

## The Raiser's Edge® Class Schedule

### April – November, 2012 Schedule

**Scheduled classes don't meet your needs?** Call us to arrange a convenient time for your staff. We can schedule a private class for you at Discovery, or we can train individuals or groups at your location.

#### COURSE DESCRIPTIONS AND DATES

##### **RE Constituent and Gift Data**

This course provides the basics for data entry personnel or for those who taught themselves and aren't sure of their skills. Part one covers Constituent Data including batch entry and Part two focuses on Gift Data. This is the foundation course for all other courses. A one-day class.

**Tuesday, May 22, 9:00 a.m. to 12:00N**

**Tuesday, August 14, 9:00 a.m. to 12:00N**

##### **RE Queries**

This course provides a solid foundation for using the Query feature of The Raiser's Edge® 7. It is designed for any user who is responsible for extracting data from the RE 7 database. The class begins with simple queries and proceeds to more complex ones. A one-day class.

Prerequisites: The Raiser's Edge® 7 Constituent and Gift Data or equivalent experience.

**Wednesday, June 13, 9:00 a.m. to 12:00N**

**Wednesday, September 18, 9:00 a.m. to 12:00N**

##### **RE Reports**

This course provides users with a solid working foundation for using the many built-in reports in The Raiser's Edge® 7. The class is designed for any user who is responsible for generating reports from RE 7 data. Please note: Crystal Reports are not covered in this class. A one-day class.

Prerequisites: The Raiser's Edge® Constituent and Gift Data and RE Queries or equivalent experience.

**Tuesday, August 7, 9:00 a.m. to 12:00N**

**Thursday, October 18, 9:00 a.m. to 12:00N**

##### **RE Mail**

This course is designed for any user who needs to produce letters and other documents using RE 7 data. Explore the RE Mail module and master the mail merging function. Learn to produce labels, envelopes, acknowledgement letters, receipts and more. A one-day class.

Prerequisites: The Raiser's Edge® Constituent and Gift Data and RE Queries or equivalent experience.

**Wednesday, November 6, 9:00 a.m. to 12:00N**

## COURSE DESCRIPTIONS AND DATES

**RE Events**

If you are in charge of organizing the annual gala, golf tournament, reunion, or 10K race, then you need to master the Events module. You will learn to use the Events module to plan, track and coordinate all your fundraising activities. A full day class.

Prerequisites: The Raiser's Edge® 7 Constituent and Gift Data and RE 7 Queries or equivalent experience.

**Wednesday, August 15, 9:00 a.m. to 12:00N**

**RE Introduction - What's In Your Database?**

A one-day course that explores in depth the kinds of constituent and gift data that are captured by The Raiser's Edge. This course is designed for those individuals whose primary need is to extract information from RE, usually in the form of queries or reports. The course gives participants a good understanding of the data that is available and where the data resides. People charged with data entry responsibility should take the two-day *Constituent and Gift Data* class.

**Tuesday, June 12, 9:00 a.m. to 12:00N**

**Tuesday, September 11, 9:00 a.m. to 12:00N**

**RE Import**

Designed for people who are unfamiliar with the import feature in the Administration module of The Raiser's Edge. Participants will learn how to import information, including constituent data and gift data, from external data sources. As an added bonus, attendees will learn some very useful Excel skills, such as "text to columns" and managing finicky zip codes with leading zeros. Participants must be familiar with constituent and gift records in RE. Learn how to export RE data to external programs such as Access or Excel for further manipulation. Learn to use Export as an alternative to the Mail module. A firm understanding of the constituent and gift records is essential. As an added bonus, attendees will improve their Excel skills as they learn and practice Excel sorting and filtering.

**Tuesday, July 24, 9:00 a.m. to 12:00N**

**NetCommunity** – Explore the interface to solicit and manage online donations through NetCommunity. Students will learn to navigate the web interface and design options, as well as check and download online payments. Understand the critical links to record the online donations to the constituent and gift records, and integrate into the Mail and Acknowledgement processes. Learn the latest online marketing best practices as well!

**Tuesday, July 31, 9:00 a.m. to 12:00N**

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