

Git on down to...

Connections

2004

A Conference for Blue Bear Software Users



March 24-26, 2004

**Town and Country Resort
San Diego, California**

About The Conference

It's our 9th Annual User Conference and it's all about CONNECTIONS.



YEE HAW! This year Connections has a Wild Wild West theme and we'll be rounding everybody up in San Diego at the beautiful Town and Country Resort in Mission Valley. For two full days, it's all about software - roping it, riding it, even learning a few new tricks. Because of your requests, we've added more breakout sessions this year, AND they will be designated as either "Basic" or "Advanced" so you can ride the bronc that suits your fancy. As always, you have options about how you want to participate.

Be a **Cowhand** if you just want to attend the Conference only or...

Be a **Wrangler** if you want the whole shebang!

COWHAND - CONFERENCE ONLY: You'll ride out early on Thursday morning with a Continental Breakfast followed by the General Session, where you'll saddle up with Blue Bear staff and other users to hear what's new down at the corral and what's out there on the range. You'll attend a great lunch at the chuck wagon, terrific Breakout Sessions, and the SchoolBooks Round Table discussion. On Friday, it's more of the same with Continental Breakfast, more valuable Breakout Sessions, another scrumptious feedbag for lunch with contests and prizes, and the Tracks Round Table discussion.

WRANGLER - CONFERENCE PACKAGE: If you want to be a Wrangler, you'll get all that Cowhand stuff PLUS a whole saddlebag full of fun and frivolity. Get in the mood at the Howdy Pardner Welcome RoundUp Reception on Wednesday evening as you join the gang over at the saloon for drinks, tasty treats and a chance to show off your cowboy skills. And keep the good times going on Thursday evening when you mosey on down to the Blue Bear Dance Hall and Gambling Emporium for rip-roaring great grub, line dancin' for those who fancy it, and gamblin' (it's a casino night) for them cowpokes who's feeling lucky!

CONFERENCE *Schedule*

WEDNESDAY MARCH 24

Optional Hands-On Training will be held at National University Technology Center, also located in Mission Valley.

7:30 - 8:00 am	Continental Breakfast (for training attendees)
8:00 - 12:00 pm	Training Classes (A1, A2, A3)
12:00 - 1:00 pm	Lunch (for full-day training attendees)
1:00 - 5:00 pm	Training Classes (P1, P2, P3)
4:00 - 8:00 pm	Conference Registration (at the hotel)
6:00 - 8:00 pm	Howdy Pardner Welcome Roundup Reception (at the hotel)

FRIDAY MARCH 26

7:30 - 8:15 am	Continental Breakfast
8:15 - 9:15 am	Breakout Session 6
9:30 - 10:30 am	Breakout Session 7
10:45 - 11:45 am	Breakout Session 8
12:00 - 1:00 pm	Lunch
1:15 - 2:15 pm	Breakout Session 9
2:30 - 3:30 pm	Breakout Session 10
3:30 - 3:45 pm	Break
3:45 - 4:45 pm	Breakout Session 11

THURSDAY MARCH 25

All sessions are located at Town and Country Resort.

ALL DAY Conference Registration

7:30 - 8:15 am	Continental Breakfast
8:15 - 9:15 am	General Session
9:30 - 10:30 am	Breakout Session 1
10:45 - 11:45 am	Breakout Session 2
12:00 - 1:00 pm	Lunch
1:15 - 2:15 pm	Breakout Session 3
2:30 - 3:30 pm	Breakout Session 4
3:30 - 3:45 pm	Break
3:45 - 4:45 pm	Breakout Session 5
6:00 - 6:30 pm	No Host Cocktail Reception
6:30 - 10:00 pm	Dinner, Dance Hall, Gambling Emporium Adventure

SCHOOLBOOKS DESKTOP RODEO

Think you're pretty hot with those new SchoolBooks buttons? Well, don't hide that light under a bushel basket. Enter the SB Desktop Rodeo for the most creative, most colorful, most fun, or most whatever desktop ever and you could win a prize for your efforts. Darn straight! Start working on those designs - we'll have more contest details out there purdy soon!



