



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

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.

**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](#)

