HELLO ASBWORKS USERS,

ASBWorks invites you to come and celebrate a very merry 7th Un-Birthday with us at the Disneyland Resort, as we go Down the Rabbit Hole! We pride ourselves on presenting the best conference in the education industry: from workshop materials, events, and our expert staff, we know that this conference is mad enough for all!

This year, we will be bringing you an entirely interactive conference experience with indepth looks at all of the latest Gray Step Software products and modules. We are so excited to share with you the many features of ASBWorks, and look forward to a wonderful, merry, and fanciful conference!

Brian Cichella
President
As our Districts’ needs change, we continuously update our software to offer new and exciting features through our software programs. The ASBWorks User Conference is a great way to learn new and exciting ways to make life easier. We encourage everyone to attend including Bookkeepers, Activities Directors, Principals, and District Office staff; we’re inviting you all to come be a part of this wonderful ASBWorks Conference! Our guests will be treated to over 40 fully interactive classes; users will navigate ASBWorks along with their instructors in a live setting and tumble down the ASBWorks Rabbit Hole!

Join us Wednesday evening after Registration and afternoon sessions for a very merry reception for food, drinks, and some enchanting company! Be turned upside down by topsy-turvy interactive sessions after a Breakfast in the Park you’ll never forget. Follow up a busy day of ASBWorks training with an evening in the Disneyland Theme Parks, before completing your training on Friday morning!
### Wednesday, January 22, 2020

| 10:30 AM - 4:00 PM | Registration - Magic Kingdom Ballroom Foyer  
11AM-4PM - BYOD Sessions (Time Selection at Registration)  
1:20PM - Queen of Hearts' Royal ASBWorks Academy - An Intro to ASBWorks  
3:40PM - ASBWorks Mad Tea Party - A Live Game Show |
| 5:30 PM - 7:30 PM | Reception - Naples Ristorante (Downtown Disney)  
7:45 PM - 9:00 PM | World of Color Viewing - Disney's California Adventure (Weather Permitting) |

### Thursday, January 23, 2020

| 6:30 AM - 9:00 AM | Registration - Magic Kingdom Ballroom Foyer  
7AM-8:30AM - Breakfast in the Park - Paradise Gardens Grill, Disney's California Adventure  
8:30AM-9AM - Ride the Incredicoaster |

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<th>Magic Kingdom Ballroom 1</th>
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| 9:30 AM - 10:15 AM | A Very Important Date with ASBWorks New Users  
Eat Me! Item Admin Part I  
Bill the Lizard's Beginners Reports  
Beware the Bank Recn, My Son!  
FCMAT's Curiouser Q & A |
| 10:30 AM - 11:15 AM | The March Hare's Guide to Point of Sale Beginner POS  
Drink Me! Item Admin Part II  
Six Impossible Reports Before Breakfast Advanced Reports  
Paint the Roses Red District Oversight  
FCMAT vs The Jabberwocky Retail Internal Controls |
| 11:30 AM - 12:15 AM | Curiouser and Curiouser about Imports  
Oh My Fur and Whiskers, It's Registration Season!  
ASBWorks Wonderland Peer Panel General Session  
Excelling at Nonsense MS Excel Tips & Tricks  
Sparringly Spending Student Stock with FCMAT |
| 12:30 PM - 1:30 PM | Luncheon - Magic Kingdom Ballroom 2 & 3  
A Wonderland of Receipts  
The Caterpillar's Community Web Store Communities  
Would You Like More Tea? Advanced POS  
GASB 84 & Student Fund Activity Updates  
It's Essentially Essential with FCMAT |
| 1:45 PM - 2:30 PM | Pocket Watch Purchase Orders  
The Walrus and the Web Store Web Store Part I  
Alice's Absurd Account Type Benefits  
Curiosity Leads to Audits  
What Queen? I didn't vote for her! Pollar Works |
| 2:45 PM - 3:30 PM | Afternoon Snack Break - Magic Kingdom Ballroom Foyer & Lower Level Hallway  
Cheshire Checks  
White Rabbit Web Store Web Store Part II  
Flamingos Fundraising A Hole in One!  
The Un-Birthday Guest of Honor Pace  
The Un-Birthday Guest of Honor Open Edge |
| 3:45 PM - 4:30 PM | End of Sessions - Experience Disneyland/California Adventure On Your Own (Optional Charge) |