Hands-On OPTIONAL CLASSES ON WEDNESDAY

Want to get more comfy in the Blue Bear saddle? If you are a new user, or an existing user, join us for our optional Tracks and SchoolBooks hands-on training classes. This year we're offering a total of 6 half-day classes and, at your request, have split them into "Basics" and "Advanced" sessions. These classes are popular and are ALWAYS sold out with a waiting list. We recommend you get your registration form and payment to Blue Bear right away to guarantee yourself a spot.

Try these half-day Tracks and SchoolBooks classes! We guarantee that you will leave with more knowledge about the software, no matter what level of expertise you have now!

- Each student will have his/her own computer.
- Blue Bear will provide transportation from the Town and Country Hotel to National University Technology Center.
- Classes include an instructional workbook for you to keep.
- Continental breakfast will be served at the training facility before the class.
- Lunch will be provided for students who will be attending the full day of training.



Seating is limited. Register early!

Class Description	Class Code	Hours	Regular Price	Conference Price
SchoolBooks – Basics	A1	8am-12pm	\$250	\$199
	P1	1pm-5pm		
SchoolBooks – Advanced	A2	8am-12pm	\$250	\$199
	P2	1pm-5pm		
Tracks – Basics	A3	8am-12pm	\$250	\$199
Tracks – Advanced	P3	1pm-5pm	\$250	\$199
Two Classes			\$500	\$349

Class Descriptions

SchoolBooks Basics (A1 and P1)

This class is intended for the new user. Class will cover the following: How to set up new and edit existing GL accounts, vendors, and bank accounts. How to cut purchase orders and checks, enter bank deposits, make transfers and adjustments. How to run reports and do a bank reconciliation.

SchoolBooks Advanced (A2 and P2)

This class is intended for the user with previous SchoolBooks experience. Class will cover the following: How to use blanket and multi-vendor purchase orders, how to order inventory items for Tracks through purchase order entry, how to use new lookup features for GL accounts and vendors. How to make the best use of new transfer features. How to set up and use Category Codes and GL Print Groups to achieve custom sorting and grouping on reports and financial statements.

Tracks Basics (A3)

This class is intended for the new user. Class will cover the following: How to create and edit customers and items. How to make a sale, how to do a return, how to look up customer history and find balance due information. How to do a closeout. How to run reports to get the information you need - i.e. who bought a yearbook? How to use item types and payment types. How to use grouping codes to get any report you need.

Tracks Advanced (P3)

This class is intended for the user with previous Tracks experience. Class will cover the following: How to use FundRaiser and BarMaster. How to do sports clearance using Item Requirements. How to create form letters and print Balance Due statements. How to process refunds to students, how to handle NSF checks, how to use user-defined fields and sales control codes. How to get the most from new Tracks features.



