



Are you responsible for selling Guestrooms and/or Event Space at your property?
Follow the appropriate education path based on the area of selling you specialize in.



I sell
Guestrooms



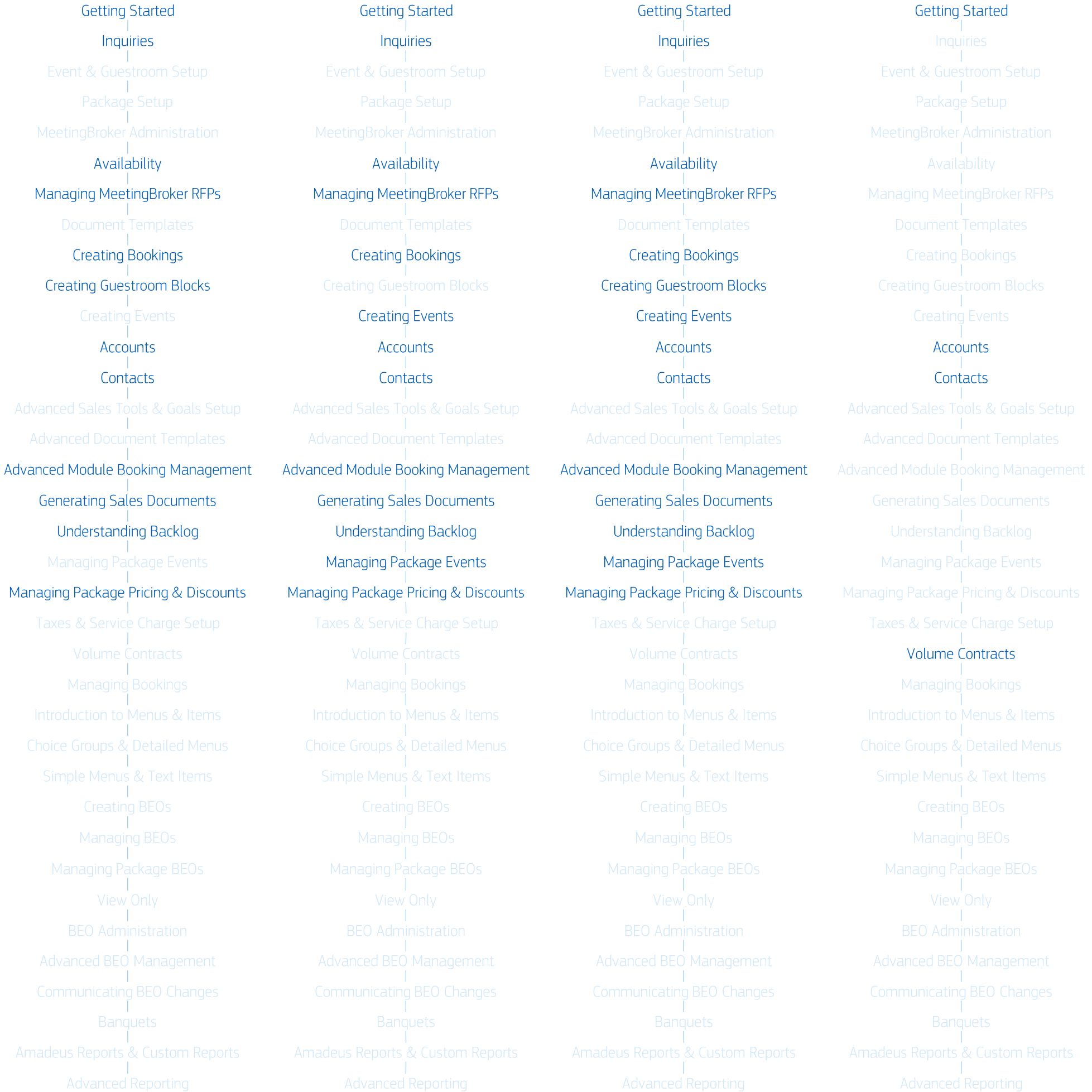
I sell
Event Space



I sell
Guestrooms &
Event Space



I negotiate
Transient
Contracts





Are you responsible for managing the details of a contracted group at your property?
 Do you sell and manage Social Events?
 Follow the appropriate education path based on your specialty.



**I manage Group
 Room Blocks &
 Detail Events**



**I manage Event
 details only**



**I sell, manage,
 and detail Social
 Catering Events**

- Getting Started
- Inquiries
- Event & Guestroom Setup
- Package Setup
- MeetingBroker Administration
- Availability
- Managing MeetingBroker RFPs
- Document Templates
- Creating Bookings
- Creating Guestroom Blocks
- Creating Events
- Accounts
- Contacts
- Advanced Sales Tools & Goals Setup
- Advanced Document Templates
- Advanced Module Booking Management
- Generating Sales Documents
- Understanding Backlog
- Managing Package Events
- Managing Package Pricing & Discounts
- Taxes & Service Charge Setup
- Volume Contracts
- Managing Bookings
- Introduction to Menus & Items
- Choice Groups & Detailed Menus
- Simple Menus & Text Items
- Creating BEOs
- Managing BEOs
- Managing Package BEOs
- View Only
- BEO Administration
- Advanced BEO Management
- Communicating BEO Changes
- Banquets
- Amadeus Reports & Custom Reports
- Advanced Reporting

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Do you work directly with guests, once they have arrived or departed your property?
Follow the appropriate education path based on the way you, or your teams, engage with guests.



