



## 20-HOUR DOR APPROVED CLASSES

### WinGAP Conference

October 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup>, 2021

GREAT NEWS! This year the DOR approved the WinGAP Conference for 20 hours of credit. **CLASSROOM ATTENDANCE IS MANDATORY in order to receive 20 hours of credit from the DOR.** The registration fee for these classes will be \$300 per person. The \$300 fee will include meals, a fleece jacket, t-shirt, classes, and a riverboat cruise sponsored by GMASS.

**Breakfast will be served on Wednesday, October 6<sup>th</sup>, from “7:30 a.m. until 9:00 a.m.” in “Ballroom B.”**

Materials enclosed regarding the 20 hours of credit from the DOR are as follows:

- (1) Registration form. Please e-mail a copy of the completed registration form to me and then mail the completed registration form along with your payment.
- (2) Class preference registration form. Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices for each hour [these classes run concurrently]. Please be sure to **PRINT LEGIBLY** your name in the upper left-hand corner and your county name in the upper right-hand corner of the form. Then mail or e-mail the completed form to me. The maximum number of attendees we are permitted is 160.
- (3) Motel room. There is a motel information sheet enclosed. Classes begin at 9:00 a.m. on Wednesday, October 6<sup>th</sup>, 2021. So, you will probably need rooms for the nights of Tuesday, Wednesday, and Thursday, October 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>, leaving Friday, October 8<sup>th</sup>. There is a direct link to reservations on the motel information sheet, and I have added the reservation desk at the Savannah Marriott Riverfront Hotel. [When you call, just mention that you are inquiring about the WinGAP Conference]. The Savannah Marriott Riverfront Hotel's standard room rate is \$178 a night, plus a \$16.00-per-night parking fee [**see Motel Reservation information attached**].
- (4) Early registration will be held on Tuesday, October 5<sup>th</sup>, in the Prefunction area from 5:00 p.m.-6:00 p.m. Registration will also be held on Wednesday, October 6<sup>th</sup>, in the Prefunction area from 7:30 a.m.-9:00 a.m.

Thank you!

Russell Johnson  
GAP Group, Inc.  
Post Office Box 1607  
Americus, Georgia 31709-1607  
Phone/Text: 229-938-0633  
E-Mail: [cricketjohnson0516@gmail.com](mailto:cricketjohnson0516@gmail.com)



20-HOUR DOR APPROVED CLASSES

2021 WinGAP Conference
October 6-8, 2021

REGISTRATION FORM

The registration fee for the WinGAP Conference will be \$300 per person. The \$300/person fee will include meals, a fleece jacket, t-shirt, classes, and a riverboat cruise, sponsored by GMASS, on Thursday night, October 7th.

Please fill in your name and your county name below as well as your mailing address, and then return this form, along with your check made payable to "GAP Group, Inc.," to me, Russell Johnson, at the address at the bottom of this registration form:

NAME: \_\_\_\_\_
COUNTY: \_\_\_\_\_
MAILING ADDRESS: \_\_\_\_\_
CITY, STATE, ZIP: \_\_\_\_\_
PHONE: \_\_\_\_\_
E-MAIL: \_\_\_\_\_
JACKET SIZE [Circle]: S M L XL 2X 3X 4X
T-SHIRT SIZE [Circle]: S M L XL 2X 3X 4X

Would you like to participate in the Thursday night social on the "Savannah Riverboat Sunset Dinner Cruise" [6:00 p.m. - 9:00 p.m.]? Please circle your choice: Yes No

The number of people allowed on the dinner cruise is limited to 120; so, be sure to register early!

Also, if you would like to bring a guest [wife, husband, significant other, etc.] to the conference, there will be an additional fee of \$125.00, WHICH MUST BE PAID IN ADVANCE. If you choose to bring a guest, please print their name below so that we can prepare a name badge good for participation in the meals [the riverboat cruise]:

GUEST NAME: \_\_\_\_\_

Keep in mind that "ONLY 1 'PAID' GUEST PER PERSON is allowed on the dinner cruise, and they MUST BE 21 YEARS OF AGE OR OLDER."

Table with 2 columns: Fee Description and Amount. Rows include Registration Fee (\$300.00), Guest Fee (\$125/Guest), and Total Enclosed.

Thank you!

Russell Johnson - GAP Group, Inc.
Post Office Box 1607 - Americus, Georgia 31709-1607
Phone/Text: 229-938-0633. E-Mail: cricketjohnson0516@gmail.com

NAME: \_\_\_\_\_

COUNTY: \_\_\_\_\_

Last Name, First Name [PLEASE PRINT]

[PLEASE PRINT]



Please review the class schedule and indicate in the "1st, 2nd, 3rd Choice" column your "first," "second," and "third" choices of the classes you wish to take.

