

Course	Title	Presenter	Description	Platform	Day	Time	Time
Arena201	Arena Reporting Options	Ben Lane	Led by Ben Lane. Discover valuable Arena reporting options by discussing how to • Determine when to use My List and Public List • Determine when to use Visual Studio and custom reports • Secure reports	Arena	2 - Wed	9:00am	10:30am
Arena202	Arena Contributions with Donors/Gifts/Pledges/Remittance	Ben Lane	Led by Ben Lane. There have been many new features added to Arena Contributions that provide the functions now available in the Donors & Gifts module. This session covers basic features of Arena Contributions and Remittance. You will learn about • The Subdonor feature • The Media and Motivation feature • The Honorarium and Commemorative features • Importing appointments into Remittances • Online Remittance payments • Various other functions in Arena Contributions	Arena	2 - Wed	10:45am	12:15pm
Arena203	Arena Form Builder	Arnold Wheatley	Led by Arnold Wheatley. Includes core elements & solutions	Arena	2 - Wed	1:15pm	2:45pm
Arena204	Arena Events	Ben Lane	Led by Ben Lane. Arena Events is a versatile tool for managing conventions, conferences, and other events as well as	Arena	2 - Wed	3:00pm	4:30pm
Arena205	Arena: Modify CSS and/or Templates	Alex Nicoletti	Led by Alex Nicoletti. This session covers how to create and style new pages for your Arena site. Discover ways to • Add multiple pages • Craft pages dedicated to a specific purpose • Use external tools to develop pages	Arena	3 - Thu	8:30 AM	10:00am
Arena206	Arena: Edit Existing Reports	Ben Lane	Led by Ben Lane. Take a report off the Arena community or from another Arena client and make it your own. In this session you cover how to • Open an existing report in Visual Studio • Edit existing reports • Deploy reports or use in Arena • Create lists of pastors, staff, or churches • Develop directories of people and committees	Arena	3 - Thu	10:15 AM	11:45am
Arena207	Arena Dashboard: Querying—Tags & Groups; Setup	Alex Nicoletti	Led by Alex Nicoletti. Explore how to write queries for the Arena Dashboard. In this session you discuss • The Groups table structure • The Tag table structure • How to identify the "middle" layers of structure • Tools available for creating a dashboard • Benefits of each Tool • Using some ready-made queries and metrics	Arena	3 - Thu	12:45pm	2:15pm
Arena208	Arena Assignments	Ben Lane	Led by Ben Lane. This session helps you understand the underlying theory of Arena Assignments as you cover the following topics: • A basic overview of Assignments • The functionality of Assignments • How to create an Assignment type • How to set up and implement Assignments • Real world Assignment simulation • Workflows	Arena	3 - Thu	2:30pm	4:00pm

E120	Shelby Products Q&A [E120]	Chris Benson, Moderator; Ben Lane, Bill Ballou, Alfred Johnson, Alex Nicoletti	Bring your questions and join in a discussion on the latest enhancements to Shelby Arena and ShelbyNext Financials for Headquarters organizations.		2 - Wed	7:00pm	8:30pm
E121	ShelbyNext Giving (including Forms)	Ben Lane / Leeann Buttram	Led by Ben Lane & Leeann Buttram. Whether you receive charitable contributions, ministerial dues, church pledges, or other types of payments, Shelby can likely streamline that process with online or digital giving. Join this class as we explore receiving payments with ShelbyNext Financials, Arena, and ShelbyNext Giving. We demonstrate the flexibility these platforms offer from accounts receivable, to member portals, to customizable forms, and text message giving.	ShelbyNext Giving	2 - Wed	1:15pm	2:45pm
E215	Query Building for Beginning Users of SQL Server Management Studio	Tim Wilson	Led by Tim Wilson. This session covers how to get data out of a database and put it together in your own way. If you have never created a query, you discover the basics of query building. If you are familiar with Query Builder, this session shows you how to do even more with SQL Server Management Studio (SSMS). In this session you cover how to • Use SSMS to write queries against the ShelbyDB or ArenaDB database • Select types of information out of a table and apply criteria • Use the two most common join types (left and inner) • Join multiple tables together • Change the format of the output using manual SQL coding techniques	Power Reporting	2 - Wed	9:00am	10:30am
E216	Advanced Reporting Options (including PowerPivot, Power BI, RSS)	Arnold Wheatley	Led by Arnold Wheatley. Pull information from your database to meet the needs of leadership and other stakeholders. Learn a level of data collection that enhances data manipulation and reporting layout. Explore the use of these tools: • PowerPivot • Power BI • RSS	Power Reporting	2 - Wed	3:00pm	4:30pm
E217	SQL: 8 Tips for Better Queries	Tim Wilson	Led by Tim Wilson. This course provides tips to help you improve your SQL query skills and applies to Arena, and ShelbyNext Financials. In this session you cover these topics: • Design differences between Arena and ShelbyNext Financials • How to search database system tables to find a table or stored procedure that references a specific column, phrase, or even a comment line • How to reduce the impact to your database changes when applying a new Shelby release or patch • Techniques to implement in your queries to improve performance Prerequisite: Basic knowledge of SQL code. SQL Server Management Studio required to run these scripts.	Power Reporting	3 - Thu	10:15 AM	11:45am

