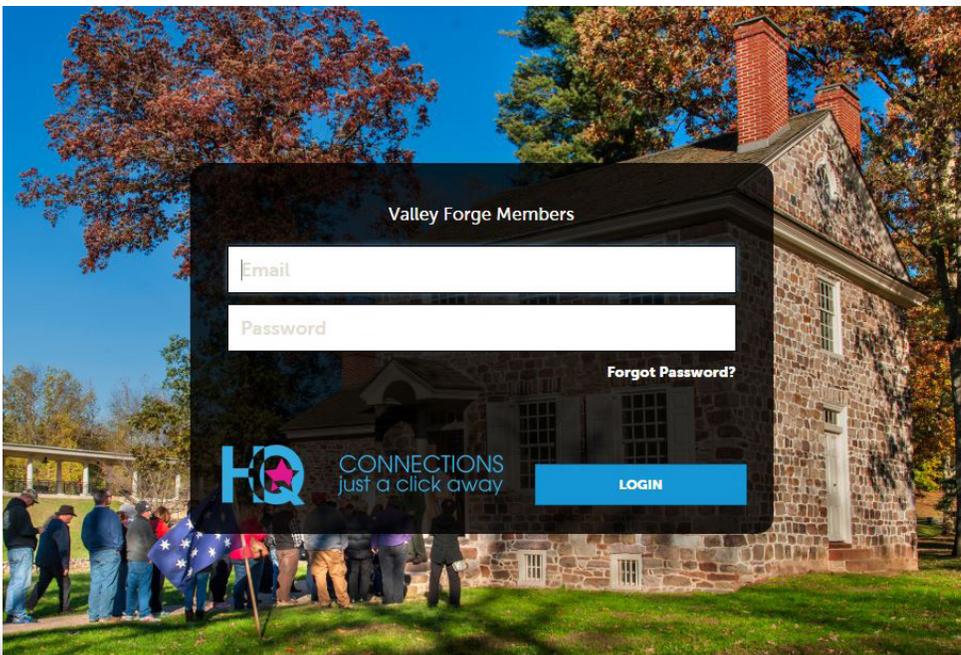


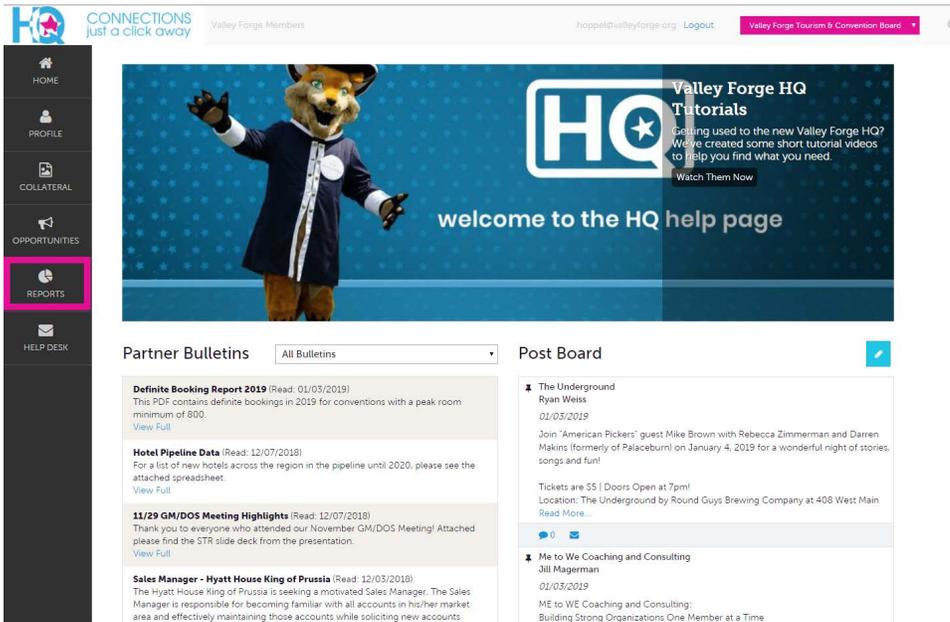
## Accessing the Convention Calendar in HQ

**INTRODUCTION:** The Conventions Held Report is often underutilized by VFTCB members and provides a great sales tool. This report outlines pieces of business coming to Montgomery County. The event organizers have given the VFTCB permission to share their contact information with our members. You can reach out to organizers to offer restaurant discounts, transportation, etc. Exact event locations are not disclosed to protect our hotel partners.

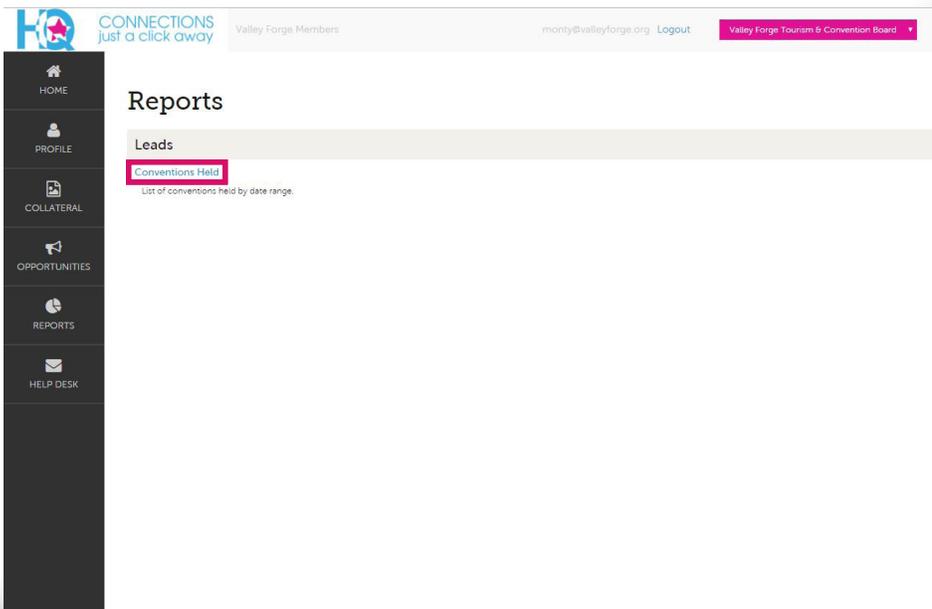
**1. Log into HQ at [valleyforge.org/hq](http://valleyforge.org/hq).**



### 2. Once on the home page, Click Reports.



### 3. Complete Conventions Held report.



### 4. Filter by Date Range. Once complete, you select Print.

Account	Lead ID	Mtg Name	Contact	Email	Address	Phone	Contract Mtg Dates	Overnight Guests	Total RNs
3D Lacrosse	153177	2018 College Bound Series	Mike Bartlett				11/16/2018 - 11/18/2018	250	290
Acceleration Partners	213492	AP Summit 2018	Bonnie MacDonald				11/06/2018 - 11/09/2018	110	355
Aerial Gymnastics	312617	2018 Liberty bell cup	Rick Palumbo				11/30/2018 - 12/02/2018	500	130
Alpha Sigma	63583	Alpha Sigma	Kimberly				11/16/2018 - 11/17/2018	13	26

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