Breakout SESSION SCHEDULE



THURSDAY, MARCH 25, 2004					
7:30 - 9:15 am	Continental Breakfast and General Session				
Session 1 9:30 - 10:30 am	S2 - Purchase Orders and Invoices	S4 - Bank Deposits and Receipts	T1 - Fall Registration Tips	T9 - Year End & Dr Download	B1 - Web Tools
Session 2 10:45 - 11:45 am	S10 - Fund Accounting 101	S7 - Custom Reporting	T12 - Tracks 5.1 New Features	T7 - Bar Code & Label Printing	T3 - Credit Card Processing
12:00 - 1:00 pm	Lunch				
Session 3 1:15 - 2:15 pm	T13 - Tracks Roundtable	T13 - Tracks Roundtable	S6 - Basic Reporting	S9 - 1099 Processing	B4 - Hands-On Workstations
Session 4 2:30 - 3:30 pm	T13 - Tracks Roundtable	T13 - Tracks Roundtable	S1 - Conversion and Setup	S8 - Period End Processing	B4 - Hands-On Workstations
3:30 - 3:45 pm	Break for snacks				
Session 5 3:45 - 4:45 pm	S5 - Transfer Options	S3 - Checks	T4 - WebStore Options	T11 - Reporting	B5 - Multi-User Options
6:00 - 6:30 pm	No Host Cocktail Reception				
6:30 - 10:00 pm	Dinner, Dance Hall, Gambling Emporium Adventure				
FRIDAY, MARCH 26, 2004					
7:30 - 8:15 am	Continental Breakfast				
Session 6 8:15 - 9:15 am	S7 - Custom Reporting	T2 - Advanced Tracking	S2 - Purchase Orders and Invoices	T6 - Student Debts & E-Statements	B2 - Tech Aspects of SchoolBooks
Session 7 9:30 - 10:30 am	T4 - WebStore Options	T8 - Fun with FundRaiser	S5 - Transfer Options	S6 - Basic Reporting & Filing	B3 - Tech Aspects of Tracks
Session 8 10:45 - 11:45 am	T12 - Tracks 5.1 New Features	T10 - NSF Checks & Refunds	S1 - Conversion & Setup	B6 - Forms Design	B5 - Multi-User Options
12:00 - 1:00 pm	Lunch				
Session 9 1:15 - 2:15 pm	S11 - SchoolBooks Roundtable	S11 - SchoolBooks Roundtable	B4 - Hands-On Workstations	T5 - Equipment Tracking	T10 - NSF Checks & Refunds
Session 10 2:30 - 3:30 pm	S11 - SchoolBooks Roundtable	S11 - SchoolBooks Roundtable	B4 - Hands-On Workstations	T11 - Reporting	T6 - Student Debts & E-Statements
3:30 - 3:45 pm	Break for snacks				
Session 11 3:45 - 4:45 pm	S8 - Period End Processing	S10 - Fund Accounting 101	T9 - Year End & Dr Download	T7 - Bar Codes & Labels	B1 - Web Tools

NOTE: This schedule is subject to change.

TECHNICAL SESSIONS

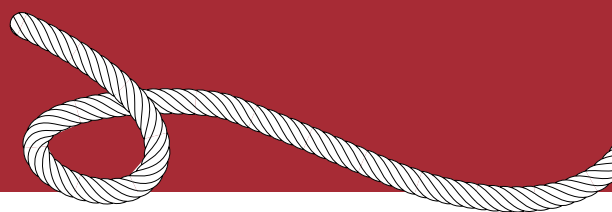
B1 Web Tools. This session explores how to use the web to enhance your Blue Bear experience. How to use Blue Bear Connect for training and support. Download upgrades instantly. Connect to the Blue Bear website for Tech Tips and more.

B2 Technical Aspects of SchoolBooks. Software and data troubleshooting, including bank reconciliation variances, and error message troubleshooting. How to copy prior year data. Receive your own personal Technical Support Tip Guide!

B3 Technical Aspects of Tracks. How to fix it when the sale was made to the wrong customer, closeout total doesn't match cash at end of day, troubleshooting POS equipment problems and customizing school and terminal settings. Understanding terminal-based closeouts. How to copy prior year data and do Dr. Download. Receive your own personal Technical Support Tip Guide!

B4 Hands-On Workstations. Bring a backup of your data to the conference so you can practice all of the new things you learn! Come join our Computer Lab where you can restore your data

Breakout CLASS DESCRIPTIONS



SCHOOLBOOKS SESSIONS

S1 SchoolBooks 5: Conversion & Setup Options.

This session covers converting your data from SchoolBooks 4 to SchoolBooks 5 with a checklist of procedures and reports to check. Then we'll cover the new setup options so you can have the software work the way that's best for you.

S2 Purchase Orders and Invoices. We'll cover the purchase order process from the time you place the order until you enter the invoice, and that includes reporting too. This session covers Blanket PO and backorder features, Multi-Vendor purchase orders, plus ordering and updating items in Tracks.