E218	PivotTables for Data Trends & Insights	Bill Ballou	Led by Bill Ballou. Pivot Tables are a powerful tool for analyzing data, and in this session you discover how to use them to process your data in multiple ways. These topics are covered: • How to create an Excel Pivot Table from a simple CSV file (no query needed) • How to use Excel Pivot Tables to pull information directly from the Shelby		3 - Thu	8:30 AM	10:00am
E219	SQL Server Reporting Services for Arena & ShelbyNext Financials: How to Start!	Arnold Wheatley	Led by Arnold Wheatley. Starting from a completely fresh installation of Reporting Services, this session shows you how to use the Report Builder tool to create reports based on tables and views in the ShelbyDB or the ArenaDB database. In this session you cover • How to link your report to either the ShelbyDB or ArenaDB database as a source • How to build datasets using the graphical query builder tool in	ShelbyNext Financials	2 - Wed	10:45am	12:15pm
SNF131	ShelbyNext Financials: Bank Account Management	Mark Crain	Led by Mark Crain. Learn the principles of setup and operation of the Bank Account Management module in ShelbyNext Financials. Get helpful tips from a skilled presenter who guides you in maximizing this tool to track your bank statements and activity. In this session you cover how to • Work with the dashboard • Change the Financial Settings • Set up a Bank Account • Post Deposits.	ShelbyNext Financials	3 - Thu	8:30 AM	10:00am
SNF140	ShelbyNext Financials: HQ Apps and Utilities	Alfred Johnson	Led by Alfred Johnson. This session presents an overview, including notable features, of each of the 6 HQ applications including • Donors & Gifts, our latest addition • Deposits on Hand • Loan Processing • Insurance Billing • Pension Billing • Remittance	ShelbyNext Financials	2 - Wed	9:00am	10:30am
SNF141	ShelbyNext Financials: What's New & What's Coming	Alfred Johnson	Led by Alfred Johnson. Attend this session to discuss recent updates in ShelbyNext Financials. Take a look at • New features added recently • Updated information on how bugs are now handled • Items that are currently being added to the program for the next release • The Product Roadmap for the future	ShelbyNext Financials	3 - Thu	12:45pm	2:15pm
SNF224	ShelbyNext Financials: General Ledger Reports—Features & Options	Mark Crain	Led by Mark Crain. This session offers a closer look at familiar General Ledger reports in ShelbyNext Financials. In this session you cover • Navigating the new reporting layout • Key monthly financial reports • Modifying Budgeted Financial formats • Differences in the setup and use of Special Reports	ShelbyNext Financials	2 - Wed	9:00am	10:30am
SNF225	ShelbyNext Financials: New GAAP Reporting	Alfred Johnson	Led by Alfred Johnson. (includes Functional Expense, Liquidity, Cash Flow)	ShelbyNext Financials	2-Wed	10:45am	12:15pm
SNF226	ShelbyNext Financials: Payroll Best Practices	Mark Crain	Led by Mark Crain. This class provides the basics of ShelbyNext Financials Payroll from setup to payup. Get helpful tips on setting up and running payroll for your organization. In this session you cover these topics: Best practices	ShelbyNext Financials	2 - Wed	10:45am	12:15pm

