

**“AHSAA FORMS AND FINANCIAL REQUIRMENTS”
LUNCH AND LEARN PROGRAM
August 16, 2017**

8:30 am – 9:00 am	Registration
9:00 am – 9:15 am	Introduction <ul style="list-style-type: none">- Coach Savarese will welcome- Exec Staff will each take 1-2 minutes to discuss their duties at AHSAA and thank them for being there.- Jamie will go last and introduce ladies in our office who will be leading the program.
9:15 am – 9:45 am	Session #1 “Common problems we see” <ul style="list-style-type: none">- We will go through a list of issues that our ladies see concerning reports, registration, etc.
9:45 am – 10:00 am	Break (Door prizes)
10:00 am – 10:45 am	Session #2 <ul style="list-style-type: none">- “Financial Reports & Playoffs – making things go smoother”- Alaine & Sandy will use C2C to walk through 3 different playoff financial forms. Basketball, Softball, Soccer. We will use C2C on the video screen to show them step by step. We will create a “sample” playoff event with ticket sales and expenses.
10:45 am – 11:00 am	Break (Door prizes)
11:00 am – 11:30 am	Session #3 <ul style="list-style-type: none">- “AHSAA & AHSADCA”- Sandy & Vanda will discuss the difference between the two when it comes to finances. What goes to each group when bookkeepers are sending in money.

11:30 am – 12:15 pm

- Elvia will discuss how to help coaches register for our mini-clinics, Summer Conference, PAD Lunch (Lunch Provided)
- We will do a “Buzz” Session here. Question and Answer period.

12:15 pm – 1:00 pm

Session #4

- “C2C”
- Paying of officials online
 - o Arbiter Video
- Vanda will do this session and discuss all issues dealing with C2C that she thinks important.