

Blackbaud University Curriculum for eTapestry®

To learn more about Blackbaud University's *Learn Basics*, *Learn More*, and *Learn Everything* training subscription tiers [click here](#). All *Learn Basics* online eLearning courses are included in your eTapestry software purchase and are available on-demand for all users.

To view a course description, register for a class, or launch the class, click a course title in the listing below. Courses are listed in each of the topic areas in the order they should be taken. Take the online eLearning *Basics* courses for introductory information, or rely on the instructor-led training for a more in-depth hands-on experience.




This curriculum includes opportunities to earn continuing education credits for [CFRE](#).



Alert: Customers who purchased a *Learn Everything* training subscription prior to 2018 still have access to the *Nonprofit Workshops* now listed on the **Organizational Best Practices** curriculum [datasheet](#).

Click course names to launch or register for a class	Learn Basics	Learn More	Learn Everything
Fundamentals			
 eTapestry: Basics of eTapestry and Accounts	●	●	●
 eTapestry: Basics of Queries, Reports, and Communications	●	●	●
 eTapestry: Fundamentals—Accounts and Journals		●	●
 eTapestry: Fundamentals—Queries, Reports, and Communications		●	●
 eTapestry Fundamentals Exam 2018		●	●
 eTapestry: Fundamentals, Analysis, and Certification (2-Day Regional Class)			●
Analysis			
 eTapestry: Effective and Efficient Queries		●	●
 eTapestry: Effective and Efficient Reports		●	●
Forms and Communications			
 eTapestry: Basics of Do-It-Yourself Forms	●	●	●
 eTapestry: Do-It-Yourself Forms		●	●
 eTapestry: Effective and Efficient Communications		●	●
Fundraising			
 eTapestry: Identifying Prospects and Cultivating Major Donors		●	●
 eTapestry: Preparing for Year-End Tasks		●	●



Note:
Completion of the *Fundamentals* courses or a passing score on the eTapestry Fundamentals Exam fulfills the prerequisites for all advanced courses.

-  Course Abstract
-  eLearning Course
-  Certification

Database Administration				
	eTapestry: Basics of Import	●	●	●
	Integration: Basics of everydayhero Integrations	●	●	●
	eTapestry: Database Configuration		●	●
	eTapestry: Import and Mass Updates		●	●
Blackbaud Merchant Services				
	Blackbaud Merchant Services: Basics of the Web Portal	●	●	●

Regionals

	Day 1	Day 2
	eTapestry: Fundamentals, Analysis, and Certification	
Morning	eTapestry: Fundamentals—Accounts and Journals	eTapestry: Effective and Efficient Queries
Afternoon	eTapestry: Fundamentals—Queries, Reports, and Communications	eTapestry: Effective and Efficient Reports

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Role-Based Training Paths

Use the **Training Paths** table below to help you determine which courses to take. Course topics are listed in recommended order, beginning with *Fundamentals*. Course titles within each topic are also listed in the recommended order. Each topic identifies one or more occupational roles for which training is recommended. To confirm which occupational roles match your job description, refer to the **Role Description** information that appears below the **Training Paths** table.

To view the courses associated to a training path topic, [return to p. 1](#) and locate the corresponding topic in the course listings table, in the green header bars.

Training Path	OCCUPATIONAL ROLE			
	DBA	Development	Communications	Executive
Fundamentals	✓	✓	✓	✓
Analysis	✓	✓	✓	✓
Forms and Communications	✓	✓	✓	
Fundraising		✓	✓	✓
Database Administration	✓			
Blackbaud Merchant Services	✓			

Role Descriptions

Database Administration / DBA

- Maintains the database, including security and system configuration, and global processes
- Ensures database integrity and efficiency

Development

- Enters constituents and gifts in the database
- Researches and builds relationships with prospects, and maintains accounts

Communications

- Develops and implements a communications plan
- Produces appeals, letters, newsletters, emails, and other communications

Executive

- Provides leadership in core areas, such as strategy and program delivery, to enable long-term vision achievement