



## Teacher FAQs

**Q: *Where can I find the presentation slides and resources from the teachers conference?***

**A:** For access to conference presentations and resources, select the National Teachers Conference icon on the Hub or click [here](#) for the conference page. Select “Conference Agenda” at the top of the page and scroll to the session you would like to access. The links to slides or resources will appear in green text.

**Q: *Will I receive PD hours for the conference?***

**A:** Professional Development certificates will be sent to all participants based upon the sessions you attended.

**Q: *As a returning teacher who is signed into the Hub, I have the option to carry last year’s firm over to this year. If I choose \*not\* to renew last year’s company, will I still be able to access its past submissions and results to use for reference next year?***

**A:** If you choose not to renew the company, it will be deactivated from the Hub and you will not be able to reference past submissions. You can complete the setup and keep the firm and request that it is deactivated later by reaching out to your [regional](#) contact. By completing the setup, you can still access the firm's previous submissions by going into the Competitions Manager. Download the submissions and feedback you would like to keep for reference. If you choose to start a new firm for the school year, notify your regional team and they will be able to add an additional course to your Hub account. **Once you begin adding students to the course on Teacher Admin, please be mindful of the course they are added to because you won't be able to swap students between the two courses.**

**Q: *How do I add students to my courses?***

**A:** On the Hub Dashboard, students are entered from the “Teacher Admin” icon. Review the [Hub User Guide](#) for step-by-step instructions on account setup and adding students.

**Q: *How do I set up a QuickBooks account?***

**A:** For information on QBO account setup, refer to QBO Setup at a Glance document that can be found in **Accounting Task 2: Set Up Your Business in Quickbooks.**



**Q: In the firm bank account, how do you turn off recurring charges from other firms which were set up in the previous school year?**

**A:** From the Firm Bank Account, click into “Scheduled Transactions” from the left hand side and select the recurring transactions to delete.

**Q: I need help on the Trade Shows. Specifically on what to do, how to prepare and what to expect.**

**A:** The lesson and resources from **Operations Task 5 - Organize Trade Show Activities** includes details and resources on expectations and how to prepare for a trade show. Refer to our [Online Trade Show Guide](#) for information on preparing for an Online Trade Show.

**Q: What are the three methods of funding for a new VE firm?**

**A:** A new VE firm will receive initial seed funding of \$20,000 upon approval of their Business Registration Form. For additional virtual funds, firms can submit an Equity Investment Application, Small Business Loan Application, or Out-of-Network Contracts as outlined in the Capital Needs Flowchart from **Finance Task 3 - Identify Sources of Financing: Debt and Equity**.

**Q: How does someone outside VE participate in the program, specifically to help fund a business?**

**A:** There are many opportunities to get involved with VE:

- Mentoring a firm or class
- Volunteering to judge in-person or online events
- Providing (virtual) capital as an angel investor (an individual who provides capital for a business start-up, usually in exchange for convertible debt or ownership equity)
- Making an Out-of Network Contract purchase from a firm (outlined in **Finance Task 6 - Establish Out-of-Network Sales Contract**)
- Providing actual monetary support or donations to help defray costs related to travel expenses, classroom supplies, etc. (typically a local business or education partner)
- For more information, please visit <https://veinternational.org/for-partners/>