accounting				
**User Group Meetings & Demos				
Payroll .Net User Group	_____	_____	Please indicate the location you will be attending classes. ____ BS&A office in Bath Township ____ Big Rapids with Dan Kirwin	
Utility Billing .Net User Group	_____	_____		
Fund Accounting .Net User Grp	_____	_____		
I.T. Right Course				
Web Design (9am-Noon)	_____	_____		