



VIEW Learning and Development Month



Dear VIEW Club members,

We invite you to participate in our upcoming webinar training **throughout March!** Anyone interested is welcome to attend.

This year we will be hosting **3 different training topics:**

1. **How to use VIEW Electronic Cashbook in Excel**
2. **How to use *My Smith Family* Portal**
3. **VIEW resources available online**

Participants are asked to choose and book the session/s they want to participate in. See the available times below.

Please note: The Smith Family/VIEW no longer use Zoom for meetings or training. These sessions will be provided in **Microsoft Teams** which works like Zoom and enables online meetings, webinars, chats, screen sharing, and file sharing.

Do you need an account to use Microsoft Teams?

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow the steps to join as a guest.

For more information please go to <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508#:~:text=You%20can%20join%20a%20Teams,select%20Join%20Microsoft%20Teams%20Meeting>.

What will I learn?

By the end of the session, participants will be able to:

- Gain confidence in maintaining VIEW Cashbook in Excel
- How to register and use *My Smith Family* portal for communication with Club's student/s and getting donation details.
- Understand general information about VIEW's available resources and where to find them.

Who can attend this training?

We invite all Club Treasurers, Assistant Treasurers, Secretaries, and other members who are interested, to join our Microsoft Teams webinar session.

How to participate Microsoft Teams webinar session?

Each **participant will be required to register for Microsoft Teams webinar session prior to the session.** Please see the attached "*How to join Microsoft Teams webinar session*" information page.

How to register?

Please choose the session, date & time that best suits you and **register for only ONE session in each topic** by clicking on the registration link.

Topic 1: “How to use VIEW Electronic Cashbook in Excel”

Date	Time	Training Session	Registration Link
Wednesday, 1 March 2023	11 am – 12 noon Sydney time	How to use VIEW Electronic Cashbook in Excel	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,FSgQBAgQQEaoUEIUaavQKg,4Lu1mngqbkaL1xfRrs9Hnw,2EEydA42EkiKWrcZaG-4BA?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477
Monday, 6 March 2023	3 pm – 4 pm Sydney time	How to use VIEW Electronic Cashbook in Excel	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,cpnCek3HtkyDU6qlkoaiRQ,alMngoE6JkOYz9czpk-FYA,GxKPGxtIEECJMrnRPZIHTQ?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477
Tuesday, 14 March 2023	6 pm – 7 pm Sydney time	How to use VIEW Electronic Cashbook in Excel	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,0LcFXqTQzk6btE9RDv42CQ,OAZ7HAZKXEGoQJWaM8sVBg,SVHTy-zcuE6OMzzWfYqLeg?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477
Friday, 24 March 2023	10 am – 11 am Sydney time	How to use VIEW Electronic Cashbook in Excel	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,EYoDJsGN60itV7vysB00yw,fgK-6sjQUefc_ECTgitDQ,gQOyxzZmLk-Zjp3r3zZl-Q?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477

Topic 2: “How to use My Smith Family portal”

Date	Time	Training Session	Registration Link
Thursday, 9 March 2023	11 am – 11:45 am Sydney time	How to use My Smith Family portal	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,UTCaL42IUkuhgCRtvpMlcQ, fJcWVS9QUOjLIBXy9GilQ,cb2gOR6X7kqWuZ0yRpeYMw?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477
Wednesday, 15 March 2023	3 pm – 3:45 pm Sydney time	How to use My Smith Family portal	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A, snQFsRTuEuMQkfnYWwDSA,g3nspFLC

			BkSYU55nKwLjIw,edQE07VGkkGngf516HcgJA?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477
Monday, 20 March 2023	1 pm – 1:45 pm Sydney time	How to use <i>My Smith Family</i> portal	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,sqQWf8lqB0qCkjitTMJ_Ig,ICt0N2LczEukUSndFAK9fw,PuouL3Z2_Oiy2fdUtg1w-A?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477
Thursday, 30 March 2023	6 pm – 6:45 pm Sydney time	How to use <i>My Smith Family</i> portal	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,C3qXp6wmv0aEw_6Lyol4EA,yrLqNllxL0q9RPPmUvAzIw,kvu-gj8NEUm2Wja-rjJH6w?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477

Topic 3: “VIEW resources available online”

Date	Time	Training Session	Registration Link
Friday, 3 March 2023	1 pm – 1:45 pm Sydney time	VIEW resources available online	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,1wGmrCxVcU6McMcm5uLvXw,8QLR4qhwBE6jpsNfLhsiig,gas92lGrX0GrKcFEWpfW8A?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477
Tuesday, 28 March 2023	10 am – 10:45 am Sydney time	VIEW resources available online	Registration: https://teams.microsoft.com/registration/30kdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,MEEMJayrjk6HZptM4UTglg,FC7qK6UKpkI1EkrScNhGEw,YK-wZ01glkWHq569jxCE-w?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477

How to join the Microsoft Teams webinar session I registered for?

When the date and time of the session arrives – To attend the session please go to your confirmation email and click on “**Join event**” button at the time of the session. Or click on the link provided in the reminder email which will be emailed to you prior the session.

Please forward this information to VIEW members who might be interested in participating.