

Volunteer Management

Blackbaud Training

Volunteer Management is a half-day, intermediate-level course that highlights the features of **RE: Volunteer** and covers all aspects of volunteer management, including setting up job records, recording volunteer information, assigning jobs to volunteers, and finding suitably qualified volunteers for specific tasks. Participants will also receive an introduction to the dashboard and standard reports offered by the Volunteer module.



Course Objectives

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

- Describe the functionality of the Volunteer module
- Set up a job record
- Record volunteer information
- Assign a job to a volunteer
- Find and assign volunteers who qualify for jobs
- Record time for a volunteer
- Describe the delivered volunteer reports and dashboard panel
- Set volunteer user options

WHO SHOULD ATTEND

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

PREREQUISITES AND ADVANCED PREPARATION

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

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.

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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