

# Gift Aid and Gift Management

## Blackbaud Training

*Gift Aid and Gift Management* is a half-day course designed for those responsible for entering and maintaining gift information in **The Raiser's Edge 7**. You will refresh the essentials of gift management learnt in *The Raiser's Edge 7: Essentials Part I*, review the structure of campaigns, funds, and appeals, and learn how to best manage and claim Gift Aid using Gift Aid features available in **The Raiser's Edge 7.81**.

## COURSE OBJECTIVES

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

- Describe the essentials of creating a gift management structure
- Describe the basics of campaigns, funds, and appeals
- Set up your database to manage Gift Aid
- Record Gift Aid donations and declarations using the new Gift Aid feature in **The Raiser's Edge 7.81**
- Create the R68 tax claim report
- Amend previous R68 claims and manage the associated gifts accordingly

## WHO SHOULD ATTEND

This course is designed for database administrators, supervisors, finance officers, and other individuals responsible for entering and maintaining gift information in **The Raiser's Edge 7**.

## PREREQUISITES AND ADVANCED PREPARATION

*Gift Aid and Gift Management* is an intermediate-level course. A sound knowledge of gift management in **The Raiser's Edge** is required. Full functionality surrounding gift entry will not be covered.

To fully benefit from this course, Blackbaud recommends that you first attend *The Raiser's Edge 7: Essentials Part I* and *The Raiser's Edge 7: Essentials Part II*. You should also be competent in using **The Raiser's Edge 7**.

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](http://www.blackbaud.co.uk).



To purchase a seat in this course, contact a Blackbaud representative at 0845 658 8590 or at [training@blackbaud.co.uk](mailto:training@blackbaud.co.uk).



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