### Friday, January 24, 2020

| 7:30 AM - 9:00 AM | Breakfast - Tortilla Jo's (Downtown Disney)  
9:15 AM - 10:00 AM | Tuesday's Tricky Transactions  
The Caterpillar's Community Web Store Communities  
Mary Ann's Merry Mobile ASB  
Counting all the Flowers More MS Excel Tips & Tricks  
The Un-Birthday Guest of Honor Open Edge |
| 10:15 AM - 11:00 AM | Off With Their Overseas Inventory  
The Walrus and the Web Store Web Store Part I  
ASBWorks Wonderland Peer Panel Topical Session  
Paint the Roses Red District Oversight  
What Queen? I didn't vote for her! Pollar Works |
| 11:15 AM - 12:00 PM | Year End Training in the Golden Afternoon  
White Rabbit Web Store Web Store Part II  
Flamingos Fundraising A Hole in One!  
The Un-Birthday Guest of Honor Pace  
Tax Party RSVP Event Tracker |
| **Beginner** | **Advanced** | **District** | **Other** |
Course Descriptions

BYOC
ASBWorks will once again be offering interactive Bring Your Own Computer Workshops at the 2018 User Conference! Sessions range from our Wednesday afternoon Bring Your Own Computer sessions* to our informative classes like “The Walrus and the Web Store”

*BYOC Private Sessions will be available by appointment on Wednesday. More information to come.

Beginner Classes

A Very Important Date with ASBWorks - New Users
Beginner Class
Thurs 9:30 AM - Magic Kingdom Ballroom 1
New to ASBWorks? Then this class is for you! You will learn everything you need to know in order to begin using ASBWorks and complete your daily tasks. Building your items properly and using your options will provide you the reporting tools that will save you time at the end of the year.

A Wonderland of Receipts
Beginner Class
Thurs 1:45 PM - Magic Kingdom Ballroom 1
Did you ever wonder what the difference was between a return and a voided receipt? This course will offer you helpful pointers on the correct ways to process your receipts inside ASBWorks and Point of Sale.

Bill the Lizard’s Beginner Reports
Beginner Class
Thurs 9:30 AM - Castle Room
This entry-level session will explore the basics of reporting in ASBWorks. Learn how to create reports that meet your school’s needs. When you are done with these sessions, you will be able to pull more information from the program faster than ever before!

Cheshire Checks
Beginner Class
Thurs 3:45 PM - Magic Kingdom Ballroom 1
Since your checks don’t just magically appear, this session will cover the basics of your expenses. See how the processing chain of ASBWorks functions, starting with your first PO, all the way through to cutting the final check with your Invoices. This class is purrrfect.

EAT ME! - Item Admin Part I
Beginner Class
Thurs 9:30 AM - Monorail Room
Try a bite of our Item Admin for beginners. In this class you will learn how to build items efficiently, and how to create your options in order to collect more information on each of the items sold. Using these features will definitely increase your sales as well as the organized reporting you will need at the end of the year.

EXCELling at Nonsense - MS Excel Tips & Tricks
Beginner Class
Thurs 11:30 AM - Sleeping Beauty Pavilion
One of the export formats of your ASBWorks Reports, Microsoft Excel can be a daunting program. With this beginner’s course in spreadsheets, data, and simple formulas, you too can “excel” at nonsense!

Peer Panels
Our Peer Panel Workshop Format is back with one of our exciting and interactive sessions! Visit “The ASBWorks Wonderland Peer Panel” for an Ask Away style session featuring special guest ASBWorks Users that will be sharing tips and experiences with the program!

Very Un-Birthday Guests of Honor
Come see our very merry Guests of Honor Speaker series This year, ASBWorks has expanded on our Guest Speakers, with informative classes by FCMAT, Pace Payment Solutions, and Open Edge Payments!

