



BLUMEN 9.0 Training Registration Form (Redwood City, CA)

Program Director _____

Program UB UBMS VUB

University _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ FAX (____) _____

Email _____

Training Dates: **March 22nd & 23rd, 2010 (Monday & Tuesday) for UB, UBMS, VUB at Redwood City, CA**

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. 19th, 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 1st Day (Basic & Intermediate Session):

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

Training Schedule for 2nd Day (Advanced Session):

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

Training Locations & Address: **Seaport Computer & Conference Center**
459 Seaport Court
Redwood City, CA 94063
Phone: 1-650-482-3500 **(For reservations, Call 1-800-597-8204)**

Make all checks payable to: **COMPANSOL**
P.O. Box 821143
Houston, Texas 77282



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Contact Us

The Seaport Conference Center is located at the Port of Redwood City in San Mateo county.

Seaport Conference Center
 459 Seaport Ct.
 Redwood City, CA 94063

Tel: 650.482.3500
Fax: 650.482.3480

E-mail: meet@seaportcenter.com



Driving Directions

From San Francisco Airport or from the North:

(Approx. 15 miles South of SF Airport)
 Take 101, South to the Woodside Road/Seaport Blvd. exit. Go East on Seaport Blvd., to the 3rd traffic signal, which is Seaport Court. Make a sharp Left onto Seaport Court, you'll see sailboats on your left. Then, turn left into the first parking lot, proceed to the end of the parking lot. Look for the large beige building, with two

brick chimneys and sign out front "Seaport Conference Center."

From Oakland Airport or from the East:

(Approx. 35 miles from Oakland Airport)

Take I-880, South to the San Mateo Bridge. Head West to 101. Take 101, South to the Woodside Road/Seaport Blvd. exit. Go East on Seaport Blvd., to the 3rd traffic signal, which is Seaport Court. Make a sharp Left onto Seaport Court, you'll see sailboats on your left. Then, turn left into the first parking lot, proceed to the end of the parking lot. Look for the large beige building with two brick chimneys and sign out front "Seaport Conference Center."

If you take the Dumbarton Bridge (Route 84). Follow the directions "From San Jose, SJ Airport, and South Bay" to Seaport Conference Center.

From San Jose Airport or from the South:

(Approx. 20 miles North of SJ Airport)

Take 101, North to the Woodside Road/Seaport Blvd. exit. Go East on Seaport Blvd., to the 3rd traffic signal, which is Seaport Court. Make a sharp Left onto Seaport Court, you'll see sailboats on your left. Then, turn left into the first parking lot, proceed to the end of the parking lot. Look for the large beige building with two brick chimneys and sign out front "Seaport Conference Center."

From Hwy 280 or from the West:

Take Woodside Road, Eastbound through multiple stoplights. Staying on Woodside Road drive over the El Camino Real overpass, cross Middlefield Road and Veterans Blvd., eventually driving under the Hwy 101 overpass. At this point, Woodside Road becomes Seaport Blvd. Continue East on Seaport Blvd., to the 3rd traffic signal, which is Seaport Court. Make a sharp Left onto Seaport Court, you'll see sailboats on your left. Then, turn left into the first parking lot, proceed to the end of the parking lot. Look for the large beige building with two brick chimneys and sign out front "Seaport Conference Center."

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ACCOMODATIONS

As a full service meeting and training facility Seaport Conference Center is pleased to assist our clients with Hotel and shuttle accomodations while attending meetings or training.

Seaport Conference Center has established preferred customer status with many local hotels thereby providing our clients exceptional value.

Seaport Conference Center can arrange Hotel accommodations, airport and daily shuttle to and from the Center.

Please contact us for rates and reservation informtaion ([contact us](#))

For those wanting to book their own accommodations the following links provide information for neighboring hotels.

http://www.smccvb.com/cgi-bin/database/smccvb_db.pl

<http://www.wliinc2.com/cgi/foxweb.dll/wlx/dir/wlxdirecatn?catid=119&city=&lcZip=&client=RWSMCCC>

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