

# Eagle Software Regional Workshop

## Student Scheduling -Two Days

**DAY 1 Content:** All day workshop to discuss the student scheduling process from start to finish; creating scheduling data & setup tables, collecting, entering course requests, entering scheduling master schedule, scheduling students, printing and interpreting the reports associated with each step in the scheduling process.

**DAY 2 Morning Content:** Discussion regarding how to use Aeries to schedule students into different groups (teams, houses, academies, etc.). The application of the Scheduling Group, Team Course Group, and Team Number fields will be discussed. Exploratory and wheel classes will also be discussed, including options on how to schedule and modify these classes. NOT to include basics of the student scheduling.

**DAY 2 Afternoon Content:** Discussion of the theory of building a better master schedule. The Aeries Interactive Scheduling Master Schedule Builder will also be included.

**DAY 2 WILL NOT COVER basic student scheduling. Previous scheduling experience highly recommended.**

**Please TYPE or PRINT CLEARLY One Applicant per form**

NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_

DISTRICT \_\_\_\_\_ YOUR SITE \_\_\_\_\_

YOUR SITE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_ Date(s) Selected: \_\_\_\_\_

**Dates/Location:**

**PO #** \_\_\_\_\_

\_\_\_\_ March 26, 2012

Anaheim/Santa Ana, CA

\_\_\_\_ March 27, 2012

Anaheim/Santa Ana, CA

- Eagle Software reserves the right to cancel workshops due to low enrollment
- **Location:** Anaheim, CA; location to be determined
- **Time:** 8:00 AM until 4:00 PM, with one hour break for lunch; you will be responsible for your own lunch
- **Workshop Cost:** \$175.00 per person for one day; \$325 for two *consecutive* days
- **Registration Deadline:** March 16, 2012
- **Cancellation:** No cancellations will be accepted after the above listed registration deadlines.
- Limited space available; training space will be reserved when the registration form and payment (either check or PO) are received. Please keep a copy of your registration form.
- For further information, please contact Lucille at (888-487-7555)

Please complete the above and **fax with purchase order** to: Eagle Software (714) 632-1567 or **mail with your check** to Eagle Software, 1065 N. Pacificenter Dr., Suite 400, Anaheim, CA 92806. Confirmation will sent at the close of registration.