

# Increase Your Productivity and Boost Your Fundraising Efforts

Blackbaud Public Training

Whether you're a new customer, a new employee, or just in need of a refresher course, Blackbaud classroom training is a great way to master our products. During our classes, we provide opportunities for you to exchange ideas and gain insight from your peers, many of whom face similar challenges. You will also receive a course workbook to take with you that's filled with examples, lab exercises, and plenty of room for notes and answers to questions asked in class.

## COURSE OFFERINGS

### ***The Raiser's Edge 7 Essentials - Part I***

***\$1,100 per seat + GST***

The Raisers Edge 7 Essentials Part I is a two-day class designed for those responsible for entering and maintaining constituent and gift information in The Raisers Edge 7. Through realistic scenarios and hands-on practice, you will learn how to enter and maintain constituent and gift records one-by-one and through batch entry.

Days: 2 consecutive days

### ***The Raiser's Edge 7 Essentials - Part II***

***\$1,700 per seat + GST***

The Raiser's Edge 7 Essentials: Part II is a three-day class that builds on the concepts introduced in The Raiser's Edge 7 Essentials: Part I. This class focuses on data processing and data analysis in The Raiser's Edge 7. Through realistic scenarios and hands-on practice, you will learn how to group specific records, generate letters such as donor acknowledgements, create reports and dashboards for a variety of purposes, export data for use with other applications, and globally change data.

Days: 3 consecutive days

### ***The Raiser's Edge 7 Graduate Track: Tools for the Power User***

***\$1,700 per seat + GST***

This is a three-day class designed to help users with experience in The Raiser's Edge develop their basic skills to use The Raiser's Edge 7 more efficiently. It includes instruction on import features and functions as well as on the intricacies of some of the more complex processes included in Query, Export, Import, and Mail. The class addresses common problems and identifies helpful tips for avoiding them.

Days: 3 consecutive days

### ***The Raiser's Edge 7 Essentials for Executives***

***\$1,100 per seat + GST***

The Raiser's Edge 7 Essentials for Executives is a three-day class designed for Executives and Management-level staff who require an overview of The Raiser's Edge capabilities and features as they relate to fundraising and management. Attendees will gain a high-level understanding of the program's functions and learn how to use key features to effectively cultivate and maintain good relationships with constituents create and manage solicitation strategies, and analyse and report on fundraising initiatives.

Days: 2 consecutive days

### ***The Raiser's Edge 7: Custom Reporting***

***\$1,100 per seat + GST***

The Raiser's Edge 7 Graduate Track: Custom Reporting is a two-day course designed to help experienced Raiser's Edge users get more out of their data by developing an in-depth knowledge of reporting. This course includes instruction on complex processes such as Query, Export, and Crystal Reports. Realistic scenarios and hands-on exercises facilitate learning.

Days: 2 consecutive days

## Public Training Stimulus Offers

If you purchase any training course two weeks before it's scheduled, we will give you 15% off the purchase price!

If you purchase a second training seat, you will receive an extra 15% off the price of the seat for the second attendee; book for a third participant and you'll get another 10% off for the third seat!

Additionally, for every seat you purchase, you will receive a 50% off voucher to attend one of our distance learning courses! (please note only one voucher can be used per distance seat purchased)

## Public Training Bundle Packages

New Starter Package: train new staff to become fully functional users with our New Starter Package:

Buy a seat to Essentials I and II for just \$2,400 ( a saving of \$400)

The Promotion Package: assist staff in their new roles by purchasing a Promotion Package:

Buy a seat to Essentials II and Tools for the Power User for just \$2,800 (saving a massive \$600)

Alternatively, buy the Full Package: buy a seat to Essentials I, Essentials II and Power Users for only \$3,200 (a saving of \$1,300)

# Training Without the Travel

## Blackbaud's Distance Learning Offering

With this option, a Blackbaud instructor will help you perfect your software skills in a live, interactive group setting. It's convenient — all you need is a web browser, a PC headset, and a few hours — and the knowledge you gain can be put to use immediately! Converse with peers from across the region and ask your instructor any questions you wish. Please note all attendance at distance learning courses must be booked at least three days prior to the class.

### COURSE OFFERINGS

#### **Advanced Importing**

**3 Hours**

This three-hour class covers advanced import topics including troubleshooting, multiple import types in one file (such as addresses, phone numbers, attributes and spouse information), importing pledges with instalment payments, and addressee/salutations.

#### **Analytical Reporting in The Raiser's Edge®**

**3 Hours**

This three-hour class helps you analyse very specific information on selected subjects, such as the giving habits of your constituents, the performance of your solicitors, and the effectiveness of your appeals. You will learn to generate year-over-year donor comparisons, donors by category, and top donors.

#### **Database Doctor**

**4 Hours**

This four-hour online class will help you protect your software investment by maintaining a healthy Raiser's Edge database. Topics include merging and archiving records, efficiently updating and changing record information, consolidating table entries, and tips on how to keep your data more manageable.

