

The Raiser's Edge® and The Raiser's Edge(i)™ Training Plan



To help you get the most out of your Blackbaud solution, we have put together a role-based training plan of suggested courses and the order in which to take them. The courses range from beginner to advanced, and depending on your familiarity with **The Raiser's Edge®**, you can start where you feel comfortable. You can even take the classes before your software is implemented so you can get the most out of it from day one.

Classes may be purchased individually or you can have unlimited access for your entire staff through one of our **Blackbaud Learn®** training subscriptions. Blackbaud Learn is an annual subscription available in three tiers to best fit your budget and training needs — Learn, Learn More, and Learn Everything. The courses included in each level are indicated in the chart below. For more information, contact your account manager or visit www.blackbaud.com/learn.

	Learn	Learn More	Learn Everything
Executive			
The Raiser's Edge Executive Course I: Home Page and Dashboards	●	●	●
The Raiser's Edge Executive Course II: Finding Essential Data and Navigating Constituent Records		●	●
The Raiser's Edge Executive Course III: Networking and Communicating with Constituents		●	●
The Raiser's Edge Executive Course IV: Managing Your Financial Structure and Gifts		●	●
The Raiser's Edge Executive Course V: Using and Analyzing Data		●	●
Managing Campaigns, Funds, and Appeals		●	●
Moves Management in The Raiser's Edge® 7	●	●	●
Report and Dashboard Essentials	●	●	●
Reporting in The Raiser's Edge - Analytical Reports		●	●
Reporting in The Raiser's Edge - Financial and Pledge Reports		●	●

Continued...

	Learn	Learn More	Learn Everything
Pivot Report Essentials in The Raiser's Edge®		●	●
The Raiser's Edge: Growing Your Organization (regional class)			●
Major and Planned Giving			
The Raiser's Edge Essentials Part I - Online	●	●	●
The Raiser's Edge Essentials Part II - Online		●	●
The Raiser's Edge Essentials Part I – Regional Class			●
The Raiser's Edge Essentials Part II – Regional Class			●
Query Essentials (included in Essentials Part II)	●	●	●
Report and Dashboard Essentials (included in Essentials Part II)	●	●	●
Mail Essentials (included in Essentials Part II)	●	●	●
Reporting in The Raiser's Edge - Financial and Pledge Reports		●	●
Reporting in The Raiser's Edge - Profiles, Lists, and Directories		●	●
Export in The Raiser's Edge 7 (included in Essentials Part II)	●	●	●
Moves Management in The Raiser's Edge 7	●	●	●
Managing Solicitors	●	●	●
Planned Giving in The Raiser's Edge 7*		●	●
Managing Tributes in The Raiser's Edge 7*		●	●
Microsoft Outlook Integration in The Raiser's Edge (optional)	●	●	●
Fundraising			
The Raiser's Edge Essentials Part I - Online	●	●	●
The Raiser's Edge Essentials Part II - Online		●	●
The Raiser's Edge Essentials Part I – Regional Class			●
The Raiser's Edge Essentials Part II – Regional Class			●
Query Essentials (included in Essentials Part II)	●	●	●
Report and Dashboard Essentials (included in Essentials Part II)	●	●	●
Mail Essentials (included in Essentials Part II)	●	●	●
Reporting in The Raiser's Edge - Financial and Pledge Reports	●	●	●
Managing Campaigns, Funds, and Appeals		●	●
Gift Batch in The Raiser's Edge	●	●	●
Constituent Batch in The Raiser's Edge	●	●	●
Query: Beyond Essentials		●	●

Continued...