THURSDAY, OCTOBER 7, 2021:		
TIME	1st, 2nd, 3rd CHOICE	CLASS
10:00 - 11:00		WinGAP Basics and Basic Appraisal
		Manufactured Housing - Prebill Digest and Valuation
		Report Building Computer Lab
11:00 - 12:00		WinGAP Basics and Basic Appraisal
		Manufactured Housing - Prebill Digest and Valuation
		Report Building Computer Lab
1:00 - 2:00		SQL Queries Introduction
		Income Models
		SQL Queries Computer Lab - Growth
2:00 - 3:00		SQL Queries Introduction
		Income Valuation
		SQL Queries Computer Lab - Growth
3:00 - 4:00		QTP
		Covenants
		Rapid Sketch Computer Lab
4:00 - 5:00		Appeals - Building Defense Cases
		New and Nifty Features of WinGAP
		SQL Queries Computer Lab - Growth

FRIDAY, OCTOBER 8, 2021:		
TIME	1st, 2nd, 3rd CHOICE	CLASS
9:00 - 10:00		QTP
		Covenants
		Rapid Sketch Computer Lab
10:00 - 11:00		FLPA News and Changes from 2019
		Appeals - Building Defense Cases
		Report Building Computer Lab
11:00 - 12:00	Remain in your last classroom (10:00-11:00).	Mandatory participation in order to receive credit hours. Evaluation sheets, motel, classes, food, completion of form, etc.



The annual WinGAP Conference and Educational Training session is scheduled on October 6, 7, and 8, 2021 in Savannah Georgia. The aim of the conference is educational training to assist employees and Assessors in proper techniques for successful digest compilation.

All classes at the WinGAP Conference are taught by instructors from the Department of Revenue. WinGAP Executive Board pays the lodging expense, furnishes breakfast on two days, lunch one day, and dinner one day. This proposal allows the State the opportunity to provide quality training for the lowest cost possible as the venue, lodging, and partial meal plan are provided at no cost to the State. The classes and instructors scheduled for the WinGAP Conference are:

In order to receive 20 hours credit, the attendee must attend classes on Wednesday, Thursday, and Friday. Attendance will be monitored by the employees of the Department of Revenue.

The full hourly schedule is found below.

#### Wednesday

- **7:30 am – 9:00 am – BREAKFAST PROVIDED** – Ballroom B
- 9:00am – 5:00 pm – ***Savannah Ballroom CDE***
- **Legislative Update and News** – Steve Swindell – GAAO Legislative Liaison
- **Digest Review and Submission** – DOR Staff (Cody Martin, Blair McLinn, Ben Pope, Kenny Colson, Rusty Scoven, Jason Nix) and WinGAP consultants Gregg Reese and Tracy Thomas
  - Detailed descriptions of the DOR digest submission process and how WinGAP integrates into that process – with time for questions and answers throughout.
- ***Lunch provided 12:00pm – 1:00pm***

#### Thursday

- **7:30 am – 9:00 am – BREAKFAST PROVIDED** – Ballroom B
- 9:00 am – 10:00 am – Opening Session Announcements and Introductions
- 10:00 am – 11:00 am - Concurrent Sessions
  - 1. **Wingap Basics and Basic Appraisal** – Blair McLinn – Ballroom C
    - Instructor: Blair McLinn
    - Session will introduce how WinGAP meshes with the fundamentals of appraisal

- 2. **Manufactured Housing – Prebill Digest and Valuation** – Ballroom DE
  - Instructor: Nathan Evans
  - Examination of the prebill digest process from valuation to digest submission and how WinGAP makes it all easy
- 3. **Report Building Computer Lab** – General McIntosh
  - Instructor: Tracy Thomas, Cody Martin
  - Hands on computer lab instruction on WinGAP report buildings – no prior report building experience required
- 11:00 am – 12:00 pm
  - 1. **Wingap Basics and Basic Appraisal** – McLinn – Ballroom C
    - Instructor: Blair McLinn
    - Session will introduce how WinGAP meshes with the fundamentals of appraisal
  - 2. **Manufactured Housing – Prebill Digest and Valuation** – Ballroom DE
    - Instructor: Nathan Evans
    - Examination of the prebill digest process from valuation to digest submission and how WinGAP makes it all easy
  - 3. **Report Building Computer Lab** – General McIntosh
    - Instructor: Tracy Thomas, Cody Martin
    - Hands on computer lab instruction on WinGAP report buildings – no prior report building experience required
- 12:00 pm – 1:00 pm – LUNCH PROVIDED – Ballroom B
- 1:00 pm – 2:00 pm
  - 1. **SQL Queries Introduction** – Ballroom C
    - Instructor: Gregg Reese, Nathan Evans
    - Dive into building SQL queries from beginner to power user
  - 2. **Income Models** – Ballroom DE
    - Instructor: Rusty Scoven
    - Details of best practices of building reliable, defensible, sustainable income valuation models for mass appraisal and WinGAP
  - 3. **SQL Queries Computer Lab - Growth** – General McIntosh
    - Instructor: Tracy Thomas, Cody Martin
    - Hands on computer lab instruction in building SQL queries. (growth past introduction levels)
- 2:00 pm – 3:00 pm
  - 1. **SQL Queries Introduction** – Ballroom C
    - Instructor: Gregg Reese, Nathan Evans
    - Dive into building SQL queries from beginner to power user
  - 2. **Income Valuation** – Ballroom DE
    - Instructor: Rusty Scoven
    - Discussion of the basics of the income valuation method for mass appraisal
  - 3. **SQL Queries Computer Lab - Growth** – General McIntosh
    - Instructor: Tracy Thomas, Cody Martin
    - Hands on computer lab instruction in building SQL queries. (growth past introduction levels)
- 3:00 pm – 4:00 pm
  - 1. **QTP** – Ballroom C
    - Instructor: Jason Nix
    - Discussion of the QTP process from start to finish and how Counties are