SNF227	ShelbyNext Financials: General Ledger Best Practices	Bill Ballou	Led by Bill Ballou. In this session the General Ledger module of ShelbyNext Financials is covered—from entering budgets to posting Journals and everything in between. Join us as we take a deep look into this foundational area of ShelbyNext Financials. These topics are covered: • Basic General Ledger setup • How ShelbyNext Financials General Ledger differs from Shelby v.5 GL • How to manage your Chart of Accounts • How to add, post, and edit journals • Features of General Ledger Plus	ShelbyNext Financials	2 - Wed	1:15pm	2:45pm
SNF228	ShelbyNext Financials Ad Hoc Report Utility	Alfred Johnson	Led by Alfred Johnson. Attend this session and discuss how the ShelbyNext Financials Ad Hoc Utility Report boosts your efforts in getting data out of your Financials database and in putting it together your way for reporting.	ShelbyNext Financials	2 - Wed	1:15pm	2:45pm
SNF229	ShelbyNext Financials: Accounts Payable Best Practices	Mark Crain	Led by Mark Crain. Includes credit card tracking, importing, scanning. Best ways to use tool	ShelbyNext Financials	2 - Wed	3:00pm	4:30pm
SNF230	ShelbyNext Financials: Handle Mistakes	Bill Ballou	Led by Bill Ballou. Correct your financial mistakes in ShelbyNext Financials. In this session you cover these topics: • How to avoid common mistakes when posting transactions • Why dates and post-to period are critical • Financial Settings to watch • What to do if you used the wrong bank account • What to do if you used the wrong year • Posting Journal entries to the General Ledger – Who approves them? Do you post directly from applications or not? • How	ShelbyNext Financials	2 - Wed	3:00pm	4:30pm
SNF232	ShelbyNext Financials: Process PO Requests & CC Receipts through Accounts Payable	Ben Lane	Led by Ben Lane. Needs updated description to include payment request	ShelbyNext Financials	3 - Thu	8:30 AM	10:00am
SNF233	ShelbyNext Financials: Remittance	Arnold Wheatley		ShelbyNext Financials	3 - Thu	10:15 AM	11:45am
SNF234	ShelbyNext Financials: Special Reports	Mark Crain	Led by Mark Crain. Special Reports provide the opportunity to extract, summarize, or rearrange General Ledger data to meet your ministry needs. In this session you • Begin with the basics to build a special report • Build a summary Balance Sheet and Income Statement • Look at additional sample Special Reports	ShelbyNext Financials	3 - Thu	10:15 AM	11:45am
SNF235	ShelbyNext Financials: Loans/Deposits	Arnold Wheatley	Led by Arnold Wheatley. This class will focus on the setup, features, and operation of the new ShelbyNext Financials modules—Loan Processing and Deposits on Hand.	ShelbyNext Financials	3 - Thu	12:45pm	2:15pm
SNF236	ShelbyNext Financials: Preparing for Year-End Reports (including Functional Expenses statement)	Ben Lane	Led by Ben Lane	ShelbyNext Financials	3 - Thu	12:45pm	2:15pm
SNF237	ShelbyNext Financials Ad Hoc Report Utility	Alfred Johnson	Led by Alfred Johnson. Attend this session and discuss how the ShelbyNext Financials Ad Hoc Utility Report boosts your efforts in getting data out of your Financials database and in putting it together your way for reporting.	ShelbyNext Financials	3 - Thu	2:30pm	4:00pm
SNF238	ShelbyNext Financials: Insurance/Pensions	Arnold Wheatley	Led by Arnold Wheatley. This class will focus on the setup, features, and operation of the new ShelbyNext Financials modules—Insurance and Pensions, including a discussion of Accounts Receivable.	ShelbyNext Financials	3 - Thu	2:30pm	4:00pm
SNF239	ShelbyNext Financials: Accounts Receivable Best Practices	Bill Ballou	Led by Bill Ballou..	ShelbyNext Financials	3 - Thu	2:30pm	4:00pm

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