



# VIEW Training



## Introducing Zoom training sessions for Treasurers, Assistant Treasurers and interested members in March 2022!

Dear VIEW Club,

Last year we ran online Zoom training sessions for Club Treasurers, Assistant Treasurers and other Committee or Club members. All members who participated found these training sessions extremely valuable. This year we will be running new training sessions **throughout March!**

There will be two **1-hour sessions** to choose from:

- ☑ **“Treasurer’s Role and Club Finance”** and
- ☑ **“VIEW Club Electronic Cashbook: How to use it in Excel”**

See the available times below. You are able to book for both sessions.

The main objective of this training is to help all Club Treasurers/Assistant Treasurers learn more about their role and Club Finance as well as develop new skills in Excel. For new Treasurers/Assistant Treasurers these sessions will help with the smooth transition to their role.

### What will I learn?

By the end of these training sessions, participants will be able to:

- ☑ Understand Club Finance processes and requirements
- ☑ Gain confidence in maintaining Club financial records
- ☑ Understand requirements for VIEW Annual Audit

### Who can attend this training?

We invite all Club Treasurers, Assistant Treasurers and other members who are interested, to join our Zoom training sessions. It may also be beneficial for Club Secretaries to participate as well.

### How to participate in Zoom training session/s?

Each **participant will be required to register for Zoom training session prior to the session.** Please see the enclosed “How to join Zoom training session/s” information page.

Please choose the date & time that best suits you and **register for only ONE of each session** by clicking on the registration link.

### Session 1: “Treasurer’s Role and Club Finance”

Date	Time	Registration Link
Wednesday, 2 March 2022	1 pm – 2 pm Sydney time	<b>Registration:</b> <a href="https://thesmithfamily.zoom.us/meeting/register/tJMsd2tqDwrEtNE3yqBS3RwUC-atip2h1g7">https://thesmithfamily.zoom.us/meeting/register/tJMsd2tqDwrEtNE3yqBS3RwUC-atip2h1g7</a>
Monday, 7 March 2022	6 pm – 7 pm Sydney time	<b>Registration:</b> <a href="https://thesmithfamily.zoom.us/meeting/register/tJYvc-CqrDwtGdOGtE-OvnAiJAHMgIST3Yt">https://thesmithfamily.zoom.us/meeting/register/tJYvc-CqrDwtGdOGtE-OvnAiJAHMgIST3Yt</a>
Friday, 18 March 2022	9 am – 10 am Sydney time	<b>Registration:</b> <a href="https://thesmithfamily.zoom.us/meeting/register/tJ0kdu6trjgtGt2ecej_FSlpRM_e15ymkZKgj">https://thesmithfamily.zoom.us/meeting/register/tJ0kdu6trjgtGt2ecej_FSlpRM_e15ymkZKgj</a>
Wednesday, 30 March 2022	10 am – 11 am Sydney time	<b>Registration:</b> <a href="https://thesmithfamily.zoom.us/meeting/register/tJMrfu6grzgvE9ZWpOV5vx-pPiZsDyolgUNp">https://thesmithfamily.zoom.us/meeting/register/tJMrfu6grzgvE9ZWpOV5vx-pPiZsDyolgUNp</a>

## Session 2: “VIEW Club Electronic Cashbook: How to use it in Excel”

Date	Time	Registration Link
Friday, 4 March 2022	11 am – 12 noon Sydney time	<b>Registration:</b> <a href="https://thesmithfamily.zoom.us/meeting/register/tJludO6vqzMoH9Lf1QhZtfa8asPXtucc1_KT">https://thesmithfamily.zoom.us/meeting/register/tJludO6vqzMoH9Lf1QhZtfa8asPXtucc1_KT</a>
Wednesday, 9 March 2022	1 pm – 2 pm Sydney time	<b>Registration:</b> <a href="https://thesmithfamily.zoom.us/meeting/register/tJckc-ugqD4jGNPrPYJqwUOc3l60lZtAax-k">https://thesmithfamily.zoom.us/meeting/register/tJckc-ugqD4jGNPrPYJqwUOc3l60lZtAax-k</a>
Tuesday, 15 March 2022	6 pm – 7 pm Sydney time	<b>Registration:</b> <a href="https://thesmithfamily.zoom.us/meeting/register/tJcrde-prjwGNNP8KaEDgThyTj88qqAYrH">https://thesmithfamily.zoom.us/meeting/register/tJcrde-prjwGNNP8KaEDgThyTj88qqAYrH</a>
Tuesday, 29 March 2022	10 am – 11 am Sydney time	<b>Registration:</b> <a href="https://thesmithfamily.zoom.us/meeting/register/tJYrc--trjMvGNbUCHfAGNW3oZvA1dcr8LnM">https://thesmithfamily.zoom.us/meeting/register/tJYrc--trjMvGNbUCHfAGNW3oZvA1dcr8LnM</a>

### Do I need an account to use Zoom?



A Zoom account is not required if you are joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account.

### How to join the Zoom training session I registered for?

**When the date and time of the session arrives** – to join the session simply click on the URL link provided to you upon registration or go to your email confirmation and click on “**Click here to join**” at the time of the session.

Please note: each session has a different link.