

# Managing Memberships

## Overview

*Managing Memberships* classroom training is a half-day class that teaches you how to use all aspects of the membership functionality in **The Raiser's Edge**® included with the **RE:Member**® optional module. We'll cover all aspects of membership management, including setting up membership schemes, adding memberships and dues, renewing and amending existing memberships, creating renewal notices, and running membership reports.

## Class Objectives

Upon completion of this class, you should be able to:

- ◆ Describe the components of Membership your organisation uses
- ◆ Set up applicable business rules and membership categories in Configuration
- ◆ Add memberships from the constituent record and the Membership page
- ◆ Record payment of membership dues
- ◆ Renew, rejoin, drop, upgrade, and downgrade memberships
- ◆ Create a Lapsed Member Report
- ◆ Generate renewal notices

## Who Should Attend

Database administrators, supervisors, or other individuals who are responsible for entering, maintaining, and analysing membership data would benefit from this class.

## Prerequisites and Advanced Preparation

This class is intended for those who have completed *The Raiser's Edge Essentials* parts I and II or those who are experienced users of the constituent record. Before attending this class, you should be comfortable using **The Raiser's Edge 7** on a Microsoft® Windows operating system.



Want to learn more about this class and other **Blackbaud Training Solutions?**

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