

Regional Training for PASTPERFECT

PastPerfect Museum Software Training

PastPerfect Software Inc. is committed to providing the highest quality training opportunities for our community of PastPerfect users. Classes are offered on a regional basis throughout the year and provide both basic and advanced training in the use of PastPerfect Software. We have professional staff from the museum community and the technical industry to ensure the highest quality educational experience for our users.

This three day training series gives you everything you need to use PastPerfect Version 4.0. Participants may join us for a single day or any combination of days.

PastPerfect training is a hands-on experience. You will have the opportunity to use the software in class while the instructor guides you through step-by-step procedures.

Regional Training Costs and Scheduling

The cost for each training class is \$123.75 per person per day or \$99.00 per person per day for AASLH Institutional Members. For an updated list of training classes in your area, please visit our web site at: www.MuseumSoftware.com/training.shtml

Custom Onsite Training

Organizations interested in a more personal one-on-one training experience may request customized onsite training. As an alternative to regional training classes, PastPerfect Software offers customized onsite training focused on your particular needs. Onsite training is available for \$750 per day plus travel expenses. There is a two day minimum for all onsite visits.



Day 1: Collections Part 1

Cataloging Your Collections Using PastPerfect 4.0

Collections Management training provides useful guidelines for cataloging and researching your collection. You will learn how to automate repetitive data entry tasks, keep data consistent, attach digital images using the Multi-Media Upgrade, and keep your data secure.

If you are a new user, this is an excellent starting point. If you are an experienced user, this class will help refine your ability to use the program.

Day 2: Collections Part 2

Managing Your Collections using PastPerfect 4.0

Managing Your Collections gives you tools for administering your collections catalog. Using principles learned in the *Cataloging Your Collections* class as a guideline, you will learn how to manage exhibits and loans, document condition reports and appraisals, deaccession items, and use global updates to correct previously entered data. You will also explore customizing built-in reports as well as creating your own reports using Report Maker. Come learn the tools and tricks to design the reports your institution needs!

Day 3: Contacts Management

Managing Membership and Fundraising Activities

Maintaining effective relationships with your contacts is a full-time job. PastPerfect helps simplify this process by managing your mass mailings, membership renewals, donation receipts, volunteer hours, and campaign activities. By learning how to create lists automatically and process receipts, you can boost the efficiency and effectiveness of your mailings. This day of training is the tool that can reduce the time needed for this ongoing job!

For more information or to sign up for a training class, email training@museumsoftware.com or call 1-800-562-6080.