



# 2020 Concourse In-house Training Schedule Huntsville, Alabama

Sign up now! Simply fill out the registration form below and return to  
Email: [registrations@booksys.com](mailto:registrations@booksys.com) or FAX: (800) 230-4183

## 2020 Training Schedule Hours 8:30 – 3:30

Jan. 27 - 28	Jul. 13 - 14
Feb. 10 - 11	Aug. N/A
Mar. 9 - 10	Sep. 14 - 15
Apr. 16 - 17	Oct. 5 - 6
May 4 - 5	Nov. 16 - 17
Jun. 15 - 16	Dec. 14 - 15

Enrollees unable to attend will receive a full refund if Book Systems is given at least a 4-week notice. A 50% refund will be given to those providing a 2-week notice.

*Note: \$25 rescheduling fee*

*\* Training Schedule is subject to change.*

Library Name \_\_\_\_\_

Attendee 1 \_\_\_\_\_ Attendee 2 \_\_\_\_\_

Attendee 3 \_\_\_\_\_ Attendee 4 \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Training: \$395 per person x \_\_\_\_\_ = \$ \_\_\_\_\_

### **Payment Method** - Include PO, check, or credit card information with this form

PO Number: \_\_\_\_\_

Check Number: \_\_\_\_\_

Credit Card: \_\_\_\_\_  
(Select One)



Account Number: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Billing Address** – Please check box if same as address listed above.

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

This training session includes a systematic walk through the basic features of Atrium. The class is designed to provide a basic product overview and to increase knowledge of the many features available in Atrium. Attendees will learn how to take full advantage of the program as it relates to library management. Some of the topics covered include administrative setup, OPAC, circulation, cataloging, reports, and shortcuts.

If Book Systems needs to make special arrangements in compliance with the Americans With Disability Acts (ADA), please call your Account Manager at (800) 219-6571.

Training is conducted at Book Systems in Huntsville, AL. Each attendee is provided with a computer to use. Lunch for each day is included in the price of training.

## Contact Information

Phone: (800) 219-6571

Fax: (800) 230-4183

E-mail: [registrations@booksys.com](mailto:registrations@booksys.com)

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