



Student Registration

Company/Community Name: _____ Customer ID: _____

There is no limit to the number of individuals within a company or community who can attend, provided you have the resources (conference room with internet connection, speaker phone, projector, etc.) so that each individual within the company can equally benefit from attendance.

If you would like each attendee to attend the online course from his/her own workstation, please complete additional attendee information. There is a \$50.00 charge for each additional attendee (limit 2 additional attendees per course).

Course Information

COM-101 Tuesday, December 7, 2010 at 2:00 PM EDT – Communications Tracking

This course is designed to review the communications module which includes Phone Messenger, Attachments and E-Mail functions. We will review the various e-mail functions recently released in TOPS Professional and TOPS Standard. When completed you should have a good understanding of how to better utilize these features for your organization or community

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

COM-102 Wednesday, December 8, 2010 at 2:00 PM EDT – TOPS iMail

This course is to utilize how to compose TOPS iMail for tracking emails sent from the new feature in TOPS Professional and TOPS Standard

Attendees	Name	Email	Cost
Primary			\$0.00
Additional			\$0.00
Additional			\$0.00

ACCNT-110 Thursday, December 09, 2010 at 2:00 PM EDT – Being Prepared for Year-End

In this course we will cover the steps to closing out a fiscal year and some of the optional year end features to keep your system running smoothly.

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

ACCNT-400 Friday, December 10 2010 at 2:00 PM EDT – Reconciling Sub Ledgers





In this course we will cover the steps needed to reconcile the AP and AR Sub-Ledgers to the GL. At the end of the course you should have an understanding of how to make sure that your financials are accurate.

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

Course materials will be provided via e-mail to the contacts above approximately two days prior to course date. If you have specific questions that you would like answered during the course, please e-mail them to training@Topssoft.com, with the course number in the subject line.

Authorization Agreement for Credit Card Payment

I authorize TOPS Software to charge my credit card indicated below for the following training and/or consulting services:

<input type="checkbox"/> Please charge my credit card: (Circle One)	   
Cardholder Name: _____	
Street Address: _____	
City, State, Zip: _____	Phone Number: _____
Card Number: _____	Expiration Date: _____
Signature: _____	

Fax this signed authorization form to 301-869-4371. If paying by check, please mail completed form along with payment to:

**TOPS Software • 364-C
Christopher Avenue •
Gaithersburg, MD 20879**

Registration form and payment must be received no later than one week prior to course date!

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Course Information

CCR-101 **Tuesday, December 14, 2010 at 2:00 PM EDT – Setting Up the CCR Module**

The first course in a 4 course series, "CCR/ACC Enforcement Setup," will define processes and setup procedures for the CCR/ACC Enforcement module. This course will explain the Control Info settings, provide an in depth study of CCR Codes and how best to set up for your individual situation. At the completion of this course students should be able to define the standard process of managing violations or architectural requests for their organization or community.

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

CCR-102 **Wednesday, December 15, 2010 at 2:00 PM EDT – Using Form Letters in The CCR Module**

This course is designed to help you understand the basics of the Advanced Form Letter editor and to create a set of letters for use in the CC&R module for violations and architectural change requests. In addition you should be able use the letters across multiple communities.

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

CCR-103 **Thursday, December 16, 2010 at 2:00 PM EDT – Managing Violations Using the CCR Module**

This course is designed to help manage the day to day tasks associated with managing violations and architectural change requests. When completed students should be able to input new violations, understand how to process all actions due on a given day, and print reports.

Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

CCR-201 **Friday, December 17, 2010 at 2:00 PM EDT – Advanced Features of the CCR Module**

This course is designed to help you to take advantage of the new features of the CC&R module. When completed you will understand how to utilize the Batch violation features effectively.





Attendees	Name	Email	Cost
Primary			\$150.00
Additional			\$50.00
Additional			\$50.00

Course materials will be provided via e-mail to the contacts above approximately two days prior to course date. If you have specific questions that you would like answered during the course, please e-mail them to training@topsoft.com, with the course number in the subject line.

Authorization Agreement for Credit Card Payment

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Please charge my credit card: (Circle One)

			
Cardholder Name: _____			
Street Address: _____			
City, State, Zip: _____		Phone Number: _____	
Card Number: _____		Expiration Date: _____	
Signature: _____			

Fax this signed authorization form to 301-869-4371. If paying by check, please mail completed form along with payment to:

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