

## Lodge-ical News – August 2009

### New Feature: Internet Training

We are pleased to announce that we will begin a series of training classes that will be conducted via the internet. We are in the preliminary phases of planning with a rough outline of each course. Courses will include: Clients Module, Reservations Module (including Daily Activities and Money Received), Other modules including Room Assignments and Personal Data, Inventory and Purchasing, Accounting, and others.

Prerequisite: You must be using Lodge-ical™ version 7.0. Although class attendance will not be required to move to the next class, there will be certain assumptions that are made to define the class knowledge level.

Class Format: There will be a maximum of 10 students allowed. An agenda will be sent prior to the class. Although the concentration will be on class instruction, there will a question/answer period and general conversation, idea sharing, and suggestions are always encouraged. We firmly believe that a group of people representing different business types will have lots in common with regard to their use of Lodge-ical™.

Class Frequency: Our original idea is to offer one class each month. However if the demand is there, we will offer classes on an “as needed” basis. With clients around North America, we will do our best to schedule the class to accommodate all time zones. Classes will generally be 2 hours in length.

Logistics: We will be using an online meeting tool such as GoToMeeting® or Webex® (research is still underway). Each participant will need their pc, their internet connection and a phone to dial into a common meeting place. There is no additional cost to you, except for the cost of a toll call.

Pricing: If you are keeping current with your annual maintenance/support agreement, you will be eligible for a discount. Generally, class fees will be between \$30 and \$50 per student.

Our First Class: We will be teaching our first class, the Clients module, on Wednesday, October 14, 2009 at 10:00am Mountain Time.

Special Offer: Using an online meeting tool is new to us. We want to take advantage of their free 30 day trial to determine if this is the best tool to use. In order to help us work out any technical issues that may arise, as well as go through a dry run of our first training session and format, we are limiting our first class size to 5 people. The first 5 people who reply to this offer who are interested in the October 14<sup>th</sup> class will receive their training free of charge.

### User Tip: Onsite Training

In addition to our internet training classes, we want you to know that we will still be offering our onsite training classes. Onsite training is the most personal option you can choose and usually businesses that have a medium to large office staff take advantage of this service. Please contact us if you are interested in scheduling onsite training.