



Sign up now for our 2018 Fall classes!

TRIO classes are beneficial in many ways:

- All classroom classes will cover new changes to the programs.
- Stay current on all the latest updates and functionality.
- Share ideas and thoughts with us.
- Ensure efficiency and increase productivity by attending classes on a regular basis.
- Meet people from other municipalities.

Class Listing

November 2018

TRIO SQL Tips and Tricks - FREE

November 26th, 2018

This is a review of some of the recent changes to TRIO SQL.

December 2018

Introduction to Central Parties and the Merge process webinar – FREE

December 6th, 2018

This class covers the changes that you will see as a result of upgrading to SQL as well as the Merge process. If you are upgrading to SQL it is strongly recommended you attend this webinar.

TRIO SQL Tips and Tricks - FREE

December 18th, 2018

This is a review of some of the recent changes to TRIO SQL.

Fiscal End of Year Process - \$90

December 4th, 2018

This class will cover the Fiscal End of Year process for Fixed Assets, Budgetary and Cash Receipting. It will also cover 1099s, W2s and Affordable Care Act reporting if applicable.



Training Class Registration Form

General class information:

- **Classroom classes** are \$90 per person and are held at our office at 56 Banair Road in Bangor. Starting time is 9:30 am, and end at approximately 2:00 pm. Sessions may end earlier than scheduled depending on class participation.
 - Morning refreshments will be served for all classes.
 - If less than six customers register, the class will be cancelled and a notification will be sent out to those registered.
- **Web classes** are \$50 per person and are remote classes conducted via WebEx. A high-speed internet connection, email address, and telephone line is required to access these classes. ○ These classes start at 9:30 am and typically last 1 to 2 hours, depending on participation.
 - If less than four customers register, the class will be cancelled and notification will be sent to those registered.
- Payment may be sent with this form or sent later when the bill is received.
- All cancellations must be received 48 hours prior to the class; if not a \$15.00 administrative fee for processing will be charged.
- In order to obtain a refund, notification must be received at least 48 hours before the session.

To register for a class, complete and return this registration form to us by email (trio@harrislocalgov.com) or fax (207-942-0879)

Please register the following person(s) from

Organization Name

Name	Email Address	Session Name & Date