

Organization Name \_\_\_\_\_ Site Number \_\_\_\_\_

Attendee Name (one form per attendee) \_\_\_\_\_ Staff Position \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail Address\* \_\_\_\_\_

\*We require an e-mail address to send registration confirmation and important information about the convention.

### Please select the convention activities you would like to attend:

Date/Time	Event	Cost	I Will Attend	Number of Guests** (See note below)
<b>Tuesday</b>				
4:00 pm – 7:00 pm	<b>Meet and Greet Reception</b>	Free for attendee	<input type="radio"/> Yes <input type="radio"/> No	
<b>Tuesday Optional Activity</b>				
1:00 pm – 6:00 pm	<b>Johnson Space Center Tour</b>	\$25 per person	<input type="radio"/> Yes <input type="radio"/> No	
<b>Wednesday</b>				
7:30 am – 8:30 am	<b>Breakfast Box</b>	Free for attendee, \$10 per guest	<input type="radio"/> Yes <input type="radio"/> No	
	<b>Breakfast Buffet Upgrade</b>	\$10 for attendee, \$20 per guest	<input type="radio"/> Yes <input type="radio"/> No	
12:15 pm – 1:15 pm	<b>Luncheon</b>	Free for attendee, \$26 per guest	<input type="radio"/> Yes <input type="radio"/> No	
<b>Wednesday Optional Activity</b>				
5:30 pm – 7:30 pm	<b>Minute Maid Park Tour</b>	\$8 per person	<input type="radio"/> Yes <input type="radio"/> No	
<b>Thursday</b>				
7:30 am – 8:30 am	<b>Breakfast Box</b>	Free for attendee, \$10 per guest	<input type="radio"/> Yes <input type="radio"/> No	
	<b>Breakfast Buffet Upgrade</b>	\$10 for attendee, \$20 per guest	<input type="radio"/> Yes <input type="radio"/> No	
12:15 pm – 2:15 pm	<b>Luncheon Banquet</b>	Free for attendee, \$26 per guest	<input type="radio"/> Yes <input type="radio"/> No	
<b>Thursday Optional Activity</b>				
7:30 pm – until?	<b>ACS Karaoke Party</b>	Free for attendee and guests	<input type="radio"/> Yes <input type="radio"/> No	
<b>Friday</b>				
7:30 am – 8:30 am	<b>Breakfast Box</b>	Free for attendee, \$10 per guest	<input type="radio"/> Yes <input type="radio"/> No	
	<b>Breakfast Buffet Upgrade</b>	\$10 for attendee, \$20 per guest	<input type="radio"/> Yes <input type="radio"/> No	

If you plan to bring guests that are not registered for the convention (spouse, child, friend, etc.), please include them in the "Number of Guests" column for each activity they will attend, as tickets are required for some events.



### Please select the optional pre-convention class you would like to attend:

Date/Time	Pre-convention Class	Cost†	I Will Attend
<b>Tuesday</b>			
9:00 am – 4:00 pm	<b>People 101</b>	\$175 Preferred Client, \$269 Non-Preferred	(Check one) <input type="radio"/>
9:00 am – 4:00 pm	<b>Financials 101</b>	\$175 Preferred Client, \$269 Non-Preferred	<input type="radio"/>
9:00 am – 4:00 pm	<b>IT Round Table</b>	Free for attendee	<input type="radio"/>
9:00 am – 12:00 pm	<b>Access ACS 101</b>	\$89 Preferred Client, \$139 Non-Preferred	<input type="radio"/>
9:00 am – 12:00 pm	<b>Checkpoint 101</b>	\$89 Preferred Client, \$139 Non-Preferred	<input type="radio"/>

†If you are not enrolled in the Preferred Client Program, please call us today at 800.736.7425.

#### Billing Information:

Bill Site  Payment Enclosed

#### Fax both sides of this form to:

1-877-YES-2ACS  
(1-877-937-2227)

#### Or mail this form to:

ACS Technologies  
Attention: Convention  
180 Dunbarton Drive  
Florence, SC 29501



**Register today and  
join us in Houston!**

**ACS Technologies**  
**National Convention**  
Houston, Texas ★ May 14-16, 2008

# Class Selections

Organization Name \_\_\_\_\_  
Attendee Name \_\_\_\_\_  
Site Number \_\_\_\_\_  
City/State \_\_\_\_\_

## Wednesday Classes (Check only one class per time slot.)

### Wednesday 10:30 am

- Database Maintenance
- Event Registration and Payments Using Reservations
- Making Sense Out of Non-profit Bookkeeping
- Ten Important Internal Financial Controls for Every Church
- Denominational Offices: Managing Organizations and People Profiles
- What's Coming in ACS People Suite Version 10
- Managing People Profiles
- Merging with Microsoft® Word
- Automating Your Church or School Library
- Administrating Your Access ACS Account
- Tips & Tricks: Web Page Design

