

RE Tributes Standard Course Outline

This class focuses on the Tributes module in Raiser's Edge. You will learn how to manage gifts made in memoriam or in honor of a constituent and the database processes. The acknowledgement and reporting procedures are also reviewed, as well as batch entry practices. A half –day class.

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

Topics:

- ◆ Review the definition of a Tribute gift in Raiser's Edge
- ◆ Understand key terms and concepts
- ◆ Learn the step- by –step entry of tributes into the database
- ◆ Managing Tribute gifts
 - Create
 - Edit / Delete
 - View
- ◆ Acknowledge your Tribute gifts
- ◆ Identify batch entry steps for Tributes
- ◆ Review key Business Rules to correctly identify deceased constituents in your database and how to prevent mistakes
- ◆ Understand industry trends in data entry and marketing your Tribute program to donors

The Raiser's Edge® is a registered trademark of Blackbaud, Inc. Discovery Training Services, LLC is an independent company and not associated in any way with Blackbaud, Inc.