I manage
Guestroom
Blocks in PMS



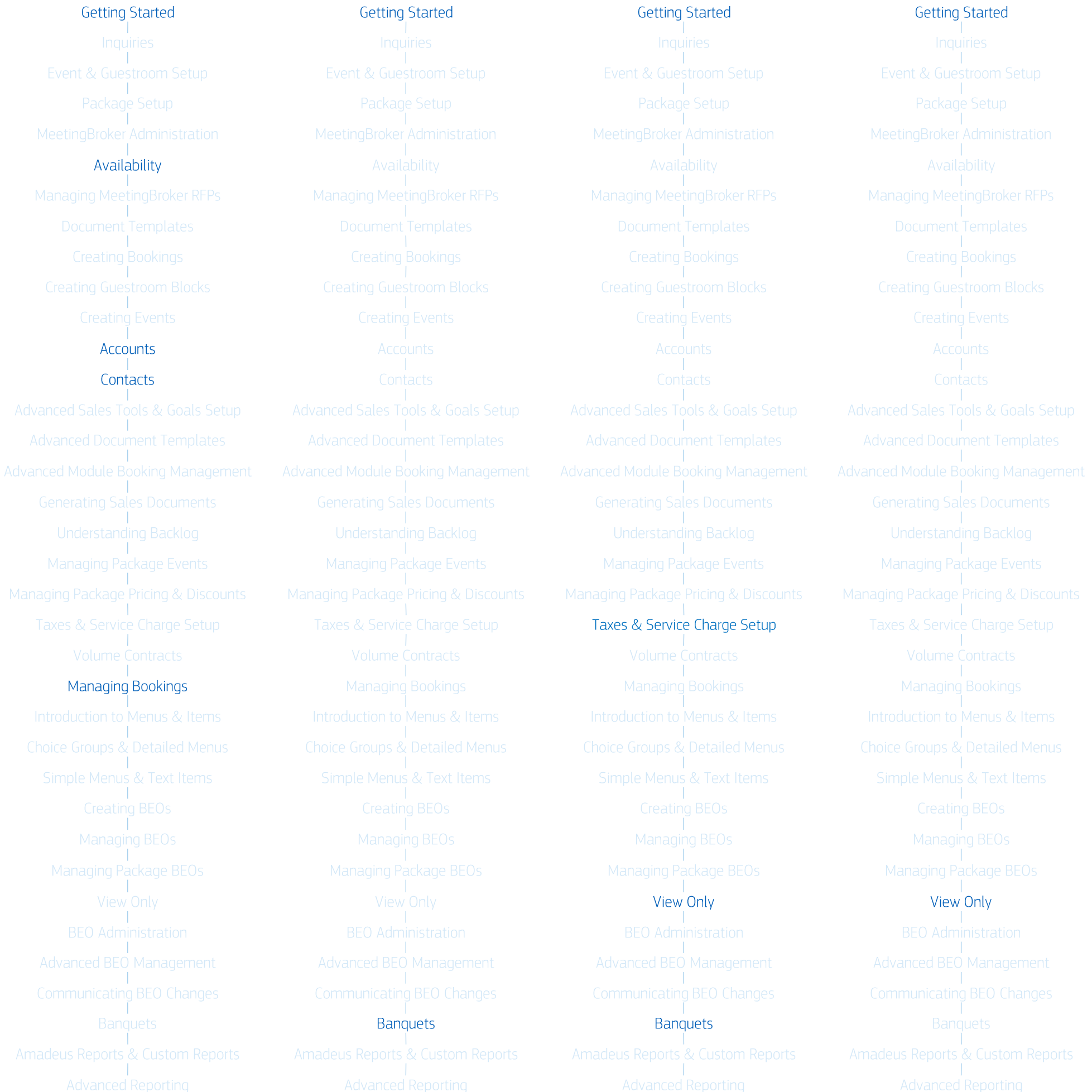
I am in
Banquets

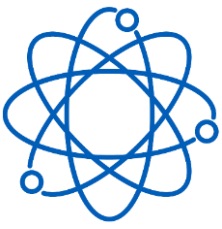


I oversee
Banquet
Operations



I am a member
of the Executive
Team





Are you responsible for managing software settings for your team, your property, or your hospitality management company?

Follow the appropriate Administrators education path based on the areas you specialize in.



**Admin Path
with Sales
Focus**



**Admin Path
with Catering
Focus**



**Revenue and
Finance**



**I need to know
it all – Admin
& User**

