



BLUMEN 9.0 Training Registration Form (Houston, TX)

Program Director _____

Program UB UBMS VUB

University _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ FAX (____) _____

Email _____

Training Dates: November 17th & 18th, 2010 (Wednesday & Thursday) for UB, UBMS, VUB 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 Oct 11th, 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:

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
Ashford Crossing II (6 Stories Building)
Houston TX 77077
Phone: 1-800-597-8204

Area Hotel Information:

- ★ **Courtyard by Marriott**
12401 Katy Freeway
Houston TX 77079
(281) 496-9090; 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; 1-888-465-4329 (Reservations)
Mention "**RAC Houston**" for special rate

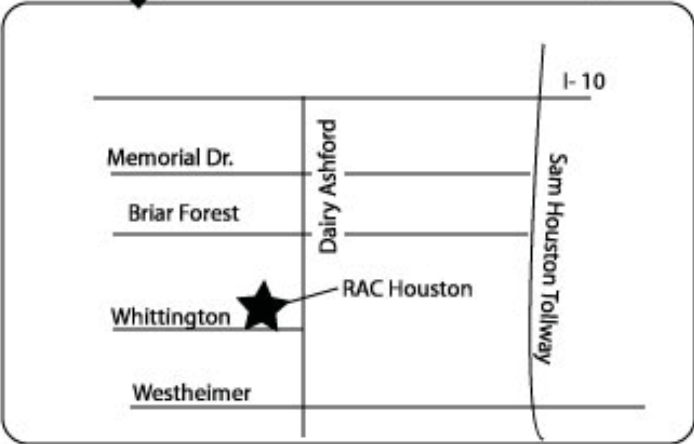
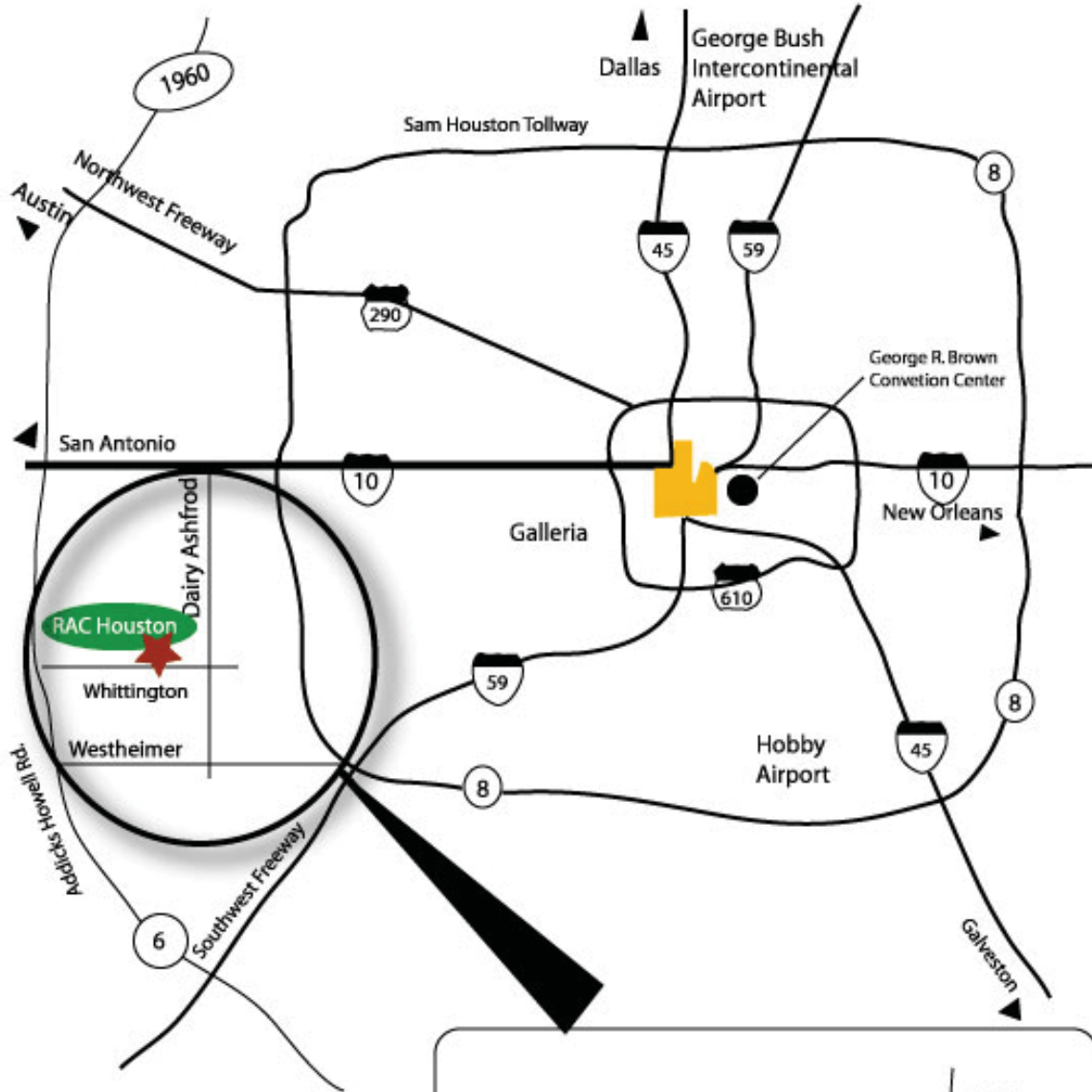
All the above hotels provide free courtesy shuttle to RAC Houston.

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.