



CenterPilot Webinars: 20 in 2020

CenterPilot is pleased to announce 20 in 2020! That's 20 pre-scheduled webinars to be held this year. Webinars will be scheduled as followed:

Every 2nd Thursday from February 2020 through November 2020

Every 4th Wednesday from January 2020 through October 2020

- All webinars are scheduled at 1pm CST to accommodate center staff (during nap time) and sponsors (outside of traditional monitor times).
- All webinars will require pre-registering. Registration is on a first come, first served basis and will close at 5pm the day before the webinar. If you are unable to register before a session fills, but would like to participate later, please contact us. To register, please contact us at 214-427-4467 or email ayoung@centerpilot.com.
- Webinars where only one sponsor is in attendance may be centered around any helpful topics and Q&A sessions as requested. Sponsors may also request webinars/online training sessions and/or Q & A sessions for their staff/facilities other than those listed below.

Date	Weekday	Time	Topic	Audience
January 22, 2020	Wednesday	1 pm CST	Sponsor Functions*	Sponsors
February 13, 2020	Thursday	1 pm CST	Center Functions*	Facilities
February 26, 2020	Wednesday	1 pm CST	Decrease Disallowances	All
March 12, 2020	Thursday	1 pm CST	Receipts/Milk Bank	All
March 25, 2020	Wednesday	1 pm CST	Center Functions*	Facilities
April 9, 2020	Thursday	1 pm CST	Sponsor Functions*	Sponsors
April 22, 2020	Wednesday	1 pm CST	TBA	All
May 14, 2020	Thursday	1 pm CST	Receipts/Milk Bank	All
May 27, 2020	Wednesday	1 pm CST	Center Functions*	Facilities
June 11, 2020	Thursday	1 pm CST	Decrease Disallowances	All
June 24, 2020	Wednesday	1 pm CST	Sponsor Functions*	Sponsors
July 9, 2020	Thursday	1 pm CST	Center Functions*	Facilities
July 22, 2020	Wednesday	1 pm CST	Receipts/Milk Bank	All
August 13, 2020	Thursday	1 pm CST	Sponsor Functions*	Sponsors
August 26, 2020	Wednesday	1 pm CST	Center Functions*	Facilities
September 10, 2020	Thursday	1 pm CST	Decrease Disallowances	All
September 23, 2020	Wednesday	1 pm CST	TBA	All
October 8, 2020	Thursday	1 pm CST	Center Functions*	Facilities
October 28, 2020	Wednesday	1 pm CST	Sponsor Functions*	Sponsors
November 12, 2020	Thursday	1 pm CST	Center Functions*	Facilities
*Longer sessions, plan for 1½ Hours; all other sessions will last 45 min – 1 hour				

Webinar Topic Descriptions:

1. Sponsor Functions:

- a. Enrolling and Managing Facilities
- b. Managing Sponsor and Facility Users
- c. Validating Participants as F/R/P
- d. Submitting Requests for New Food Items
- e. Migrating and Replicating Pre-Saved Meal Weeks
- f. Processing Receipts
- g. Milk Audits and Reports
- h. Claims Processing:
 - i. Live Claims
 - ii. Manual Claims
- i. Creating State Upload Files
- j. Creating ACH Payment Files
- k. Creating Quick Books Export Files
- l. Creating Non-Profit Reports
- m. Creating Claim Reports
- n. Training Manager
- o. Monitor Tracking

2. Center Functions:

- a. Estimating Meal Attendance
- b. Manage Classrooms
- c. Adding and Dropping Participants
- d. Using the Meal Calendar
- e. Creating Pre-Saved Meals
- f. Creating Pre-Saved Weeks
- g. Scheduling Pre-Saved Weeks
- h. Deleting Participant Meals
- i. Using the Cook Reports
 - i. Grocery List
 - ii. Meal Production Records
 - iii. Cook Detail Reports
- j. Taking Meal Attendance
 - i. Printing Attendance Templates
 - ii. Taking Live Attendance
- k. Entering Receipts
- l. Submitting Claims

- m. Using Export Reports
- 3. Using CenterPilot to Decrease Disallowances and Increase Reimbursement**
 - a. Estimating Meal Attendances Correctly to Cover Shortages
 - i. Age Groups
 - ii. Including Non-participating Adults
 - b. Using the Meal Calendar
 - c. Choosing Food Components Correctly to Cover Shortages
 - d. Using the Exported Food List
 - e. Create Center Food Purchase Guide
- 4. Entering Receipts and Using the Milk Bank**
 - a. Creating an Initial Milk Entry or Correction
 - b. Entering Receipts and Adding Milk
 - c. Using the Milk Bank
 - d. Processing Milk for Monthly Carry Over
 - e. Milk Reports