- impacted by this State Administered program
  - 2. **Covenants** – Ballroom DE
    - Instructor: Kenny Colson
    - Discussion of WinGAP and all things related to special assessment covenants CUV and FLPA
  - 3. **RapidSketch Computer Lab** – General McIntosh
    - Instructor: Cody Martin, Nathan Evans
    - Hands on computer lab instruction on WinGAP’s sketch software RapidSketch
- 4:00 pm – 5:00 pm
  1. **Appeals – Building Defense Cases** – Ballroom C
    - Instructor: Blair McLinn
    - Discussion of building rock solid and defensible appeal defense material and cases
  2. **New & Nifty features of WinGAP** – Ballroom DE
    - Instructor: Cody Martin, Gregg Reese, Nathan Evans
    - Discussion and demonstration of new and nifty features in WinGAP
  3. **SQL Queries Computer Lab - Growth** – General McIntosh
    - Instructor: Tracy Thomas, Kenny Colson
    - Hands on computer lab instruction in building SQL queries. (growth past introduction levels)

Friday

- 9:00 am – 10:00 am
  1. **QTP** – Ballroom C
    - Instructor: Jason Nix
    - Discussion of the QTP process from start to finish and how Counties are impacted by this State Administered program
  2. **Covenants** – Ballroom DE
    - Instructor: Kenny Colson
    - Discussion of WinGAP and all things related to special assessment covenants CUV and FLPA
  3. **RapidSketch Computer Lab** – General McIntosh
    - Instructor: Cody Martin, Blair McLinn
    - Hands on computer lab instruction on WinGAP’s sketch software RapidSketch
- 10:00 am – 11:00 am
  1. **FLPA News and Changes from 2019** – Ballroom C
    - Instructor: Kenny Colson
    - Discussion of recent law changes that impact FLPA from both the county administration and FLFMV as well as the state level auditing changes
  2. **Appeals – Building Defense Cases** – Ballroom DE
    - Instructor: Blair McLinn
    - Discussion of building rock solid and defensible appeal defense material and cases
  3. **Report Building Computer Lab** – General McIntosh
    - Instructor: Tracy Thomas, Nathan Evans
    - Hands on computer lab instruction on WinGAP report buildings – no prior report building experience required

- 11:00 am – 12:00 pm
  1. **Closing Session**
  2. **Closing Session**
  3. **Closing Session**

- Ballroom C
- Ballroom DE
- General McIntosh



## HOTEL REGISTRATION INFORMATION

**2021 WinGAP Conference**  
**October 6-8, 2021**  
**[Wednesday-Thursday-Friday]**

The October 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>, 2021, WinGAP Conference will once again be held at the Savannah Marriott Riverfront Hotel in Savannah, Georgia. They currently have rooms available for the Conference for Monday, October 4<sup>th</sup>, to Friday, October 8<sup>th</sup>, at a rate of \$178 per night [plus taxes and fees] with a charge of \$16.00 per night for parking. **Most of you WILL NEED A ROOM FOR OCTOBER 5<sup>TH</sup>, 6<sup>TH</sup>, AND 7<sup>TH</sup>, DEPARTING ON THE 8<sup>TH</sup>!**

The last day to book a reservation at the Savannah Marriott Riverfront Hotel is September 5<sup>th</sup>, 2021.

The contact information for the Savannah Marriott Hotel, and the link to book your reservations is as follows:

**Savannah Marriott Riverfront Hotel**  
**100 General McIntosh Blvd.**  
**Savannah, Georgia 31401**  
**Phone: 912.233.7722**

**[Book your group rate for 2021 WinGAP Conference](#)**

To open the link, press and hold the “Ctrl” key while simultaneously left-clicking your mouse.

If you call the hotel to make your reservations, be sure to mention that you will be attending the October 2021 WinGAP Conference so that you will receive the “group rate.” Most guests will be checking in on Tuesday, October 5<sup>th</sup>, and departing on Friday, October 8<sup>th</sup>, thus reserving a room for three nights [October 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>].

Thank you!

Russell Johnson  
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