#### **Event Essentials Part 1**

**4 Hours**

This four-hour online class lays the foundation for using RE:Event and teaches the various ways of entering and maintaining event, participant, and gift information in The Raiser's Edge 7.

#### **Event Essentials Part 2**

**4 Hours**

This four hour-online class builds upon the concepts introduced in RE:Event Essentials Part I and covers the powerful features of The Raiser's Edge that enable you to query and extract event and participant data for reporting, mailings, and use in other software applications.

#### **Financial and Pledge Reporting in The Raiser's Edge®**

**4 Hours**

This four-hour class will help you evaluate the financial position of your organization and donors' giving histories. The variety of reports covered provides several ways of viewing financial information. You will learn how to view a breakdown of your General Ledger accounts, generate detailed reports focusing on specific donor giving information, and list all gifts based on their type. Many of the reports also include detail and summary versions, helping you meet every evaluation need. Additionally, you will learn to handle anonymous gifts and to report on all aspects of pledge information, including payments, past-due pledges, write-offs, and cash flow.

#### **Lists, Demographic & Statistical Reports in The Raiser's Edge**

**3 Hours**

This three-hour class will help you summarize information useful in determining how, when, and where gifts were raised. You will learn to generate summary totals, percentages, and averages of gifts or donors based on the fields you select to include in the report.

#### **Managing Memberships**

**4 Hours**

Managing Memberships is a four-hour online class designed to help you efficiently manage your membership program using the additional module RE:Member. You will learn about the options available for setting up membership programs, tracking and managing memberships, producing membership cards and renewal notices, and generating various membership reports.

***Managing Prospects with RE: Search*****2 Hours**

This two-hour instructor-led distance learning class covers the RE: Search optional module. Through the use of instructor-led scenarios, class discussions, and customer practices in the sample database, participants discover how to enter prospect data such as financial information, interests, and proposals in The Raiser's Edge. Customers also learn how to link existing gifts to the proposals that generated them in order to later analyze the success of their prospect research program.

***Managing Tributes in Raiser's Edge 7*****2 Hours**

Designed to help you manage honored and memorialized constituents, this class includes setting up multiple tributes for constituents, entering tribute acknowledgees as relationships, and preparing tribute mailings and reports.

***Query Essentials*****3 Hours**

This three-hour class covers the fundamental concepts of query design and how to translate those ideas to The Raiser's Edge 7. Through the use of instructor-led scenarios, class discussions, and customer practices in the sample database, participants learn how to navigate within Query, select the correct type and format for their queries, and build basic queries including the operator and summary criteria.

***Query: Beyond Essentials*****3 Hours**

This three-hour instructor-led distance learning class builds on the fundamental concepts of query. It further develops your existing skills to include multiple criteria and merging queries. Through the use of instructor-led scenarios, class discussions, and customer practices in the sample database, participants learn how to use combining operators and parentheses to define queries with multiple criteria. Customers also learn how to simplify the process of creating complex queries by combining existing queries to create a new merged query.

***RE7 Part I Essentials Refresher*****4 Hours**

In this four-hour instructor-led distance learning class, participants will review the content covered in The Raiser's Edge Essentials Part I class. They will revisit and solidify basic knowledge relating to creating and maintaining records in The Raiser's Edge 7.5 or higher by practicing in the sample database and sharing information with the instructor and their peers.

***RE7 Part II Essentials Refresher*****4 Hours**

This four-hour online refresher course is designed to review the content covered in The Raiser's Edge Essentials Part II. You will review and solidify key concepts covered in the Essentials training and will have the chance to strengthen your skills via practice in the sample database and information-sharing with peers and the instructor. Review content includes methods of data extraction such as query, mail, and reports.

***Volunteer Management*****3 Hours**

This three-hour instructor-led distance learning class focuses on the data entry and record structure in the RE: Volunteer optional module. Through the use of instructor-led scenarios, class discussions, and customer practices in the sample database, participants discover how to set up volunteer and job records, assign volunteers to jobs, track availability and interests, and produce volunteer reports in The Raiser's Edge. In addition to the content covered during class, class materials contain information on additional aspects of volunteer management and functionality in RE provided for participant's reference.

**2 HOUR COURSES \$199****3 HOURS COURSES \$299****4 HOUR COURSES \$399**

## Distance Learning

### Distance Training Stimulus Offers

If you purchase any training course two weeks before it's scheduled, we will give you 10% off the purchase price!\*

If you purchase a second training seat, you will receive an extra 10% off the price of the seat for the second attendee.\*

\* Please note these offers cannot be used in conjunction with any other offer

### Distance Training Bundle Packages

Save money by purchasing a bundle! You can use these seats within twelve months of purchase and they can be used by anyone in your organisation who needs training!

Purchase Any Four Distance Learning Classes for only \$1,000

Purchase Any Six Distance Learning Classes for only \$1,400

Purchase Any Eight Distance Learning Classes for only \$1,800