*All conference events and classes are subject to change to provide the best possible experience for our guests.
COUNTING ALL THE FLOWERS - MORE MS EXCEL TIPS & TRICKS
Advanced Class
Thurs 11:30 AM - Sleeping Beauty Pavilion
Ready to advance with Microsoft Excel? Feeling like an expert? With this pro-course in spreadsheets, advanced formulas, and in depth look at tools and applications within the software, you’ll be counting daisies like a pro and giving everyone the data to back up your findings in no time.

CURIUSER AND CURIOUSER ABOUT IMPORTS
Advanced Class
Thurs 11:30 AM - Magic Kingdom Ballroom 1
Import tools are an important feature inside ASBWorks. Learn exactly which modules make use of these handy tools and exactly how to take advantage of them! This session will include all importing capabilities such as our internal importing, our FTP feature as well as our API import capabilities.

DRINK ME! - ITEM ADMIN PART II
Advanced Class
Thurs 10:30 AM - Monorail Room
Take a sip of our advanced course to challenge your Item Admin palette. Building kits and customizing items with tags, sales limiters, and discounts will make you a true Item Admin expert.

SIX IMPOSSIBLE REPORTS BEFORE BREAKFAST
Advanced Class
Thurs 10:30 AM - Castle Room
Fri 11:15 AM - Magic Kingdom Ballroom 3
Our In-Depth Reporting session will explore the advanced functionality of reports in ASBWorks. Learn how to locate hidden reports found throughout our software. Create reports that meet your school’s needs and get tips and tricks to pulling necessary data.

FLAMINGO FUNDRAISING - A HOLE IN ONE!
Advanced Class
Fri 10:15 AM - Magic Kingdom Ballroom 1
Fri 11:15 AM - Magic Kingdom Ballroom 3
In one of our most popular classed, learn to manage fundraisers easily and more effectively. Keeping an electronic copy of all fundraising activities prove to be valuable for future class representatives in their decision-making process.

OFF WITH THEIR OVERHEAD! - INVENTORY
Advanced Class
Fri 10:15 AM - Magic Kingdom Ballroom 1
One of the hottest topics in ASBWorks today is how to manage inventory. This class is redesigned to discuss the differences between “on-books” vs “off-books” Inventory. This class will also feature the inventory tracking capabilities of ASBWorks using purchase orders and invoices. You’ll never have to worry about losing your head over inventory again!
OH MY FUR AND WHISKERS, IT’S REGISTRATION SEASON!
Advanced Class
Thurs 11:30 AM - Monorail Room
Registration day is a very important date, so don’t be late by not being prepared! We’ve got all the tools you need to be ready for your big day, and we’re here to help you. From updating effective dates, to encouraging parents to purchase online, ASBWorks is here to make registration as easy as pie. Check out this wonderful class for creating best Registration Check List!

POCKETWATCH PURCHASE ORDERS
Advanced Class
2:45 PM - Magic Kingdom Ballroom 1
Learn all about Encumbrances! This session will teach the basic and advanced options of the Purchase Order Module in ASBWorks. Receive guidelines for closing-out purchase orders at the end of the year, and when it is okay to roll them over to the next fiscal year.

TWEEDLE’S TRICKY TRANSACTIONS
Advanced Class
Fri 9:15 AM - Magic Kingdom Ballroom 1
Do you know when to use a return or a void? This is just one of the topics that we will discuss in this in-depth workshop. We’ll be taking a deep look into returns (by check, cash and credit card), exploring the NSF Check Module, how to enter money into a student’s account for later use, and much more!

WHITE RABBIT WEB STORE - WEB STORE PART II
Advanced Class
Thurs 3:45 PM - Monorail Room
Fri 11:15 AM - Magic Kingdom Ballroom 2
The second part of a truly incredible back-to-back ASBWorks mega course, learn all about our one-of-a-kind web store. Our web store expert will be giving you tips and tricks to expand your online presence. With things like quick HTML tips to give your store those finishing touches, you’ll be embedding links, changing fonts, and gathering more information while boosting your item sales!

WOULD YOU LIKE MORE TEA? - ADVANCED POS
Advanced Class
Thurs 1:45 PM - Castle Room
Pour a second cup of Point of Sale (POS)! This advanced training will include tips and tricks on how to make quick transactions, and how to run online vs offline. Make your POS station work for you!