	Learn	Learn More	Learn Everything
Beyond Mail Essentials: Donor Acknowledgement Letters and Receipts		●	●
Managing Recurring Gifts	●	●	●
Recurring Gift Batch		●	●
Recurring Gift Management Using RE:EFT (optional)*		●	●
Reporting in The Raiser's Edge® - Demographic and Statistical Reports		●	●
Reporting in The Raiser's Edge - Profiles, Lists, and Directories		●	●
Reporting in The Raiser's Edge - Analytical Reports		●	●
Moves Management in The Raiser's Edge 7	●	●	●
Managing Solicitors (optional)	●	●	●
Managing Tributes in Raiser's Edge 7*		●	●
Alumni Management Using RE:Alum*		●	●
Mail Health: AddressAccelerator and PostalSaver*		●	●
Blackbaud NetCommunity Spark™: Introduction*	●	●	●
Blackbaud NetCommunity Spark: Building a Donation Form*	●	●	●
Microsoft® Outlook® Integration in The Raiser's Edge (optional)	●	●	●
Introduction to SAP Crystal Reports® XI (optional)	●	●	●
Membership Coordination			
The Raiser's Edge Essentials Part I - Online	●	●	●
The Raiser's Edge Essentials Part II - Online		●	●
The Raiser's Edge Essentials Part I – Regional Class			●
The Raiser's Edge Essentials Part II – Regional Class			●
Query Essentials (included in Essentials Part II)	●	●	●
Report and Dashboard Essentials (included in Essentials Part II)	●	●	●
Mail Essentials (included in Essentials Part II)	●	●	●
Reporting in The Raiser's Edge - Financial and Pledge Reports	●	●	●
Managing Memberships*		●	●
Prospect Research			
The Raiser's Edge Essentials Part I - Online	●	●	●
The Raiser's Edge Essentials Part II - Online		●	●
The Raiser's Edge Essentials Part I – Regional Class			●
The Raiser's Edge Essentials Part II – Regional Class			●
Query Essentials (included in Essentials Part II)	●	●	●

Continued...

	Learn	Learn More	Learn Everything
Report and Dashboard Essentials (included in Essentials Part II)	●	●	●
Mail Essentials (included in Essentials Part II)	●	●	●
Reporting in The Raiser's Edge® - Financial and Pledge Reports	●	●	●
Reporting in The Raiser's Edge - Profiles, Lists, and Directories		●	●
Managing Prospects with RE:Search*		●	●
Moves Management in The Raiser's Edge 7	●	●	●
Managing Solicitors	●	●	●
Microsoft® Outlook® Integration in The Raiser's Edge (optional)			
Event Management			
The Raiser's Edge Essentials Part I - Online	●	●	●
The Raiser's Edge Essentials Part II - Online		●	●
The Raiser's Edge Essentials Part I – Regional Class			●
The Raiser's Edge Essentials Part II – Regional Class			●
Query Essentials (included in Essentials Part II)	●	●	●
Report and Dashboard Essentials (included in Essentials Part II)	●	●	●
Mail Essentials (included in Essentials Part II)	●	●	●
Reporting in The Raiser's Edge - Financial and Pledge Reports	●	●	●
Gift Batch in The Raiser's Edge	●	●	●
Constituent Batch in The Raiser's Edge	●	●	●
Event Essentials Part 1*	●	●	●
Event Essentials Part 2*		●	●
Managing Gala Events*		●	●
Managing Golf Events*		●	●
Volunteer Management			
The Raiser's Edge Essentials Part I - Online	●	●	●
The Raiser's Edge Essentials Part II - Online		●	●
The Raiser's Edge Essentials Part I – Regional Class			●
The Raiser's Edge Essentials Part II – Regional Class			●
Query Essentials (included in Essentials Part II)	●	●	●
Report and Dashboard Essentials (included in Essentials Part II)	●	●	●
Mail Essentials (included in Essentials Part II)	●	●	●
Reporting in The Raiser's Edge - Profiles, Lists, and Directories		●	●
Volunteer Essentials*		●	●

