

Event Management

Blackbaud Training

Event Management is a course which highlights the features specific to RE:Event and covers all aspects of event management including setting up and maintaining event and participant records, adding registrations and gifts, creating name tags and place cards, and running event reports.



Course Objectives

Upon completion of this course, you will be able to:

- Describe event categories in The Raiser's Edge 7 and their respective functionality
- Describe participant types
- Record, track and close an event
- Record and seat participants
- Record fees and donations linked to gifts
- Print name tags and place cards
- Use additional event functionality
- Describe the delivered event reports
- Set event user options

WHO SHOULD ATTEND

This course is designed for special event managers/coordinators and individuals responsible for setting up event information in **The Raiser's Edge 7**.

PREREQUISITES AND ADVANCED PREPARATION

Before attending this class, you should be comfortable working in a Microsoft Windows environment.

For on-site training, this course assumes that you have installed **The Raiser's Edge 7** and that your computers meet the Detailed System Requirements listed on the Blackbaud website at www.blackbaud.co.uk.



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To purchase a seat in this course, contact a Blackbaud representative at 0845 658 8590 or at training@blackbaud.co.uk.

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