

## FAQs ...and Answers!

- How do I get to the Education & Training website?** Follow the 'How to Access the Training & Education Website' procedure shown at the right.
- What kind of training is currently available to me?** See the 'About Our Courses' table in this brochure, or visit our website and click the '[Current Course Offerings](#)' link for additional information.
- Where can I see a list of currently scheduled training sessions?** Access our website and click the '[Current Course Schedules](#)' link. Click the link for the desired course schedule.
- Who will teach me?** One of 400+ qualified and dedicated field Trainers. Access our website and click the 'Find a Trainer' link to search for a Trainer in your area.
- How do I enroll in a course? What's the cutoff date?** Access our website, click the '[Current Course Schedules](#)' link, click the desired registration form link, complete the form, and fax/mail to Moose International. NOTE: The Registration deadline is identified on the schedule.
- Do I need to bring anything to class?** Yes – a positive attitude is required! Other than that, requirements differ between class types. Access our website, click the '[Current Course Offerings](#)' link, and then the class link to verify what you need to download/print/bring to class.
- Who do I contact if I need to cancel?** Contact your Trainer A.S.A.P!

## 'How to Access the Education & Training Website'

1. Open Internet Explorer.

2. Enter [www.mooseintl.org](http://www.mooseintl.org)

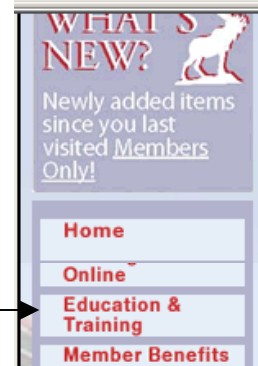


3. Click on: **MEMBERS ONLY**

4. Enter **your MID# and Password:**

A screenshot of a login form. It has two input fields: 'Moose ID Number:' and 'Password:'. Below the fields is a button labeled 'Login to Members Only'. A note at the bottom states '\*Session Cookies must be enabled'.

5. Under 'What's New' click the '[Education & Training](#)' link.



6. Click on the desired links from there.

Use the scroll bar to see more choices.

## About Our Courses

Instructor-Led Courses	Target Audience	Course Length
<ul style="list-style-type: none"> <li>2HOTT (2-Day Hands-on Technical Training; LCL &amp; QuickBooks)</li> </ul>	Administrators, Recorders, & Moose Legion Secretaries	2 days
<ul style="list-style-type: none"> <li>Administrator School</li> </ul>	Lodge Administrators	3 days
<ul style="list-style-type: none"> <li>Lodge Leadership &amp; House Committee</li> </ul>	All Lodge Leaders, House Committee, & SQ Manager	7 hrs (3.5 hrs each)
<ul style="list-style-type: none"> <li>Governors Workshop</li> </ul>	Governors & Junior Governors	2 hrs
<ul style="list-style-type: none"> <li>Committees Workshop</li> </ul>	Committee Chairmen & Members	2 hrs
<ul style="list-style-type: none"> <li>Trustees Workshop</li> </ul>	Trustees	2 hrs
<ul style="list-style-type: none"> <li>Treasurer &amp; Audit Committee Workshop</li> </ul>	Treasurers and Audit Committee Members	2 hrs
<ul style="list-style-type: none"> <li>MLEC (Moose Legion Education Conference)</li> </ul>	Moose Legion - All Involved Members	6 hrs
<ul style="list-style-type: none"> <li>SEC (Moose Legion Secretary Education Conference)</li> </ul>	Moose Legion Secretaries & Assistant Secretaries	6 hrs
<ul style="list-style-type: none"> <li>TIPS (Training for Intervention ProcedureS)</li> </ul>	Anyone Who Serves Alcohol	5 hrs
Online Courses	Target Audience	Course Length
<ul style="list-style-type: none"> <li>TIPS</li> </ul>	Anyone Who Serves Alcohol	Allow 3-4 hours!

## Need Assistance? Here's Some Contacts...



### EDUCATION & TRAINING to:

- Learn more about us
- Fax a class registration form

P: 630.859.6635  
F: 630.966.2211

### MEMBER SERVICES for:

- General computer assistance
- For LCL or QuickBooks help
- memberservices@mooseintl.org

P: 630.906.3658

### CATALOG SALES for:

- Order merchandise and supplies
- Member Benefits Program
- CatalogSales@mooseintl.org

F: 630.859.3505  
P: 630.966.2250  
P: 630.966.2230

### LOCAL TRAINER to:

- Confirm course details
- Ask for assistance *after* class

Education &  
Training website,  
'Find a Trainer'

### HCI (Health Communications Inc.) for:

- Register for online TIPS course
- Online training assistance

P: 800.438.8477  
www.gettips.com

**REGIONAL MANAGER or STATE TRAINING COORDINATOR, if you do not see a course scheduled for your area and you would like to request one.**

*To find a Regional Manager:*

- [www.mooseintl.org](http://www.mooseintl.org)
- 'Find it Here'
- Membership Department
- Membership Department Field Staff...

*To find a State Training Coordinator:*

- [www.mooseintl.org](http://www.mooseintl.org)
- Members Only
- Education and Training
- Find a Trainer
- Find a State Training Coordinator



## Need ideas on how to strengthen operations at your Lodge, Chapter, or Moose Legion?

Perhaps these resources – from the *Printable Educational Materials* section of our website – can help!

- ❑ LCL.net User Resource Manual
- ❑ QuickBooks User Resource Manual
- ❑ Official Office Manual for Moose Lodges
- ❑ Lodge Election Handbook
- ❑ Audit Committee Guidelines for Fraternal Units

## Interested in becoming a Moose University Trainer?

Contact the Regional Manager for your area! Together, you can discuss the benefits, expectations, and general requirements.



# Moose International Education & Training



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