

# Moose Training Program Updates

## Association Convention 2023

Note: You may want to have copies of the Training Flyer available so that anyone that needs information regarding class needs and types will have it available. This can be available prior to going through the following information.

Note: Updated Online Classes (Independent class on the MI Website) will not be available for an extended period of time, because the Adobe Flash Player is no longer supported, which was the format that we were using to create the Online Class Format previously.

All of the currently available classes are in the In-Person Format.

1. For the schedule of classes in your area go to the Moose International (MI) website, then go to the Members Area, then go to Moose Training, and finally choose the class and your area under the Training Schedule, then click on Search.

Basic 2-HOTT Class (currently only available as an In-Person Format)

1. This class is the very Basics of what is needed to perform the computer functions necessary for Administrators Moose Legion Secretaries, and Chapter Treasurers. The Basic 2-HOTT Class is now a 1-day class with 2 sections, QuickBooks Online Section and LCL Web Section.
  - a. Anything beyond the Basics will be taught in the Advanced 2-HOTT Classes.
2. The Virtual Format (with a live instructor) is currently under construction.
3. The Online Format (independent class on the MI website) will not be available for a long time, we need to update the way we deliver these classes.

Advanced 2-HOTT Classes (not available yet)

1. These classes will be offered to give another way to fulfill the requirement for people to retake a 2-HOTT Class either every 3year for Administrators and Moose Legion Secretaries or every 2 years for Chapter Treasurers that are not attempting to gain the Star Recorder degree.
2. There will be multiple Advanced 2-HOTT Classes that will cover subjects that are either to complicated or to time consuming to be taught during the

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Basic 2-HOTT Class.

3. These classes will be given as In-Person Format and possibly some of the classes may be given in Virtual Format.
4. These classes will be available starting in mid to late 2024.

Administrator School (currently only available as an In-Person Format)

1. This is the class that gives Administrator specific information, to perform the Business Operations of the Lodge. This class is now going to be a 2-day class.
2. The Virtual Format (with a live instructor) is currently under construction and should be available within the next couple of months.
3. An Administrator School Refresher class should be available by the end of 2024.
  - a. The Administrator School Refresher Class would be a 1-Day class designed to give updated or extra information for Lodge Administrators.

Lodge Leadership Class

1. The In-Person Format of the class is currently available and will be updated to make sure that the information is up to date.
2. The Online Format of this class is currently having problems because it was created using Adobe Flash Player which is no longer supported.
  - a. The Online Format only seems to work using the Google Chrome internet browser.
  - b. The link at the end of Module 2, no longer works reliably, but the main link on the MI website found next to the links for the Lodge Leadership Online modules is still working.
  - c. When entering the Assessment make sure to use either your full Moose ID number with the leading zeros or not using the leading zeros. The system will accept either configuration but may glitch if

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only some of the leading zeros are used.

- d. Most of the time the completion of the Assessment Test with an 80% or better will automatically enter the data into the Moose Database and nothing else needs to be done. Once in a while the system does glitch, so it is a good idea to print the certificate or print it as a pdf, so that if there is a problem the certificate can be emailed to Moose Training and manual credit can be given.
  - i. (You may want to show how to do this on a screen in front of the meeting) If you want to check to make sure that you have credit for the class you can go to the MI website and at the bottom of the home page click on My Membership Record, login and choose your lodge record and at the bottom of your lodge record is your Training Report, click on this and then check the completion. You may need to turn off the Pop-up blocker on your internet browser for the report to come up.

Some Training Department Statistics:

### **Total Classes Held from 05/01/2023 to 07/31/2023**

92 Classes – Lodge Leadership Class In-Person  
22 Classes – MLEC  
1 Classes – SEC  
36 Classes – Basic 2-HOTT Class In-Person  
11 Classes – Administrator School In-Person

### **Students Trained from 05/01/2023 to 07/31/2023**

1,055 Attendees – Lodge Leadership Class In-Person  
1,783 Attendees – Lodge Leadership Class Online  
247 Attendees – MLEC  
36 Attendees – SEC  
514 Attendees – Basic 2-HOTT Class In-Person  
110 Attendees – Administrator School In-Person

3,745 Attendees – Total for All Training

### **Fiscal Year Classes Held 2022-2023**

170 Classes – Lodge Leadership Class In-Person  
78 Classes – MLEC  
6 Classes – SEC  
60 Classes – Basic 2-HOTT Class In-Person  
37 Classes – Administrator School In-Person

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## **Fiscal Year Students Trained 2022-2023**

2,090 Attendees – Lodge Leadership Class In-Person

3,390 Attendees – Lodge Leadership Class Online

723 Attendees – MLEC

66 Attendees – SEC

957 Attendees – Basic 2-HOTT Class In-Person

558 Attendees – Administrator School In-Person

7,784 Attendees – Total for All Training

The Training Department, your Association Training Coordinators and your Instructors are all here to help you learn everything that you need to know to perform your Moose functions. Thank you for your efforts to learn and continue you to learn the best way to do all of the things that you all do for the Moose!

Please keep in mind that the Association Training Coordinators and the Instructors are volunteers, I would ask that a round of applause be given to all of our volunteers for everything that they do!!!