



Hosting a Local User Group Guidelines

As a ProfitKey User, we invite you to Host a Local Users Group with other users in your area. If you are interested in Hosting, call Josh Edhlund, 715-243-2124 or email him at jedhlund@lwtpithog.com.

Hosting Responsibilities:

- Schedule a date & time
- Customize an agenda
- Serve refreshments/lunch if applicable

Benefits to Hosting:

- A visit from Joe Di Zazzo, Ken Hayes or Debbie McCall.
- A reimbursement up to \$100 used for lunch, room rental, or any other expenses incurred as a result of hosting the LUG meeting.
- Interaction with other Users in your area. Would you like to learn how your neighbors use the application?

User Group Responsibilities:

- Send invitation with agenda to a list of local users within a 100 miles radius.
- Telemarketing (calling Users on list to see if they are coming) for the meeting

Suggestions for a successful meeting:

- Plant tours.
- A four hour meeting over lunch.