



ChamberMaster/MemberZone Classroom Training Day One

Communications

- Making the most of Email Templates
 - Working with Pre-defined Templates
 - Creating Templates from Scratch
 - Using Templates
- Email Best Practices

Creating and Working with Groups

- Create Groups from Reports
- Manage Group Participation

Managing Memberships

- Configuring Membership Types/Packages
- Setting up and Working with Prospects
- Adding/Upgrading/Dropping Members
- Engaging your members in the MIC
- Analyzing Membership Reports
- Managing Membership Renewals

Class runs from 9am – 4:30pm, with a ½ hour for lunch. Please bring your laptop to each training session to participate in hands on exercises.

