

# GrowthZone Regional Training Agenda

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## Working with Contacts & Members

- Setting up Directories
- Working with Contacts
- Setting up Membership Types & Membership Application Form
- Managing Members
- Introduction to Info Hub
- Analyzing Membership Reports

## Working with Communications

- Setting up eMail templates
- Sending eMail communication
- Working with Lists/Committees

## Setting Up and Managing Your Billing

- Initial Billing Setup
- Managing Membership Dues Billing
- Managing Payments, Refunds, Credits, Write-offs
- Reviewing Billing Reports

## Successful Event Management

- Initial Event Setup Options
- Adding & Customizing Your Events
- Managing Attendees
- Billing for Events