



COG State Office CDM+ Training Proposed Agenda*

Tuesday, Feb. 28, 2012

- 9:00 AM Opening Session
Church Records
- 10:30 *Break*
- 10:50 People Records
Maintenance & Clean-up Utilities
- 12:15 PM *Lunch*
- 1:45 Advanced Searches
Standard & Advanced Searches on Reports
Saved Report Settings (new feature in 9.1)
- 3:00 *Break*
- 3:20 Emailing from CDM+
Notices (inc. new Notice Organizer)
Name Badges
Mailing Discounts

Wednesday, Feb. 29, 2012

- 8:30 AM Event Registration
Online Registrations
- 10:00 *Break*
- 10:20 Online Registrations (cont.)
Online Directories & other Web Ministry Tools
- 11:45 *Lunch*
- 1:30 PM Minister's Reports
Treasurer Reports
Women's Reports Online (new feature)
- 3:00 *Break*
- 3:20 Over/Under Reports
Missing Reports
Awards & Statistical Information

Thursday, Mar. 1, 2012

- 8:30 AM Preparation for Ministers Meeting Voting
Electronic Voting Application from Suran
Manual Voting
CDM+ Mobile
Exporting
- 10:00 *Break*
- 10:20 Accounting
Payroll (electronic filing of 941, W-2 & state forms)
Posting Options
- 11:45 *Lunch*
- 1:30 PM Electronic Banking
Contributions
Accounts Receivable
- 3:00 *Break*
- 3:20 Tour of COG International Offices

*Subject to change. If there are other areas of concern expressed by attendees, the agenda may be adjusted to accommodate the needs of the group.

Questions or Suggestions? Please call 877-891-4236 or email randy@suran.com