S3 Writing Checks. This session covers both manual and computer checks. How to print checks, void a check, and how to fix an incorrect entry. New options for viewing payment and vendor history. New reporting options too.

S4 Bank Deposits and Receipts. Learn how to use SchoolBooks Receipt Entry to print receipts and update into Bank Deposit Entry. Covers how to manually enter bank deposits, how to reverse a deposit, and how to import deposits from Tracks.

S5 Transfer Options. This session covers the differences between the three transfer options. We'll discuss regular transfers, Cash Transfers to move money between cash accounts, and multi-line transfers with a different purpose for each line.

S6 Overview of Basic Reporting and Filing

Options. You can print a report, but what does it mean and do you even need it? This session covers the "what for?" of all the standard SchoolBooks reports, who should get a copy and why, and how you should file them. You'll get a suggested "to do" list for you and a chart showing reports for the principal, club advisors, and the district too.

S7 All About Customized Reports. An overview of SchoolBooks reporting options. This session discusses how to use your GL Account number with the 'summarize' and 'filter' options to customize reports. Learn how to use the new Category and Print Group options to have even more fun!

S8 Period End Processing. Review and customize a checklist of month end and year end procedures. Covers bank reconciliations, making adjustments for bank charges and interest earned, entering transfers, printing reports, and how to copy prior year data.

S9 1099 Processing. Learn how to gather vendor information from SchoolBooks for the calendar year, print 1099 forms for the IRS and how to print 1099 reports. Also covers gathering and processing information from multiple schools at the district level.

S10 Fund Accounting 101. This session will give you the simple essentials of how an accounting system works without learning about debits and credits! What does that Balance Sheet really show you? What's the difference between a trust account and an income account? You'll learn the basics in a way that will make sense and make those reports and the whole 'accounting' process easier to understand.

S11 SchoolBooks Round Table Discussion. Join this roundtable discussion covering anything and everything related to SchoolBooks. Whether it's a question about how something works, a request for a change or a new feature you want to add, you'll find participation in this roundtable will be spirited and lively.

and work with your data on site, although seats are limited. You will be able to sign up for a particular time on the day of the conference.

B5 Multi-User Options. Which multi-user options are best for your school? Learn tips and tricks for setting up flawless multi-user systems. Moving software to a new computer or network. Backup recommendations.

TRACKS SESSIONS

T1 Fall Registration Made Easier. Tips that will help you make registration speedier with help from Tracks. Covers how to set up temporary customers, how to safely handle large amounts of money, and troubleshooting equipment problems.

T2 Advanced Tracking. Learn how to use Tracks to track and get a list of anything you need! Covers how to track field trips, tickets for sports events, lockers, student body elections, sports clearance, and more! Covers SchoolBooks purchase order integration and updating of quantities on hand when items are received.

T3 Credit Card Processing. Discuss the pros and cons of accepting credit card payments for the things you sell and fines you want to collect. This session covers the legal and financial aspects of setting up your own merchant account.

T4 WebStore Options. What if parents and students could buy spirit items and pay fines over the web? Get the scoop about adding a web store to your school's website. Sell spirit items, accept payments for fines, and save yourself time by publishing information on the web.

T5 Equipment Tracking. Learn how to track sports and/or audio-visual equipment! Covers how to set up and maintain equipment items, how to check out and return them too. Also, how to edit records in Equipment Maintenance and view equipment transaction history on reports.

T6 Student Debts and E-Statements. Want to go high tech to collect those outstanding debts? We'll cover the basic charges and payments on account, pre-payments, and how to write off a bad debt. Then we'll explore how new E-Statement options can use email to save you time and money on collections.

T7 Bar Code and Label Printing. Learn how to use BarMaster to print customer, item, and club bar codes. Covers how to print bar codes for a group of items or customers, or pick only the ones you want from a list. Also covers other bar code printing options.

