The Power of We™ Consortium

**is pleased to present *AT NO COST*:**

# *Five Computer Maintenance Essentials for Small Nonprofit Organizations*

**When: Tuesday, April 12, 2011**
**1:00 – 3:30pm**

**Where: HSB, Door 3, 2nd Floor, Conf. Rm. A**
**5303 S. Cedar St. Lansing, MI**

You may not be a "geek", but you still need to keep your organization's computers working with as few hassles as possible. Join us to learn how to update, secure, optimize, backup and maintain your organization's systems. We'll cover the basics you need to know in easy to understand, non-technical language. You'll also learn how to setup a secure, fast and usable internet-connected network for your small office. The workshop is designed for staff members of nonprofit organizations with fewer than 10 users who have computer systems running Windows XP/Vista/7 operating systems.

The presenter, Andy Wolber, is an independent technology consultant who has led technology strategy and planning workshops for nonprofits throughout the Midwest. Recently, he led Highway T – a program of Michigan Nonprofit Association – providing technology consulting to nonprofit organizations since 2002. He wrote the Information Technology section of the Michigan Nonprofit Management Manual published in 2010. Prior to his return to Michigan, Andy worked in Dallas, TX developing internet strategies with Fortune 500 clients for USWeb/CKS. Andy previously served as Executive Director of the Dallas Historical Society for four years, and as board chairman of the Dallas Arts District Friends. Andy has also spent three years in fundraising staff roles for nonprofit cultural organizations, including Dallas Black Dance Theatre.

**Registration begins at 12:30 pm; advance registration is requested. Please send separate registrations for each participant to** powerofweconsortium@ingham.org. **Thank you!**

| April 12 | Five Computer Maintenance Essentials for Small Nonprofit Organizations |
|---|---|
| Last Name | |
| First Name | |
| Title | |
| Organization | |
| Phone Number | |
| E-Mail Address | |