Advanced Event Manager Tools
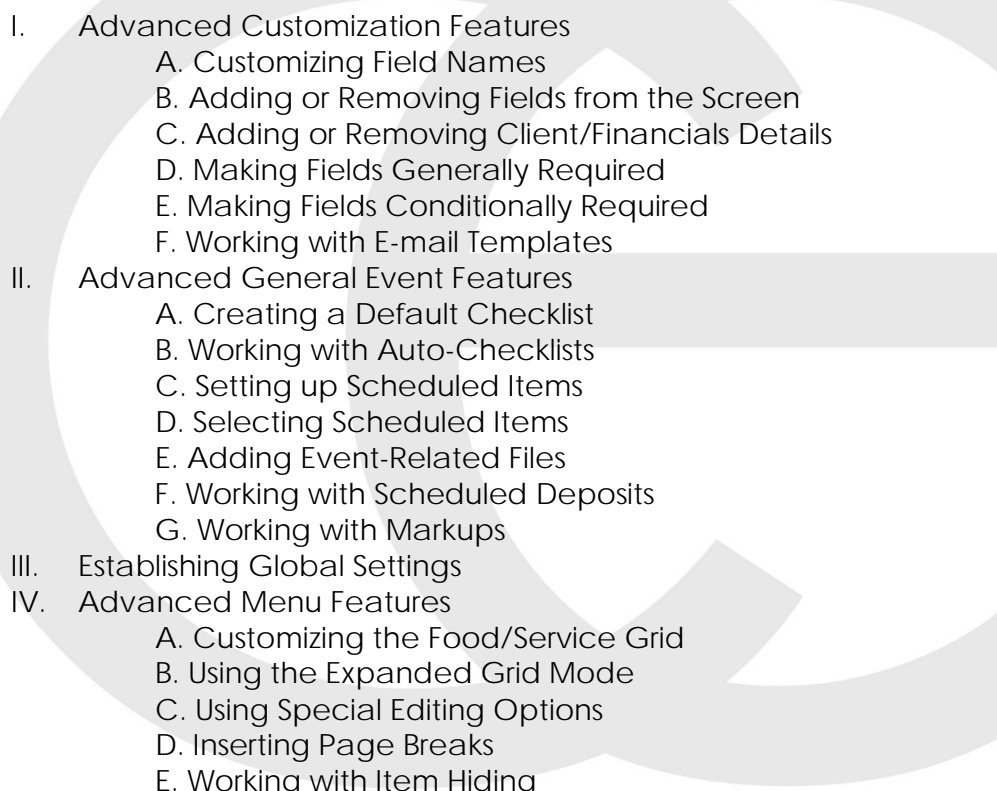
Class Syllabus

Topics Covered:

I. Advanced Customization Features
    A. Customizing Field Names
    B. Adding or Removing Fields from the Screen
    C. Adding or Removing Client/Financials Details
    D. Making Fields Generally Required
    E. Making Fields Conditionally Required
    F. Working with E-mail Templates

II. Advanced General Event Features
    A. Creating a Default Checklist
    B. Working with Auto-Checklists
    C. Setting up Scheduled Items
    D. Selecting Scheduled Items
    E. Adding Event-Related Files
    F. Working with Scheduled Deposits
    G. Working with Markups

III. Establishing Global Settings

IV. Advanced Menu Features
    A. Customizing the Food/Service Grid
    B. Using the Expanded Grid Mode
    C. Using Special Editing Options
    D. Inserting Page Breaks
    E. Working with Item Hiding
    F. Linking Quantity to Guest Count
    G. Linking Sub-Event Guest Count to General Guest Counts
    H. Batch-Processing Menu Items

V. Q & A