

# Advocate Web Training Registration



- Use the TAB key on your keyboard to jump from box to box.
- Use the space bar to select one of the round circles.
- Print the form.

## 1. I AM:

- A beginner with your website.
- A beginner with computers.
- I have already entered some client profiles, but need help.

## 2. FILL IN THE CIRCLE NEXT TO THE TOPIC THAT CONCERNS YOU:

- How to Search and Apply for Housing ( Wednesdays 10 – 12 only )
  - How to update client records, check applicant status, find resources ( Mon & Fri 12, Thur at 3 )
  - How to watch the Training Videos at: <http://www.housingworks.net/static/train/Lessons-HW.html>
  - How to use a computer (the “Basic Computer Skills Class”)
- I understand this last class – and only this class - has a cost of \$25.00 and that payment must arrive before I attend the class.

## 3. TELL US ABOUT YOURSELF AND YOUR PROGRAM:

Name(s): \_\_\_\_\_

Phone number: \_\_\_\_\_ ext \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Agency You Work For: \_\_\_\_\_ City: \_\_\_\_\_

Your HousingWorks Advocate ID: \_\_\_\_\_ (examples: 124, 1753)

Your Boss's Name is: \_\_\_\_\_

## 4. DID YOU ANSWER EVERY QUESTION? IF YES, FAX THIS FORM TO:

**FAX: 617-536-8561**

*(please don't use a cover page – it wastes our ink)*

**HousingWorks staff will email you to schedule a time.**