

Booking Your First Event Class Syllabus

Topics Covered:

- I. Catecrease Introduction
 - A. Ribbon Tabs
 - B. Navigation Pane
 - C. Frequently Used Buttons
 - D. Event Manager: Using the Event Display
 - E. Event Manager: Using the Sub-Event Display

- II. Using the Event Wizard
 - A. Accessing the Event Wizard
 - B. Adding a New Account/Contact Person
 - C. Choosing a Wizard Layout
 - D. Completing the Informational Fields
 - A. Filling out General Details
 - B. Filling out Room Details
 - a. Using the Room Selection Wizard
 - C. Filling out Site Location Details
 - D. Entering Food/Service Items Details
 - a. Retrieving Food/Service Items from Default Menus
 - b. Adding a Custom Food/Service Item to an Event

- III. Adding a Second Sub-Event

- IV. Generating the Contract (Or Other Print)
 - A. Printing the Contract (Or Other Print)
 - B. E-mailing the Contract (Or Other Print)

- V. Posting a Payment

- VI. Customizing Quickpick Lists

- VII. Q & A