### Wednesday 1:30 pm

- Exporting Your ACS Data
- What's Coming in ACS Financial Suite Version 10
- Managing Payroll
- Denominational Offices: Tracking Involvement
- Contributions: Setup and Posting
- Connections: Setup
- Tips & Tricks: Searches and Filters
- Classes and Activities: What's the Difference?
- Implementing a Volunteer Ministry
- HeadMaster Big Picture
- Administrative Assistants' Forum
- Network Administrators
- Strategies for Communicating Online

### Wednesday 3:30 pm

- Report Designer Basics and Tools
- ACS Facility Scheduler: Setup and Input
- Accounts Payable: Invoices and Checks
- ACS Financials Big Picture
- Tips & Tricks: Chart of Accounts
- Denominational Offices Tips & Tricks: Searches and Filters
- Contributor Records and Reports
- Connections: Tracking Ministry Contacts and Attempts
- Managing Classes and Activities
- Managing Volunteer Ministry Using Access ACS
- Managing Individual Profiles Using HeadMaster
- Creating an Effective Church Policies and Procedures Manual
- ACS Cutting Edge Solutions Forum
- Mass E-mail Solutions

### Wednesday 9:00 pm

- Worker Screening and Training
- Tips & Tricks: Microsoft® Outlook®



## Thursday Classes (Check only one class per time slot.)

### Thursday 6:30 am

- Merging with Microsoft® Word

### Thursday 8:30 am

- Exporting Your ACS Data
- Tips & Tricks: Backups
- ACS Facility Scheduler: Reports and Advanced Queries
- Church Tax Laws: Accountable Reimbursement Plans
- Period-end Tasks and Reports
- Tips & Tricks: Accounts Payable
- Denominational Offices Tips & Tricks: Reports and Labels
- Contributions: Setup and Posting
- Tips & Tricks: Searches and Filters
- Managing Small Groups Using Access ACS
- Recruiting and Keeping Good Volunteers
- Managing Classes and Attendance Using HeadMaster
- Knowledge Base: Now You Know!
- Administrating Your Extend Account

### Thursday 10:30 am

- Custom Report Solutions
- Database Maintenance
- Event Registration and Payments Using Access ACS and ACS Facility Scheduler
- Accounts Payable: Invoices and Checks
- Church Tax Laws: Payroll
- Next Steps to Success for Denominational Offices
- Applications Forum: People
- Managing Bulk Mailings
- Working with ACS Reports
- Implementing a Volunteer Ministry
- Managing Assignments and Grades Using HeadMaster
- President's Forum
- Tips & Tricks: Microsoft® Office
- Extend: Beyond the Basics

### Thursday 2:30 pm

- Data Mining: Concepts and Tools
- What's Coming in Accounts Receivable Version 10
- Church Tax Laws: Ask the Expert
- Period-end Tasks and Reports
- Ten Important Internal Financial Controls for Every Church
- What's Coming in Denominational Offices for ACS Version 10
- Contributor Records and Reports
- Merging with Microsoft® Word
- Tracking Participation in Classes and Activities
- Strategies for Connecting People to Ministry Opportunities
- HeadMaster Billing and Collections
- Tips & Tricks: Microsoft® Excel®
- Extend-ing the Possibilities

### Thursday 4:30 pm

- Data Mining: Measuring Your Mission Effectiveness
- Check-in/out Security
- Event Registration and Payments Using Access ACS and ACS Facility Scheduler
- ACS Financials Big Picture
- Setting up ACS Payroll
- Tips & Tricks: Accounts Payable
- Church Tax Laws: Donor
- Tips & Tricks: Labels
- Managing Classes and Activities
- Managing Small Groups Using Access ACS
- Volunteer Ministry Forum
- Customizing HeadMaster Reports
- Tips & Tricks: Microsoft® Outlook®
- Mass E-mail Solutions

### Thursday 9:00 pm

- Recruiting and Keeping Good Volunteers
- Strategies for Implementing Access ACS

## Friday Classes (Check only one class per time slot.)

### Friday 6:30 am

- Tips & Tricks: Searches and Filters

### Friday 8:30 am

- Custom Report Solutions
- Accounts Receivable: Billing and Collections
- Applications Forum: Financials
- Church Tax Laws: Payroll
- Contributions: Working with Pledges and Pledge Campaigns
- Managing Volunteer Ministry Using Access ACS
- Worker Screening and Training
- Managing Day Cares Using HeadMaster
- Implementation or Training: Which Do I Need?
- Knowledge Base: Now You Know!
- Administrating Your Access ACS Account
- Tips & Tricks: Web Page Design

### Friday 10:30 am

- Episcopal Parochial Report
- Tips & Tricks: Backups
- Budgeting with a "Ministry Action" Approach
- Managing Payroll
- Tips & Tricks: Accounts Receivable
- Church Tax Laws: Donor
- Managing Bulk Mailings
- Strategies for Connecting People to Ministry Opportunities
- HeadMaster Forum
- Hardware and Technology Forum
- Extend: Beyond the Basics
- Strategies for Implementing Access ACS

**Please be sure to complete both sides of this form when registering.**