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## BLUMEN 9.0 Training Registration Form (Houston, TX)

Program Director \_\_\_\_\_

Program       SSS                               McNair

University \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Training Dates:**      **March 1<sup>st</sup> & 2<sup>nd</sup>, 2010 (Monday & Tuesday) for SSS & MCN at Houston, TX.**

**Training Cost:**      **\$ 699.00 per person**  
**(Includes continental breakfast and lunch)**

**Name/s of Trainee/s:**

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

- I understand that no refunds or credits will be issued for reservations, once a training seat has been confirmed by Compansol.
- Any cancellation must be requested in writing and must be received by COMPANSOL before Feb 1<sup>st</sup>, 2010 for full refund.
- COMPANSOL reserves the right to cancel the training. In such an event you will be notified at least 5 Business days in advance and any payment for the training will be fully refunded.

**Payment: Check One**                              *(Make all checks payable to COMPANSOL)*

Total Amount: \_\_\_\_\_  Check Enclosed. Check # \_\_\_\_\_ PO # \_\_\_\_\_

Credit Card. Card# \_\_\_\_\_ Expires \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Note:      **Please reserve and confirm your training seat with COMPANSOL before you make any Travel Arrangements !**



**Training Schedule for 1<sup>st</sup> Day (Basic & Intermediate Session):**

<b>8:00am- 8:30am</b>	<b>Registration</b> (Sign-In and distribution of workbooks)
<b>8:30am-11:30am</b>	<b>1<sup>st</sup> Session</b>
<b>11:30am - 1:00pm</b>	<b>Lunch</b>
<b>1:00pm - 4:00pm</b>	<b>2<sup>nd</sup> Session</b>
<b>You will learn:</b>	<ul style="list-style-type: none"><li>◆ Navigating around BLUMEN</li><li>◆ Setting System Preferences</li><li>◆ Creating New User Accounts</li><li>◆ Browsing Student Data</li><li>◆ Adding New Student</li><li>◆ Adding Contact Log</li><li>◆ Customize User Choices</li><li>◆ Quick Change Wizard</li><li>◆ Change Social Security Number</li><li>◆ Running Reports, Labels, Graphs</li><li>◆ Generating the Annual Performance Report (APR)</li><li>◆ Upgrade to Next Fiscal Year</li><li>◆ Making a Backup of Data Files</li></ul>

**Training Schedule for 2<sup>nd</sup> Day (Advanced Session):**

<b>8:00am- 8:30am</b>	<b>Registration</b> (Sign-In and distribution of workbooks)
<b>8:30am-11:30am</b>	<b>1<sup>st</sup> Session</b>
<b>11:30am - 1:00pm</b>	<b>Lunch</b>
<b>1:00pm - 4:00pm</b>	<b>2<sup>nd</sup> Session</b>
<b>You will learn:</b>	<ul style="list-style-type: none"><li>◆ Setting User Rights (Access-level)</li><li>◆ Adding New Report / Label</li><li>◆ Adding New Excel Report</li><li>◆ Mail Merge with MS Word</li><li>◆ Adding Personalized Letters</li><li>◆ Mass E-mailing</li><li>◆ Managing Drop Down Lists</li><li>◆ Managing Activity/Services List</li><li>◆ Recalling a Deleted Student</li><li>◆ Quick Edit – Student Data</li><li>◆ Sending Message to Users</li><li>◆ Reading your messages</li><li>◆ Managing Calendar</li><li>◆ Time Clock Manager</li></ul>

**Training Locations & Address:**

**RAC HOUSTON**  
1880 S. Dairy Ashford Road, Suite 220  
Ashford Crossing II (6 Stories Building)  
Houston TX 77077 Phone: 1-800-597-8204

**Make all checks payable to:**

**COMPANSOL**  
P.O. Box 821143  
Houston, Texas 77282

## Training location:

- ★ **RAC HOUSTON**  
1880 S. Dairy Ashford Road, Suite 220  
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Phone: 1-800-597-8204

## Area Hotel Information:

- ★ **Courtyard by Marriott**  
12401 Katy Freeway  
Houston TX 77079  
(281) 496-9090; [www.courtyard-houstonwest.com](http://www.courtyard-houstonwest.com) , 1-888-236-2427 (Reservations)  
Mention "**RAC Houston**" for special rate
- ★ **Holiday Inn Express Houston West**  
12323 Katy Freeway Houston, TX 77079  
Houston TX 77079  
(281) 493-5626; [www.holidayinn.com](http://www.holidayinn.com); 1-888-465-4329 (Reservations)  
Mention "**RAC Houston**" for special rate

