



New Series Topics!!

School Business Office Staff Training Series

PASBO is happy to announce our new webcast series to give your staff information on skills needed in the school business office.



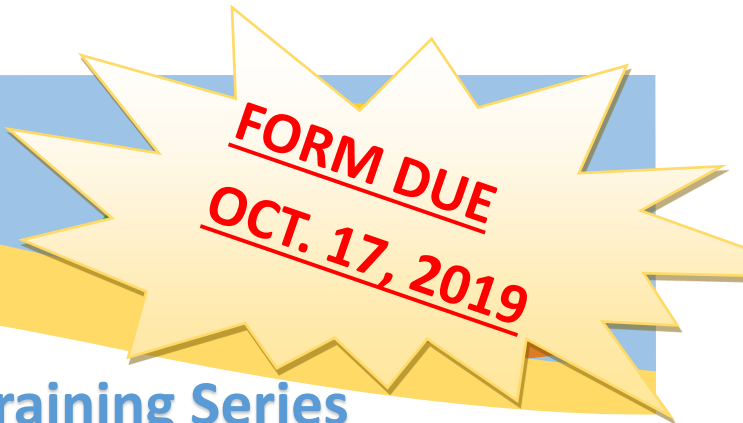
Form must be submitted to PASBO by October 17

All Webcasts Will Be Offered @ 9:30 AM

1. **October 18, 2019—Basics of PowerPoint**
 2. **December 12, 2019—Advanced Excel 3.0**
 3. **February 20, 2020—Basics in Preventing Fraud**
 4. **April 24, 2020—Dealing with Difficult People**
- FREE May 7, 2020—Time Management**

All recordings will be sent to the primary registrant.

***Promotion will only be applied if registration is done using the form on Page 2 of this document and received in the PASBO office by October 17.**



School Business Office Staff Training Series

Registration Form

Primary Registrant: _____
Title: _____
LEA: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Phone: _____

Payment Method (to be applied to first four webcasts in the series):

Check Enclosed (Payable to PASBO—mail to 2608 Market Place, Harrisburg, PA 17110)
Generate Invoice (You will receive four separate invoices via email for each webcast)

Credit Card: Cardholder Name: _____
 Card # _____
 Exp. Date: ____/____

Signature: _____ Today's Date: _____

The primary registrant will be registered for all five webcasts. If unable to attend a webcast, the primary registrant can pass the connection instructions on to another staff member within the same LEA to connect, but only one connection is allowed per registration. Follow the connection instructions to receive the recording for each webcast.

**Total Cost = \$300
(\$75 x 4)**