

Administrator School

The School will be offered regionally across the country. We have trained 42 Regional Administrator Trainers to teach the same curriculum in your area of the country.

This is a 3 day class,

Day 1 – The Job of the Administrator

Day 2 – A Day in the Life of an Administrator

Day 3 – Social Quarters Operations and Management

If you are interested in attending the school, please fill out the registration form on the Education and Training webpage, and send it to Moose International, attn: Barb Tuma. We will forward your form to the trainer who will be teaching the class you sign up for.

Your Regional Administrator School Trainer may offer this class on separate weekends, or may offer it on three successive days. Please see the Schedules on the Education and Training Web Page for dates and locations.

You MUST attend a 2-day LCL.net QuickBooks Hands-On Workshop before you can take the Day 2 class. You must be able to navigate and understand the programs before attending the Administrator School.

The entire Administrator curriculum includes:

- Lodge Officer Orientation Course
- The 2-day LCL.net QuickBooks Hands-On Workshop (we must approve any exception to this) It is considered a pre-requisite to Day 2 of the course.
- The three day Administrator School
- TIPS Server Training

Any Administrator or Clerical Staff is welcome to attend, but in order to not be "lost" on the second day of the class you must be proficient in the mechanics of LCL.net and QuickBooks as proscribed by Moose International. As such you must have participated in one of the 2-Day Hands-on Workshops offered by our Technical Trainers. You should contact your state training coordinator to see if there are any of these classes being offered.

When you are accepted into a class you will be notified of the cost by the trainer for your session. Each site will have different costs and offerings.

You can register for the class by downloading and printing the Registration Form, filling it out and mailing or faxing to Education and Training. Please, do NOT

make travel arrangements until you are approved, as a limited number of seats are available for each class.

Thank you,

Doug Adams - Instructional Designer / Trainer
Moose International
Education & Training

"There are two primary choices in life;
to accept conditions as they exist,
or accept the responsibility for changing them."
- Denis Waitley