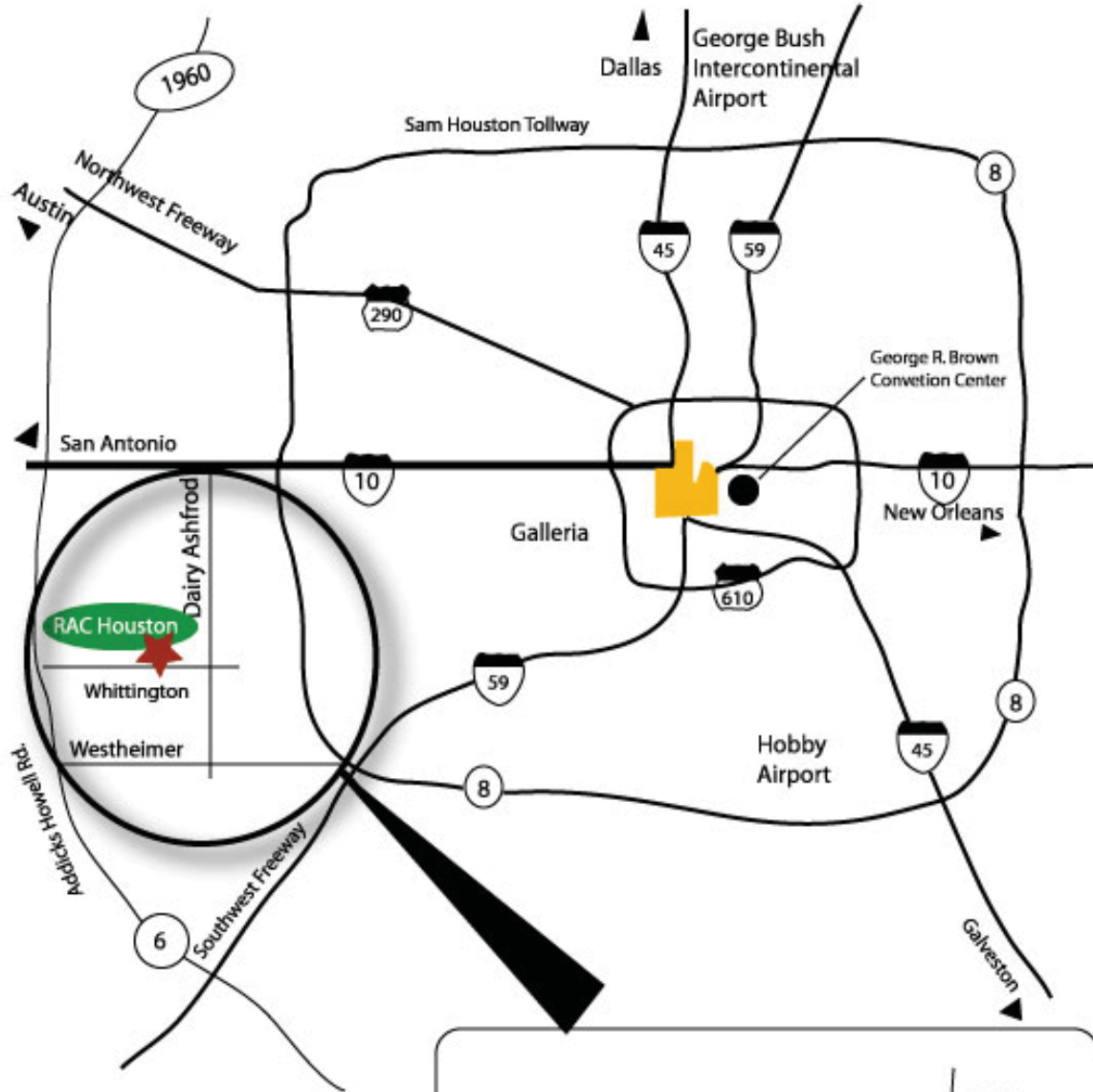
All the above hotels provide free courtesy shuttle to RAC Houston.

## Transportation:

- ★ **Airport Shuttle**  
Super Shuttle (281-230-7275) charges \$ 33.00 for one-way fare between Bush IAH Airport & Hobby Airport the above 2 hotels. **Prior-reservation is required.**
- ★ **Taxi / Cab**  
Approximate cab/taxi one-way fare from Bush IAH Airport and Hobby Airport is  
\$ 40.00 - \$ 70.00



## Directions to RAC Houston



## Training location:

### ★ **RAC HOUSTON**

1880 S. Dairy Ashford Road, Suite 220  
Ashford Crossing II (6 Stories Building)  
Houston TX 77077  
Phone: 1-800-597-8204

## Directions:

### ★ **From George Bush IAH Airport**

Take John F Kennedy Blvd to Beltway 8; turn right on Beltway 8 West (Sam Houston Tollway); exit and turn right on Briar Forest Dr; turn left on S Dairy Ashford Rd; turn right on Whittington Dr; RAC Houston will be on your right (Building - Ashford Crossing II, 6 stories building).

Approximate Distance : 33.8 Miles  
Approximate Driving Time : 55 minutes

### ★ **From William P Hobby Airport**

Turn left (west) on Airport Blvd; turn left on SR-35 (Telephone Road); turn right on Beltway 8 (Sam Houston Tollway); exit and turn left on Westheimer Rd; turn right on S Dairy Ashford Rd; turn left on Whittington Dr; RAC Houston will be on your right (Building - Ashford Crossing II, 6 stories building).

Approximate Distance : 32.1 Miles  
Approximate Driving Time : 50 minutes

Contact Compansol at 1-800-597-8204, if you need directions from any other location/address.