



<b>Suggested Training Videos</b> <i>Click title to launch video</i>	<b>Versai Areas</b>	<b>Cashier</b>	<b>Reservation Staff</b>	<b>Box Office / Visitor Services Manager, Manager On Duty</b>	<b>Gift Shop Manager</b>	<b>Finance Staff</b>	<b>Membership Staff</b>	<b>Development Staff</b>	<b>Programs/ Education Manager</b>	<b>Marketing Staff</b>	<b>Web Manager</b>	<b>Site Admin / IT Tech</b>	<b>Executive Director</b>
<a href="#">Set Up Camps &amp; Classes</a>	Admissions Setup		X	X					X			X	
<a href="#">Set Up Field Trip and Outreach Programs (School Events)</a>	Admissions Setup		X	X					X			X	
<a href="#">Set Up Sales Discounts</a>	Admissions Setup		X	X						X		X	
<a href="#">Set Up Paper Passes</a>	Admissions Setup			X						X		X	
<a href="#">Gift Shop Tab Overview</a>	Gift Shop	X			X	X				X		X	X
<a href="#">Process Refunds in Gift Shop</a>	Gift Shop	X		X	X	X						X	
<a href="#">Inventory (Gift Shop Setup) Tab Overview</a>	Inventory				X							X	X
<a href="#">Set Up and Use Gift Shop Discounts</a>	Inventory				X							X	
<a href="#">Create and Check In Orders</a>	Inventory				X							X	
<a href="#">Development Tab Overview</a>	Development					X		X				X	X
<a href="#">Set Up Drives, Campaigns, Promotions</a>	Development, Membership						X	X		X		X	X
<a href="#">Set Up Levels, Premiums</a>	Development, Membership						X	X				X	X
<a href="#">Enter Donations</a>	Development							X				X	X
<a href="#">Enter Pledges and Send Reminders</a>	Development							X				X	X
<a href="#">Manage Donor Contact</a>	Development							X				X	X
<a href="#">Generate Thank You Letters</a>	Development, Membership, Mailings						X	X		X		X	X
<a href="#">Membership Tab Overview</a>	Membership					X	X	X				X	X
<a href="#">Enter Memberships</a>	Membership						X	X				X	
<a href="#">Generate Membership Cards</a>	Membership, Mailings						X			X		X	
<a href="#">Generate Renewal Notices</a>	Membership, Mailings						X			X		X	
<a href="#">Set Up Member Passes</a>	Membership			X			X	X		X		X	
<a href="#">Getting Started with Merge Templates, Part 1</a>	Mailings		X	X	X	X	X	X	X	X		X	
<a href="#">Getting Started with Merge Templates, Part 2</a>	Mailings		X	X	X	X	X	X	X	X		X	

