

web training syllabus

Advanced Event Manager Tools

Topics covered:

- I. Removing and rearranging Event Manager fields
- II. Setting Global Settings for the Event Manager
 - A. Setting manager defaults[†]
 - B. Renaming fields
- III. Creating user defined fields
- IV. Inputting user defined fields
- V. Establishing New Booking Defaults[†]
- VI. Establishing Required Fields[†]
- VII. Copying sub-events*
- VIII. Including/un-including sub-events
- IX. Generating prints for individual sub-events*
- X. Customizing the sub-event display
- XI. Customizing the Food/Service tab
- XII. Printing the Production Sheet
- XIII. Hiding items in prints[†]
- XIV. Linking menu item quantities to guest counts*
- XV. Copying menus from event to event[†]
- XVI. Copying events[†]
- XVII. Tracking event specific dates
- XVIII. Applying discounts
- XIX. Making an event checklist[†]
- XX. Printing a checklist for multiple events[†]
- XXI. Modifying event tax/service charge rates
- XXII. Setting a schedule of future deposits due[†]
- XXIII. Q & A

[†] Not available in the Express version of the program.

* Only available in the Professional version of the program.

Total Class Length: 1 Hour, 30 Minutes

Important Notes:

- High-speed web access is required.
- Payment in full must be made prior to the class.
- Caterease is not responsible for loss of connection, either by the student or by the moderator. If a student cannot attend a class due to technical problems, he or she will be allowed to attend at a later date. If a moderator is forced to cancel a class due to technical problems, that class will be rescheduled. No monies will be refunded.

