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## BLUMEN 9.0 Training Registration Form (Columbia, MD)

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

Program       UB                               UBMS                               VUB

University \_\_\_\_\_

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

**Training Dates:**      **October 25<sup>th</sup> & 26<sup>th</sup>, 2010 (Monday & Tuesday) for UB, UBMS, VUB at Columbia, MD.**

**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 Sept 24<sup>th</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>◆ Adding APR Subjects / Instructions</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 School / College List</li><li>◆ Managing Activity/Services List</li><li>◆ Adding Attendances / Stipends</li><li>◆ Class Scheduling</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:**

**System Source**

10480 Little Patuxent Parkway, 40 Corporate Center, Suite 700  
Columbia, MD 21044  
Phone: 1-410-771-5544 **(For reservations, Call 1-800-597-8204)**

**Make all checks payable to:**

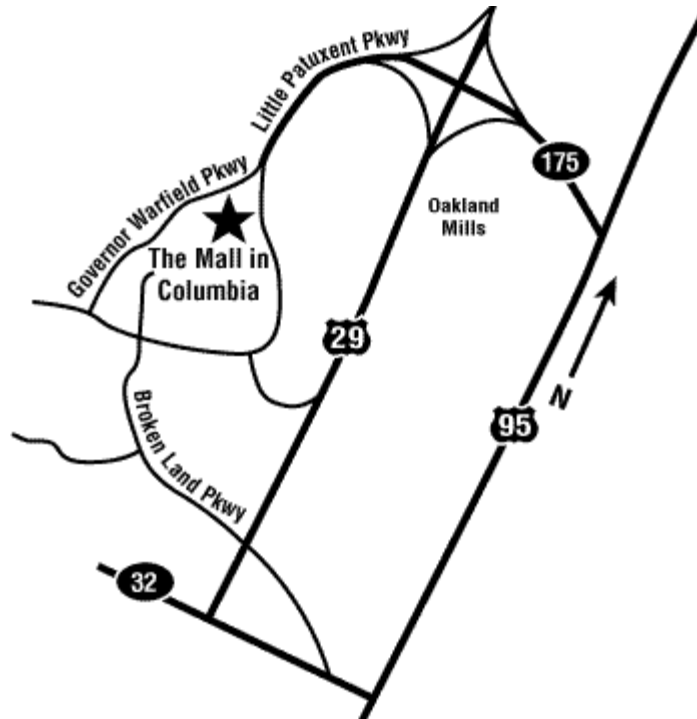
**COMPANSOL**

P.O. Box 821143  
Houston, Texas 77282

## TRAINING

- Course Schedule
- Certifications
- Evaluations
- Client Feedback
- Free Seminars
- Information
- Locations
- Classroom Rentals
- Hunt Valley - Baltimore Classroom Rentals
- Columbia Classroom Rentals
- Local Hotels
- Student Tools

## Columbia Location



## COMPUTER SALES & RENTALS

## SERVICES & CONSULTING

## PRESENTATION & AV SYSTEMS

## INTERNET SERVICES

## CLIENT EXTRANET

## COMPUTER MUSEUM

## COMPANY INFORMATION

10480 Little Patuxent Parkway  
Suite 700  
Columbia, MD 21044  
(410) 771-5544, Ext. 5



### Directions from the North:

#### From US-29

Take the Baltimore beltway I-695 to Interstate 70 West, Exit 16. Take route 29 South, Exit 87 (left-side exit). After passing exit 17, look for S. Entrance Road exit from Rt. 29 approximately one mile further on the right. Bear right onto S Entrance Road toward Merriweather Post Pavilion. At traffic signal, turn left onto Little Patuxent Parkway. Proceed through first traffic light and turn right at next driveway entrance. 40 Corporate

Center is the first building on the right. Free parking is available in parking garage to the right of the building. Garage entrance is immediately to your right after turning off of Little Patuxent Parkway. Overflow parking is available on the Columbia Mall parking lot. Take the elevator to the 7th floor, Suite 700.