GASB 84 & STUDENT FUND ACTIVITY UPDATES
District Class
Thurs 1:45 PM - Sleeping Beauty Pavilion
School Districts must comply with new governmental requirements in accordance with GASB 84 which will affect student body and student activity funds accounts. This session will give you an update on the most recent guidance and implementation of GASB 84 and how ASBWorks will be able to meet your needs and requirements.

PAINT THE ROSES RED - DISTRICT OVERSIGHT
District Class
Thurs 10:30 AM - Sleeping Beauty Pavilion
Fri 10:15 AM - Sleeping Beauty Pavilion
District Personnel – this one’s for you. In this session, you will learn all of the features of ASBWorks that can assist you in successfully managing your ASB funds.

THE CATERPILLAR’S COMMUNITY WEB STORE
District Class
Thurs 1:45 PM - Monorail Room
Fri 9:15 AM - Magic Kingdom Ballroom 2
Check out Communities- the district wide web store! Parents may now view balances, pay debts, and make purchases to items for multiple students across multiple schools. Come learn all about it!

DISTRIBUT CLASSES

CURIOSITY LEADS TO AUDITS
Thurs 2:45 PM - Sleeping Beauty Pavilion
It is imperative that ASB funds are secure at all times. Proper internal controls and documentation will make you the queen (or king) of ASB audits. Come learn from our expert how to prepare for your annual ASB audit and how ASBWorks can be used to make it a more manageable experience with our extensive custom reporting capabilities.

FCMAT VS THE JABBERWOCKY - BEST INTERNAL CONTROLS
Other Class
Thurs 10:30 AM - Magic Kingdom Ballroom 4
While talking about internal controls is not on everyone’s “Hot Topic” list, most of us know that fraud exists and if someone has sufficient pressure, adequate opportunity, and an ability to rationalize a dishonest act, fraud happens. FCMAT will provide an interactive presentation covering a wide range of topics related to fraud, internal controls and warning signs to look for.

FCMAT’S CURIOSER Q & A
Other Class
Thurs 9:30 AM - Magic Kingdom Ballroom 4
The goal of this session is to answer the questions you have about ASB. FCMAT can help provide answers, give practical advice, and help you abide by the many legal constraints, while maintaining fiscal accountability, transparency and accuracy. Bring your questions and FCMAT will provide the answers!

IT’S ESSENTIALLY ESSENTIAL WITH FCMAT
Other Class
Thurs 1:45 PM - Magic Kingdom Ballroom 4
Learn the essentials of Student Fund Management from FCMAT! This session will allow you to better understand the basics of how student funds are brought in, accounted for, and how to keep your books transparent and ready for audit. There’s plenty of rules to learn, and after this session, you’ll essentially be an expert.

WWW.ASBWORKS.COM | (844) 944-7798 | CONFERENCE@ASBWORKS.COM
SPARINGLY SPENDING STUDENT STOCK WITH FCMAT
Other Class
Thurs 11:30 AM - Magic Kingdom Ballroom 4
California law allows students in California’s public schools to raise money and make decisions about how they will spend this money. The goal of this session is to provide attendees with an overview of ASB rules and guidelines about what procedures to follow for spending student funds and how to use the ASBWorx Software to be compliant.

TEA PARTY RSVP - EVENT TRACKER
Other Class
Thurs 3:45 PM - Magic Kingdom Ballroom 4
Fri 11:15 AM - Magic Kingdom Ballroom 4
Take a detailed look at our newly redesigned Event Tracker system! Event Tracker is a web-based program that allows you to check-in/out individuals who attend school events such as Dances, Field Trips, and much more. This program can be run from any device at any location for any event!

THE UN-BIRTHDAY GUEST OF HONOR: OPEN EDGE PAYMENTS
Other Class
Thurs 1:45 PM - Sleeping Beauty Pavillion
Fri 11:15 AM - Magic Kingdom Ballroom 4
Open Edge Payments is offering classes on their system and integration with ASBWorx. Come see what Open Edge has to offer your ASB for credit card transaction capabilities!

