If you are reading this, then you are successfully seeing the webinar video. Webinar audio should be automatic through your computer, and options can be accessed in the “audio options” button on the bottom left. If you are having audio issues, or are in a location where listening via phone is preferable, audio is also available on the CDGRS conference line at: 866-823-7699.

For technical assistance, call: 814-865-5355
Note you can ask a question anonymously.

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For technical assistance: 814-865-5355
Workshop Quarterly Report Agenda:

- **NOT A TRAINING**
- **Question and Answer Approach:** Designed to review and discuss the types of information to enter into the Quarterly Report.

**Topics Include:**

- Replenishments
- Submitting the Quarterly Report: District Managers vs. Stand-In
  - Training options: Full vs Quarterly Report
- Proper recording of Administrative and Education Expenses
  - When to report an expense.
  - How to report when your county bills a general account.
- Recording Interest
- Recording Income (Advances, Replenishments, Other)
- Uncommitted Funds
- Tracking the spending of the “Old Money”
- Webinar training overview
  - All Conservation Districts MUST register for a training!

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Workshop Quarterly Report Agenda:

If you are unable to make the Annual Workshop, the Quarterly Report session will be repeated in a webinar.

Monday, September 24 @ 10 am

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For assistance, call: 814-865-5355
Webinar Training QR Agenda:

• 7-8 Trainings held during last week of September
• Each webinar limited to a max of 10 counties
  – CVENT Registration will be available online
• Topics Include:
  – Site Login and Password Change
  – Viewing the Quarterly Report
  – Overview of the Quarterly Report Tabs (Programs, Activity Report, Managers)
  – Completing the Quarterly Report (Techs)
  – Submitting the Quarterly Report (Managers)
  – Tracking the status of the Quarterly Report once it has been approved
  – Receiving your Replenishment

Audio also available via phone: 866-823-7699
For assistance, call: 814-865-5355
Current Quarterly Report Timeline:

- **September 18**: Full GIS Training for new hires in Indiana (workshop) *NOT A QR Training*
- **September 19**: Four repeated Quarterly Report Sessions in Indiana (workshop) *NOT A QR Training*
- **September 24**: Webinar – Repeat of QR Session at Workshop
- **September 25**: QR Training Webinars – 10 am & 2 pm
- **September 26**: QR Training Webinars – 10 am & 2 pm
- **September 27**: QR Training Webinars – 10 am & 2 pm
- **September 28**: QR Training Webinar – 9 am
  - Potential 11 am webinar if needed
- **October 1**: Quarterly report able to be submitted
- **October 15**: Quarterly report due in new system

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