**From I-95**

Take I-95 south toward Washington. Take MD-175, Exit 41B toward Columbia. Proceed approximately 5 miles continuing past the Rt. 29 exit and merge slightly left onto Little Patuxent Parkway. Continue on Little Patuxent Parkway through 7 traffic lights. After the 7th traffic light turn right at the next driveway entrance. 40 Corporate Center is the first building on the right. Free parking is available in parking garage to the right of the building. Garage entrance is immediately to your right after turning off of Little Patuxent Parkway. Overflow parking is available on the Columbia Mall parking lot. Take the elevator to the 7th floor, Suite 700.

**Directions from the South:****From US-29**

Take US-29 North toward Baltimore. Take Broken Land Parkway, Exit 18B. Turn right onto Little Patuxent Parkway. Turn left into second driveway entrance. 40 Corporate Center is the first building on the right. Free parking is available in parking garage to the right of the building. Garage entrance is immediately to your right after turning off of Little Patuxent Parkway. Overflow parking is available on the Columbia Mall parking lot. Take the elevator to the 7th floor, Suite 700.

**From I-95**

Take Interstate 95 North toward Baltimore. Take exit 38B, MD-32 West toward Columbia. Take Broken Land Parkway, Exit 14 toward Owen Brown. Turn right onto Little Patuxent Parkway. Turn left into second driveway entrance. 40 Corporate Center is the first building on the right. Free parking is available in parking garage to the right of the building. Garage entrance is immediately to your right after turning off of Little Patuxent Parkway. Overflow parking is available on the Columbia Mall parking lot. Take the elevator to the 7th floor, Suite 700.

## Hotels Near the System Source Columbia Classrooms

- [Sheraton Hotel Columbia](#)
- [Hilton Hotel Columbia](#)
- [Courtyard by Marriott Columbia](#)
- [Staybridge Suites Columbia](#)
- [Hampton Inn Columbia](#)
- [Residence Inn by Marriott Columbia](#)
- [Homewood Suites by Hilton - Columbia](#)
- [Turf Valley Hotel & Resort- Columbia](#)

### **Sheraton Hotel Columbia**

410-730-3900

10207 Wincopin Circle, Columbia, MD 21044

<http://www.sheratoncolumbia.com/>

#### Rates:

\$149 per night System Source rate

Distance from System Source . Less than 1 mile

Instructions for receiving System Source rate -Guests can make reservations on-line through hotel website

[Sheraton.com/Columbia](http://Sheraton.com/Columbia) using SET # 327731 or they can call 1-888-627-8318 and ask for the System Source rate.

#### Amenities:

- Newly renovated guest rooms with 32" flat screen TV's
- Starbucks in-room coffee
- Ergonomic desk chairs
- IBAHN wireless high speed internet access in each room
- State of the art fitness center
- Comfortable and inviting Microsoft Link@Sheraton providing complimentary hi-speed WI-FI access and a lobby location to unwind, network and connect
- Complimentary hotel shuttle offered within a 5 mile radius (based upon availability).
- Columbia Mall (2 blocks away)

#### Contact:

Trish Steen . Sales Manager

410-730-3900 ext.1438

[Trish.Steen@ihrco.com](mailto:Trish.Steen@ihrco.com)

### **Hilton Hotel Columbia**

410-997-1060

5485 Twin Knolls Rd., Columbia, MD 21045

Hilton - Columbia webpage: [http://www1.hilton.com/en\\_US/hi/hotel/BWICHHF-Hilton-Columbia-Maryland/index.do?ctyhocn=BWICHHF](http://www1.hilton.com/en_US/hi/hotel/BWICHHF-Hilton-Columbia-Maryland/index.do?ctyhocn=BWICHHF)

Hilton - Columbia direct reservation webpage including pre-populated discount code:

[https://secure.hilton.com/en/hi/res/choose\\_dates.jhtml;jsessionid=JJ30H1VIH00JKCSGGBJBOD4Q?hotel=BWICHHF&corporateCode=2669734&\\_requestid=25336](https://secure.hilton.com/en/hi/res/choose_dates.jhtml;jsessionid=JJ30H1VIH00JKCSGGBJBOD4Q?hotel=BWICHHF&corporateCode=2669734&_requestid=25336)

#### Rates:

\$189 per night System Source rate (normal rate \$209 p/n)

Distance from System Source. 2.3 miles

Instructions for receiving System Source rate -Inform the reservation/front desk clerk that you are attending training at System Source and would like the negotiated rate

Amenities:

- Morgan's Restaurant serving breakfast, lunch, dinner and room service daily
- Morgan's Lounge
- State of the art fitness center featuring Precor equipment
- Indoor pool, Jacuzzi, men's and ladies locker rooms with dry saunas
- FREE wireless internet in all guest rooms, public space and meeting space
- FREE local shuttle service (advanced reservations recommended) within 5 mile radius
- Fully equipped business center
- Golf, tennis, shopping, movies nearby

Contact:

Leslie Portella - Sales Director  
443-539-1119  
[lportella@lodgian.com](mailto:lportella@lodgian.com)

**Courtyard by Marriott Columbia**

410-290-0002

8910 Stanford Blvd., Columbia, MD 21045

<http://www.marriott.com/hotels/travel/bwicl-courtyard-columbia>

Rates: \$179 per night System Source rate (normal rate \$239 p/n)

Distance from System Source. 4.7 miles

Instructions for receiving System Source rate - Inform the reservation/front desk clerk that you are attending training at System Source and would like the negotiated rate

Amenities:

- Hotel is non-smoking facility
- Coffee in lobby
- Coffee/Tea in room
- Newspaper delivered to room
- Laundry on-site
- Fitness Center
- Indoor pool
- Whirlpool
- Complimentary high speed internet access in the rooms.
- Complimentary wireless connectivity at the lobby, business center and meeting rooms.

Contact:

Janet Moss-Archer - Property Coordinator  
(410)290-0002  
[janet.archer@marriott.com](mailto:janet.archer@marriott.com)

**Staybridge Suites Columbia**

410-964-9494

8844 Columbia 100 Parkway, Columbia, MD 21045

[http://www.ichotelsgroup.com/h/d/sb/1/en/hotel/balco?\\_requestid=191970](http://www.ichotelsgroup.com/h/d/sb/1/en/hotel/balco?_requestid=191970)

Rates:

\$135 per night System Source rate for Studio

\$145 per night System Source rate for 1 bedroom

Distance from System Source. 6 miles

Instructions for receiving System Source rate - Inform the reservation/front desk clerk that you are attending training at System Source and would like the negotiated rate

Amenities:

- Outdoor pool
- Complimentary breakfast
- On-site guest laundry facilities
- Coffee maker
- Full kitchen
- Health/Fitness center on-site
- Hairdryer
- Recreation and sports court

Contact:

Alicia Smith . Group Sales Manager

410-964-9494

[Alicia.Smith@ihg.com](mailto:Alicia.Smith@ihg.com)

### **Hampton Inn Columbia**

410-997-8555

8880 Columbia 100 Pkwy, Columbia, MD 21045

<http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml?ctyhocn=BALCBHX>

Rates: \$139 per night System Source rate

Distance from System Source. 6 miles

Instructions for receiving System Source rate - Inform the reservation/front desk clerk that you are attending training at System Source and would like the negotiated rate

Amenities:

- Complimentary breakfast
- Complimentary high-speed internet
- Cloud nine bedding by Hampton
- Indoor pool
- Indoor whirlpool
- Indoor fitness center

Contact:

Jennifer Quinton . Sales Manager

410-997-8555

[columbiaDOS@IH-Corp.com](mailto:columbiaDOS@IH-Corp.com)

### **Residence Inn by Marriott Columbia**

410-997-7200 or 1-800-331-3131

4950 Beaver Run, Ellicott City, MD 21043

<http://marriott.com/property/propertytype/BWICB?corporateCode=QS0&app=resvlink>

Rates:

\$139 per night System Source rate

Distance from System Source. 6 miles

Instructions for receiving System Source rate - Inform the reservation/front desk clerk that you are attending training at System Source and would like the negotiated rate or click on the link above. This link will pull up the System Source rate.

Amenities:

- All suites that are 50% larger than traditional hotel rooms
- Complimentary Full Hot Breakfast Buffet
- Complimentary High-speed Internet Access
- Complimentary Wireless Connectivity
- Complimentary Evening Reception (Mon-Thurs) with light dinner
- Fully Equipped Kitchens
- Fitness Center
- Outdoor Pool and whirlpool
- 100% non-smoking hotel

Contact:

Rachel Castello - Sales Coordinator

410-997-7200

[Rachel.castello@marriott.com](mailto:Rachel.castello@marriott.com)

### **Homewood Suites by Hilton - Columbia**

410-872-9200

8320 Benson Dr., Columbia, MD 21045

[http://homewoodsuites1.hilton.com/en\\_US/hw/hotel/BALCLHW-Homewood-Suites-by-Hilton-Columbia-Maryland/index.do](http://homewoodsuites1.hilton.com/en_US/hw/hotel/BALCLHW-Homewood-Suites-by-Hilton-Columbia-Maryland/index.do)

Rates:

1-5 nights \$139 per night System Source rate

6-12 nights \$119 per night System Source rate

13-29 nights \$109 per night System Source rate

30+ nights \$ 89 per night System Source rate

Distance from System Source. 6 miles

Instructions for receiving System Source rate - Inform the reservation/front desk clerk that you are attending training at System Source and would like the negotiated rate

Amenities:

- Brand new all suite hotel backed by the Hilton name
- 100% satisfaction guarantee
- Complimentary Suite Start hot breakfast Buffet each morning
- Complimentary managers reception Mon-Thur 5:30-7:30 p.m. including buffet dinner
- Local in-room dining service available
- 24 Hour Upscale exercise center
- 24 Hour Executive work center
- 24 Hour Laundry Room
- Complimentary high speed wireless and wired internet connection throughout entire hotel
- Outdoor Pool and Jacuzzi (Seasonal)
- Outdoor Sports Court

Contact: Julia Mattis - Director of Sales  
443-896-5074  
[Julia.mattis@hilton.com](mailto:Julia.mattis@hilton.com)

Kimberley Davis  
443-896-5075  
[Kimberley.davis@hilton.com](mailto:Kimberley.davis@hilton.com)

**Turf Valley**

410-465-1500  
2700 Turf Valley Rd., Ellicott City MD 21042  
<http://www.turfvalleyresort.com/>

Rates:

\$135 per night Deluxe Room

\$150 per night Junior Suite

Distance from System Source. 10 miles

Instructions for receiving System Source rate - Inform the reservation/front desk clerk that you are attending training at System Source and provide them with the System Source code TV 270101.

Amenities:

- Complimentary Continental Breakfast
- Complimentary high speed wireless Internet in guest rooms and public space
- Exclusive access to the Executive Lounge with business center
- Award winning Alexandria's Restaurant serving breakfast, lunch and dinner, room service daily and Sunday Champagne Brunch.
- State of the art Fitness Center on site
- Indoor pool, whirlpool, saunas and outdoor pool
- Full service European Spa
- Two championship golf courses and tennis courts

Contact:  
Craig Cartney - Corporate Sales Manager  
410-423-0802  
[ccartney@turfvalley.com](mailto:ccartney@turfvalley.com)