**Get Ready for Training**

*All training sessions use a webinar and conference-call format. We’ll provide you with a phone number once your training is scheduled. You can access the webinar using TeamViewer – see steps below.*

*Set up a room with a projector connected to a PC. If you don't have a projector, be sure you have enough space for everyone to view the screen.*

**Make sure you have all of your hardware:**

1. Touchscreen(s) loaded with MSC software
2. Desk scanner(s), mobile scanner(s) webcam(s) and cable(s)
3. MSC keytags

**Allow us to connect to your computer:**

1. Establish internet and electrical connectivity (just plug it in and connect it to the internet)
2. Open ports 80 and 443 so we can configure the machine remotely (applies if firewall in place)
3. **TeamViewer** must be loaded on the computer you’re using for training *and* the MSC Kiosk.

* If Team Viewer is not installed on your computer, download it here --> <http://download.teamviewer.com/download/TeamViewer_Setup_en-icy.exe>
* Run TeamViewer and click on the Meeting tab
* Enter the Meeting ID

**Personalizing MySeniorCenter**

*The following are customizable lists in MySeniorCenter. Please consider these in advance of your training since you will be created these lists during your session.*

# Section Name: Client Records

* Disabilities
* Allergies
* County
* Municipality
* Township
* Member Type
* Meal/Mailing Routes (can be used for sorting newsletter deliveries if done internally or for determining meal delivery routes)
* Ethnic Status

# Section Name: Services

* Interaction Type
* Category
* Assistance
* Refer From
* Refer To

# Section Name: Transportation

* Destinations – name and address of common locations (e.g. grocery store, senior center, clinic); seniors’ home addresses do not need to be included, those are loaded automatically as part of the client records
* Category – make sure to use the same categories that your primary funders ask for
* MISC/Subcategory –
* Sponsor – if needed
* Vehicle names – if you have more than one vehicle, how do you want them to be listed

# Section Name: Volunteer Activities

* Categories
* Activities (and their relationship to the categories)

# Section Name: Phone Logs/I&A

* Category
* Sub Category
* Type

# Section Name: Groups

In MySeniorCenter you’ll have the ability to group members based on interests, membership type, join date and more. Think about some groups that you might like to create during the training (e.g. Red Hat, January Membership, Friends of the COA, etc)

# Section Name: Events

* Categories – make sure to use the same categories that your primary funders ask for
* Event Names – and which category they belong to

# Section Name: Floor plan

If you haven’t given us a floor plan to load into MySeniorCenter, have a list prepared of room names prepared along with the maximum capacity for each room

# Section Name: Trips

* Categories – make sure to use the same categories that your primary funders ask for
* Trip Agency – if you use private/third party agencies to run your trips, this is where you’ll store and select their name so you can report on it later
* Trip Sponsor – like agency, if you have groups sponsor your trips, you’ll store those here

*For training questions, email Bill Henderson at* [*bill@myseniorcenter.com*](mailto:bill@myseniorcenter.com)*, or call 508-834-4119*