T8 Fun with Fundraisers. Learn how to track Fundraisers and have Tracks automatically produce the Revenue/Potential Recap and breakdown by GL Account or Customer reports. Covers all aspects of FR type items and FundRaiser Codes.

T9 Year End Procedure and Dr. Download. Learn all about our Dr. Download procedure. We'll discuss how to roll your students over to the next grade, clear out prior year history, import new freshmen, and copy prior year data. Covers new enhancements for imports from your student information system.

T10 Bounced Checks and Student Refunds. We'll discuss the options for handling bounced (NSF) checks – whether you "return" the item or not. We'll also cover how to refund money to students with a check.

T11 Tracks Reports. Review of all Tracks reports. Learn how to use Grouping and Department Codes to customize reports. We'll discuss recommended reports to print at period end.

T12 New Features in Tracks 5.1. This session will cover all the new features in Tracks 5.1.

T13 Tracks Round Table Discussion. Join this roundtable discussion covering anything and everything related to Tracks. Whether it's a question about how something works, a request for a change or a new feature you want to add, you'll find participation in this roundtable will be spirited and lively.

B6 SchoolBooks Forms Design. Everything you ever wanted to know about designing your check, purchase order, and receipt forms. When you need to tweak a form slightly, you'll be ready. Covers user-defined memo fields on purchase orders and receipts, copying forms from one school to another, and other tips.

HOW TO Register



Complete the registration form and mail along with your check or credit card number to:

BLUE BEAR SOFTWARE
13240 Evening Creek Drive South, Suite #305
San Diego, CA 92128

If you are registering with a credit card, you may fax your registration form to (858) 486-5600. If you are registering with a check, please mail to the above address. Purchase orders or faxed copies of checks will not be accepted. The registration deadline is **Wednesday, March 10, 2004.**

Registration Fee

Cowhand – Registration fee for the two-day Conference is **\$275**. This registration fee includes the CONNECTIONS General Session, all Breakout Sessions, coursework materials, two continental breakfasts, two luncheons, and snacks at the afternoon breaks.

Wrangler – Conference Package. Registration fee for the Conference Package is **\$350**. This fee includes all the good stuff the Cowhands get PLUS the Howdy Pardner Welcome Roundup on Wednesday evening and a trip to the Dance Hall and Gambling Emporium on Thursday evening.

Optional Hands-On Training

Classes – Wednesday. Half-day classes are **\$199** each. If you choose to take two classes, the price is only **\$349**. See Training Class descriptions for more details.

Cancellation Policy

If you cancel your registration on or before March 10, 2004, we will refund your registration fee less a \$25 cancellation charge. From March 11 through March 23, the cancellation fee is \$35 per attendee. We are sorry, but there will be no refunds for “no-shows,” cancellations made after March 23, or partial attendance at the conference.

Please call Blue Bear Software at
(800) 954-2583
for conference registration questions.

*“I’m
always amazed that after 9
years, I still learn something new! It’s
exciting how you continue to make my job
easier!!!”
Fran Whitney, Hart High School*

Travel & Hotel INFORMATION

To book a hotel stay, call the Town and Country Resort directly at (619) 291-7131 Ext 3866 to make your reservations. Be sure to identify yourself as a Blue Bear customer. You’ll receive a special rate of \$123 per night (includes tax), but only if you reserve by March 2, 2004. After that, rooms are subject to availability and the going rate.

Town and Country Resort
500 Hotel Circle North
San Diego, CA 92108



Or visit their website at www.towncountry.com. Go to Reservations/Groups and use this Attendee Code: 10363.



If you’d like to rent a car, discounted rates are being provided by Enterprise. Call 1-800-Rent-A-Car and use Group Code 32Z2063.

WESTERN COSTUME CONTEST

If it strikes your fancy, you can show up on Thursday evening all gussied up! Be a cowgirl, or the sheriff, or a dance hall floozy, or a horse - it’s your choice. There’ll be a prize for the best costume. (If you don’t want to enter the contest, you can dress any old way you please.)





