

## 2009 Users Conference Schedule – Seelbach Hilton, Louisville, Kentucky

Key to Classes	Mon. 10/26	Medallion Salon A	Medallion Salon B	Medallion Salon C	Medallion Salon D	Mezzanine Salon C/D
General Session for All Attendees	8:00-8:30	<b>Registration in Medallion Ballroom Foyer</b> (Continental Breakfast Provided)				
	8:30-9:30	<b>Welcome and Opening Session (Medallion Salon B/C)</b>				
Basic	9:30-9:45	Break				
Advanced	9:45-11:00	Getting Started - Membership	Advanced Finds/Searches	Administering CDM+	Getting Started – Contributions	Getting Started – Accounting
Administrative	11:00-11:15	Break				
Ministry	11:15-12:30	Membership Procedures	Enhanced Notices	Web Ministry Tools	Contributions Procedures	Accounting Procedures
Specialized Classes	12:30-1:45	Lunch Provided (The Rathskeller)				
	1:45-3:00	Getting Started – Attendance	Membership Notices & Exports	Web Ministry Tools Usage	Contributions Reports	Accounting Ledger Reports
	3:00-3:15	Break				
	3:15-4:30	Getting Started – Contributions	Membership Ministry	Visitor Ministry	Roommate	Advanced Finds/Searches
	4:30-5:30	Computer Lab (Mezzanine Salon B)*				
	4:45-5:30		CASS Certification & NCOA**	CDM+ Regional**	Fund Accounting Introduction**	PhoneTree & Other Menu Items**
	<b>Tues. 10/27</b>	Continental Breakfast Provided (Medallion Ballroom Foyer)				
	8:15-9:30	Contributions Procedures	Event Registration	Getting Started – Check-In/Out	Getting Started – Attendance	Enhanced Notices
	9:30-9:45	Break				
	9:45-11:00	Contributions Reports	Event Registration	Web Ministry Tools	Attendance Analysis & Reports	Getting Started – Payroll
	11:00-11:15	Break				
	11:15-12:30	<b>Panel Discussion (Medallion Salon B/C)</b>				
	12:30-1:45	Lunch Provided (The Rathskeller)				
	1:45-3:00	Getting Started – Accounting	Accounts Receivable	Web Ministry Tools Usage	Getting Started – Membership	Contributions Pledging
	3:00-3:15	Break				
	3:15-4:30	Accounting Procedures	Archiving & Back-Up	Getting Started – Check-In/Out	Membership Procedures	Accounting Comparison Reports
	4:30-5:30	Computer Lab (Mezzanine Salon B)*				
	4:45-5:30	Training Skills**	Advanced Fund Accounting**	Experience Check-In/Out**	CDM+ Discount Mail**	COG Treasurer Report**
	<b>Wed. 10/28</b>	Continental Breakfast Provided (Medallion Ballroom Foyer)				
	8:30-9:30	<b>New Perspectives: CDM+ Development Update and General Q&amp;A (Medallion Salon B/C)</b>				
	9:30-9:45	Break				
	9:45-11:00	Accounting Ledger Reports	Membership Custom Reports	Administering CDM+	Archiving & Back-Up	Payroll Procedures & Reports
	11:00-11:15	Break				
	11:15-12:30	Getting Started – Payroll	Membership Notices & Exports	Contributions Pledging	Visitor Ministry	Accounting Comparison Reports

\*Computer lab is also open during class periods.

\*\*Shorter class period