



### COURSE TYPE

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» Technology

### MODALITY

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» Instructor-Led Event

### DURATION

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» 3 Hours

### DELIVERY METHOD

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» Online

» Onsite

### PREREQUISITES

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» None

### COURSE OVERVIEW

Join us for this instructor-led classroom event that covers the Constituent records. We'll search for and open records, learn about the different types of Constituents, where information is stored, how to create and update the Constituent records, and how to navigate the records.

This is a high-level overview designed to get users started with the records within the Blackbaud CRM database.

### TARGET AUDIENCE

This high-level course is designed for users who are new to Blackbaud CRM, and will get users adjusted to navigation, records, and how to perform basic tasks. Users with little to no experience will benefit from this course.

### LEARNING OBJECTIVES

- Search for Constituent records
- Navigate Constituent records
- Add new Constituent records
- Update Constituent information

### VIEW ADDITIONAL INFORMATION

- [Registration information](#)
- [Blackbaud University policies](#)
- [View the complete curriculum for Blackbaud CRM](#)

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[www.blackbaud.com/training](http://www.blackbaud.com/training)

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