Connections

2004

A Conference for Blue Bear Software Users

Registration

A separate registration form must be completed for each school site.

If registering by credit card, fax your registration to (858) 486-5600. Or mail with your check to:
 BLUE BEAR SOFTWARE, 13240 Evening Creek Drive South, #305, San Diego, CA 92128.
 For more information about CONNECTIONS 2004, call (800) 954-2583
 or visit our website at www.bluebearsoft.com

MARCH 24-26, 2004 • TOWN AND COUNTRY RESORT, SAN DIEGO

Name(s) of Attendee(s) _____

School & District _____

Mailing Address _____

E-mail _____

Guest's Name (if applicable) _____

Phone (_____) _____ Fax (_____) _____

EASY REGISTRATION

CONNECTIONS 2004	PRICE	X	NUMBER ATTENDING	=	TOTAL
CONFERENCE CHOICES:					
• OPTION #1 Cowhand	\$275	X		=	
• OPTION #2 Wrangler ★ BEST VALUE	\$350	X		=	
ADDITIONAL OPTIONS:					
• Wednesday Hands-On Training					
• Morning (A1, A2, A3) - Choose One	\$199	X		=	
• Afternoon (P1, P2, P3) - Choose One	\$199	X		=	
• Both Morning and Afternoon - Choose Above	\$349	X		=	
GRAND TOTAL					

COMPLETE PAYMENT METHOD BELOW

Check enclosed, payable to Blue Bear Software
 Check # _____ Check Amount \$ _____

Charge to: VISA MasterCard American Express
 Card Number _____ Exp. Date _____ Amount \$ _____
 Print Cardholder's Name _____ Signature _____

All attendees will receive a Conference T-Shirt. Please indicate desired size:
S M L XL XXL



Connections 2004

BLUE BEAR SOFTWARE

13240 Evening Creek Drive South, #305
San Diego, CA 92128

**MARCH 24-26, 2004
TOWN AND COUNTRY RESORT, SAN DIEGO**

Rope in Your Reservations
Now!

The
Wild Wild West
awaits you!

Connections
2004

**MARCH 24-26, 2004
TOWN AND COUNTRY RESORT
SAN DIEGO**



CONNECTIONS 2004

GUEST REGISTRATION FORM

We know some of you want to bring your spouse or a guest and we inadvertently left "Guest Pricing" off the Registration Form. We would love to have your guest join in the fun! Guest pricing is below. Simply fill out this form and return it with your Conference Registration.

DESCRIPTION	DAY	PRICE
Howdy Pardner Welcome Roundup Reception	Wed.	\$35.00
Dinner & more at the Blue Bear Gambling Emporium	Thurs.	\$45.00
Both Wednesday & Thursday Events	Both	\$75.00

If registering by credit card, fax your registration to (858) 486-5600. Or mail with your check to:
BLUE BEAR SOFTWARE, 13240 Evening Creek Drive South, #305, San Diego, CA 92128.
For more information about CONNECTIONS 2004, call (800) 954-2583
or visit our website at www.bluebearsoft.com

MARCH 24-26, 2004 • TOWN AND COUNTRY RESORT, SAN DIEGO

Name(s) of Attendee(s) _____

School & District _____

Mailing Address _____

E-mail _____

Guest's Name (if applicable) _____

Phone (_____) _____ Fax (_____) _____

MY GUEST WILL BE ATTENDING:

- Both Wednesday and Thursday Events
- Howdy Pardner Welcome Roundup Reception on Wednesday night only
- Dinner & more at the Blue Bear Gambling Emporium on Thursday night only

COMPLETE PAYMENT METHOD BELOW

- Check enclosed, payable to Blue Bear Software

Check # _____ Check Amount \$ _____

- Charge to: VISA MasterCard American Express

Card Number _____ Exp. Date _____ Amount \$ _____

Print Cardholder's Name _____ Signature _____