

Chatham County Small Business Center

All Seminars are free. Register online at www.chathamcbc.com or call (919) 774-6442.

All Seminars will be presented at the Pittsboro Main Campus, 764 West Street, Pittsboro, NC.

The Basics of Selling on eBay

A great seminar for the “dabbler” or the entrepreneur wanting to make eBay a primary business tool. During this fast-paced session, learn best practices to use when setting up an account, listing items for sale, taking payments, and shipping. Topics will include eBay appraisals and research, registering on eBay and starting a seller’s account, choosing formats and categories, writing descriptions that sell, submitting photos, feedback, using PayPal, shipping tips, and pricing philosophies that will make you an eBay Top Rated Seller!

Seminar Date: 06/02/14
Day: M **Time:** 6:00P – 9:00P
Location Code: CCL
Building Location: Community Library, Meeting Rm
Presenter: Nick Hawks, eBay Education Specialist

Building Your Business on eBay

This seminar is for individuals having knowledge/experience of selling on eBay who want to establish a continual retail presence on eBay. Topics in this fast-paced session will include: starting and growing an eBay business, finding merchandise to sell, creating professional listings, marketing your business on eBay, managing active listing, resolving issues and feedback, and protecting your eBay business. Plus learn those “tricks of the trade” that you have to know to become an eBay PowerSeller!

Seminar Date: 06/03/14
Day: T **Time:** 6:00P – 9:00P
Location Code: CCL
Building Location: Community Library, Meeting Rm
Presenter: Nick Hawks, eBay Education Specialist

How to Build Your eBay Store

This hands-on seminar is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to start, brand, and optimize your eBay store website. Understand how to market your eBay store more effectively with email newsletters, traffic reports, and the markdown manager sales tool. Learn how to use the “Quick Store Tune-up” feature and “Manage My Store” page to customize your eBay Store, plus learn tips for search engine optimization that will bring even more internet shoppers to your eBay Store!

Seminar Date: 06/05/14
Day: Th **Time:** 6:00P – 9:00P
Location Code: CCL
Building Location: Community Library, Meeting Rm
Presenter: Nick Hawks, eBay Education Specialist

QuickBooks Basics

This seminar will offer participants a basic understanding of the popular QuickBooks accounting software and the benefits of using it in a small business environment. We will cover setting up the system, user interface, common data input, forms, and the many useful reports that QuickBooks generates. Participants will be able to ‘test drive’ the program in the computer lab.

Seminar Date: 07/17/14
Day: Th **Time:** 6:00P – 8:00P
Location Code: PMC
Building Location: Bldg 1 Rm 223
Presenter: Lori Stiles, Fortis Accounting Service, LLC

QuickBooks Payroll

Payroll really can be easy and accurate with QuickBooks Accounting Payroll. This seminar will cover setting up your QuickBooks file to handle payroll, adding employees, creating paychecks, paying liabilities, creating and filing payroll tax forms, and much more.

Seminar Date: 07/24/14
Day: Th **Time:** 6:00P – 8:00P
Location Code: PMC
Building Location: Bldg 1 Rm 223
Presenter: Lori Stiles, Fortis Accounting Service, LLC



Harnett County Small Business Center

All Seminars are Free. Register online at www.harnettsbc.com
or call (910) 892-2884.

All Harnett Seminars will be presented at Triangle South
Enterprise Center, 600 S. Magnolia Ave Dunn, NC.

Marketing Using Pinterest

Learn how to use Pinterest, the newest (and most fun!) social media service to drive traffic to your business' website, establish credibility, convey expertise and a sense of who you are as a business person, and develop relationships with clients and partners. In this class, you will learn about the new Pinterest Business accounts, the latest widgets that link your business' website and your Pinterest account, and why it is that Pinterest is so effective that even major computer companies are creating accounts. Lunch is \$10.00 and pre-registration is required.

Seminar Date: 05/21/14
Day: W **Time:** 12:00N – 1:00P
Presenter: Karen Tiede, Red Tuxedo



QuickBooks Basics: Part I

This seminar will cover creating your company file and the very basics to get you started using QuickBooks for your business.

Seminar Date: 05/20/14
Day: T **Time:** 3:00P – 5:30P

Presenter: Nancy Blackman, Director, Harnett County SBC

QuickBooks Basics: Part II

This is the second part of the QuickBooks seminar and will cover setting up customers, vendors, how to prepare invoices, assess finance charges, enter bills, and pay bills.

