GrowthZone Classroom Training Agenda

Day 1

9:00 – 9:30
Introductions

9:30 – 12:00
Communications & Lists/Committees
- Email Templates
- Email Designer
- Push Notifications
- Lists/Committee Setup
- Smart Lists
- Manage Unsubscribes
- Manage Invalid Emails

12:00 – 1:00
Lunch

1:00 – 4:30
Managing Events & Overview of Event Setup
- Setting Up Event Registration Types
- Managing Event Discounts
- Selling Additional Items
- Managing Registrations

Working with Sponsors
- Setting Up Sponsorships
- Managing Sponsorships

Day 2

9:00 – 12:00
Managing Renewals
- Renewal Settings
- Data Verification
- Generate and Deliver Invoices

Managing Unpaid Dues
- Identify over-due membership dues invoices
- Apply late fees
- Mass drop

12:00 – 1:00
Lunch

(continued)

1:00 – 2:30
Marketing Automation
- 5 Best Practices for Marketing Automation
- Set up a New Member Onboarding Campaign

2:30 – 4:00
Working with Reports
- Common Report Functions
- Generating Reports
- Sample Reports

4:00 – 4:30
Wrap up – Q & A