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	Learn	Learn More	Learn Everything
Volunteer Time Sheet Batch*		●	●
Microsoft® Outlook Integration in The Raiser's Edge® (optional)	●	●	●
Power User / System Expert			
The Raiser's Edge Essentials Part I - Online	●	●	●
The Raiser's Edge Essentials Part II - Online		●	●
The Raiser's Edge Essentials Part I – Regional Class			●
The Raiser's Edge Essentials Part II – Regional Class			●
Query Essentials (included in Essentials Part II)	●	●	●
Report and Dashboard Essentials (included in Essentials Part II)	●	●	●
Mail Essentials (included in Essentials Part II)	●	●	●
Query: Beyond Essentials		●	●
Reporting in The Raiser's Edge - Financial and Pledge Reports	●	●	●
Import Basics	●	●	●
Advanced Importing		●	●
Policy and Procedures for Configuration and Administration		●	●
Policy and Procedures for Constituent Records		●	●
Policy and Procedures for Data Processing and Retrieval		●	●
Policy and Procedures for Fundraising Structure and Gift Records		●	●
Database Doctor		●	●
Introduction to SAP Crystal Reports® XI	●	●	●
Intermediate SAP Crystal Reports® XI		●	●
Microsoft® Outlook® Integration in The Raiser's Edge	●	●	●
Implementing RE:NetSolutions (optional)*		●	●
Microsoft® Excel®: Preparing Data for Import (regional course)			●
SQL Server Administration for Blackbaud Databases (regional course for IT professionals only)			●
The Raiser's Edge 7: Custom Reporting with SAP Crystal Reports® (regional course)			●
The Raiser's Edge 7 VBA / API (regional course for IT professionals only)			●
The Raiser's Edge: Advanced Importing Techniques (regional course)			●
Data Entry			
The Raiser's Edge Essentials Part I - Online	●	●	●
The Raiser's Edge Essentials Part II - Online		●	●
The Raiser's Edge Essentials Part I – Regional Class			●
The Raiser's Edge Essentials Part II – Regional Class			●

	Learn	Learn More	Learn Everything
Query Essentials (included in Essentials Part II)	●	●	●
Report and Dashboard Essentials (included in Essentials Part II)	●	●	●
Mail Essentials (included in Essentials Part II)	●	●	●
Reporting in The Raiser's Edge® - Financial and Pledge Reports	●	●	●
Recurring Gift Batch		●	●
Gift Batch in The Raiser's Edge	●	●	●
Constituent Batch in The Raiser's Edge	●	●	●
Beyond Mail Essentials: Donor Acknowledgement Letters and Receipts		●	●
Mail Health: AddressAccelerator™ and PostalSaver™*		●	●
RE7 Part I Essentials Refresher	●	●	●
RE7 Part II Essentials Refresher	●	●	●
Marketing and Communications			
The Raiser's Edge Essentials Part I - Online	●	●	●
The Raiser's Edge Essentials Part II - Online		●	●
The Raiser's Edge Essentials Part I – Regional Class			●
The Raiser's Edge Essentials Part II – Regional Class			●
Query Essentials (included in Essentials Part II)	●	●	●
Report and Dashboard Essentials (included in Essentials Part II)	●	●	●
Mail Essentials (included in Essentials Part II)	●	●	●
Reporting in The Raiser's Edge - Financial and Pledge Reports	●	●	●
Beyond Mail Essentials: Donor Acknowledgement Letters and Receipts		●	●
Mail Health: AddressAccelerator and PostalSaver*		●	●
Blackbaud NetCommunity Spark™: Introduction*	●	●	●
Blackbaud NetCommunity Spark: Sending Email*	●	●	●
Webmaster			
Blackbaud NetCommunity Spark: Building a Donation Form*	●	●	●
Blackbaud NetCommunity Spark: Building a Profile Form*	●	●	●
Blackbaud NetCommunity Spark: Introduction*	●	●	●
Blackbaud NetCommunity Spark: Sending Email*	●	●	●
Implementing RE:NetSolutions (optional)*		●	●

*This course covers functionality available within a system module that is not included as core functionality within The Raiser's Edge.

To confirm that you have the appropriate modules, please contact your account manager

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