THE UN-BIRTHDAY GUEST OF HONOR: PACE PAYMENT SYSTEMS
Other Class
Thurs 3:45 PM - Sleeping Beauty Pavillion
Fri 11:15 AM - Sleeping Beauty Pavillion
Pace Payment Systems is offering classes on their system and integration with ASBWorx. Come see what Pace has to offer your ASB for credit card transaction capabilities!

WE’RE ALL MAD HERE - AN ASBWORX PEER PANEL
Other Class
Thurs 11:30 AM - Castle Room
Do you have a question about POS, Event Tracker, or would you like some helpful tips and tricks for ASBWorx transactions? Ask away in this interactive session! During this 45-minute session, you will have access to our Support and Development Staff, as well as a panel of your bookkeeping colleagues to engage in a group discussion.

WHAT QUEEN? I DIDN’T VOTE FOR HER! - POLLINGWORKS
Other Class
Thurs 2:45 PM - Magic Kingdom Ballroom 4
Fri 10:15 AM - Magic Kingdom Ballroom 4
PollingWorks is here! Come check out the newest addition to the Gray Step Software Suite. Run polls and elections with ease in this exciting new software. In only a few simple steps your poll is up and running with custom images and descriptions. This new tool is fully integrated with your ASBWorx account. Issuing access to your student body is a snap, and available from any device.

*All conference events and classes are subject to change to provide the best possible experience for our guests.
ASBWorks will be painting the roses red at the Disneyland Hotel. This hotel was designed to emulate the magic that is Disneyland, and all of the history and memories that come with it. We have negotiated hotel room rates for our guests. Please remember to book early, as rooms are limited. For reservations, click the link on our website at www.ASBWorks.com or call (714) 520-5005.

**TRAVELING TO THE CONFERENCE**

Anaheim is located in Orange County, home to John Wayne Airport (SNA) which has daily routes from many destinations. Take a look at their website for airlines and flight schedules. Once you’ve arrived, there are many transportation options from local airports to the Disneyland Resort. The Disneyland Resort Express runs between John Wayne Airport and the resort.

Check out these websites for more information on Traveling to the User Conference:

- www.ocair.com
- www.graylineanaheim.com
**TICKET PRICES & TERMS**

**EARLY BIRD REGISTRATION**
$370.00/person  
*on or before 11/15/2019

**STANDARD REGISTRATION**
$410.00/person  
*after 11/15/2019

**GUEST RECEPTION TICKET**
$50.00

**GUEST BREAKFAST IN PARK TICKET**
$50.00

**GUEST FRIDAY BREAKFAST TICKET**
$35.00

**REGISTRATION INCLUDES**

- Attendance to all sessions and workshops
- Wednesday evening ASBWorks User Conference Reception
- Breakfast, Lunch, and Snacks throughout the day on Thursday
- Friday morning Conference Breakfast

**CONFIRMATIONS**

- You will receive an email notice confirming your registration, along with an invoice.
- Please bring your confirmation notice with you to the Conference Registration Booth when checking in.

**CANCELLATION POLICY**

- You must send any cancellation request in writing to the ASBWorks offices no later than January 8, 2020, by 5:00 pm.
- You may fax your cancellation request to (916) 941-7234 or email it to conference@asbworks.com.
- ASBWorks cannot provide any refunds for cancellations received after January 8, 2020, or for no-shows, due to guarantees and prepayments that ASBWorks must make to vendors and suppliers.
CONFERENCE REGISTRATION

NAME
SCHOOL
DISTRICT
TITLE
ADDRESS
CITY/STATE/ZIP
PHONE
EMAIL

ADDITIONAL REGISTRANTS

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REGISTRATION COSTS

Number of Standard Registrants  ____ X $410.00 ________
Number of Disney Twilight Tickets ____ X $93.00 ________

Guest Reception Ticket  ____ X $50.00 ________
Guest Breakfast in Park Ticket  ____ X $50.00 ________
Guest Friday Breakfast Ticket  ____ X $35.00 ________

TOTAL DUE  $ ________________

TERMS & CONDITIONS
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Payments can be made Online at ASBWORKS.COM/CONFERENCE
Checks can be made payable to:
GRAY STEP SOFTWARE, INC.
4671 Golden Foothill Parkway, Ste 101, El Dorado Hills, CA 95762

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