Seminar Date: 06/03/14
Day: T **Time:** 3:00P – 5:30P

Presenter: Nancy Blackman, Director, Harnett County SBC

QuickBooks Basics: Part III

This is the third part of the QuickBooks seminar and will cover payroll, payroll reports, 1099's and W-2's.

Seminar Date: 06/10/14
Day: T **Time:** 6:00P – 8:00P

Presenter: Nancy Blackman, Director, Harnett County SBC

Using WordPress to Build Your Small Business Seminar

WordPress is a new breed of website creators known as "CMS," or "Content Management Systems." These web creators require no HTML or any other programming language. Most of the design elements of the website are controlled by an intuitive menu, or icons. This seminar will get you started in building your website.

Seminar Date: 06/19/14
Day: Th **Time:** 6:00P – 9:00P

Presenter: Margaret Hudacko



Lee County Small Business Center

All Seminars are Free. Register online at www.leesbc.com or call (919) 774-6442.

All Lee Seminars will be presented at Dennis A. Wicker Civic Center, 1801 Nash St, Sanford, NC.

Creating Your Web Presence for Small Business Owners

This course will cover the basics of getting your business online. Topics include selecting and registering your domain name, software tools for website creation, site design tips, and optimization methods to improve ranking in Google and other search engines (SEO). Time will be set aside for quick SEO tips on participants' websites.

Seminar Date: 05/19/14
Day: M **Time:** 6:30P – 8:30P
Presenter: Shelly Ryder, Owner, Shelly Ryder Communications

SBA 8a and HUBZone Socio-Economic Programs

The federal government is buying! In 2012, SBA small business contracting programs in North Carolina developed over \$435M in government contracting revenue. In 2011, it was \$465M. Because of that, the SBA is a leading prime contractor in the USA. This seminar will provide information and steps necessary to enroll in the SBA 8a and HUBZone Programs for businesses owned by minorities, women, disabled veterans, and those economically disadvantaged (net worth LESS than \$250k), or in low-income geographic HUBZone areas.

Seminar Date: 05/20/14
Day: T **Time:** 3:00P – 5:00P
Presenter: Don Spry, Regional Manager, SBA

Veteran Entrepreneurship Programs by the SBA

Veteran businesses succeed at a far higher rate than those started by non-veteran entrepreneurs. The SBA has been tasked with providing our nation's veterans (and their current spouses and widows) with detailed program information on the availability of special benefits they may be eligible for when starting or growing their small business.

Seminar Date: 06/04/14
Day: W **Time:** 3:00P – 5:00P
Presenter: Don Spry, Regional Manager, SBA

QuickBooks Basics

This seminar will offer participants a basic understanding of the popular QuickBooks accounting software and the benefits of using it in a small business environment. We will cover setting up the system, user interface, common data input, forms and the many useful reports that QuickBooks generates. Participants will be able to 'test drive' the program in the computer lab.

Seminar Date: 07/15/14
Day: T **Time:** 6:00P – 8:00P
Presenter: Lori Stiles, Fortis Accounting Service, LLC

How to Rent Your Own Property Without Going Broke or Going to Jail!

In this seminar you will learn techniques for establishing rental agreements, collecting rent, avoiding evictions, protecting your property from vandalism, and ultimately helping you make money.

Seminar Date: 07/22/14
Day: T **Time:** 1:00P – 3:00P
Presenter: Rose Hammond, REALTOR®, ABR, GRI, Rose's Realty, Inc.

QuickBooks Payroll

Payroll really can be easy and accurate with QuickBooks Accounting Payroll. This seminar will cover setting up your QuickBooks file to handle payroll, adding employees, creating paychecks, paying liabilities, creating and filing payroll tax forms, and much more.

Seminar Date: 07/22/14
Day: T **Time:** 6:00P – 8:00P
Presenter: Lori Stiles, Fortis Accounting Service, LLC

Free Online Resources for Small Businesses and Non-profits

Small business owners and non-profit managers often don't have a large budget for marketing, research, and other essential business operations. There's good news, however! A world of free and low-cost resources are available to you 24/7 via the internet. From templates to training classes, news to networking, and software to social media, you'll be surprised what you can get for free! We've combed the web to find you the best resources for use in day-to-day operations.

Seminar Date: 07/29/14
Day: T **Time:** 6:00P – 8:00P
Presenter: Kelly Klug, Lighthouse Documentation and Training

