

Training Resources - Admins

Tools and Resources

ADP
Overview

FCA University

VIP

Databasic

FCA Glossery of
Terms

FCA Language

Downloading
Microsoft Office

Social Media Tools

Constant
Contact Sync

Teamnet

Skills and Key Concepts

Schedule
Assistant
Teams/Outlook

Email/Calendar
Delegation

Submitting a
Ticket

Canva Training
Video

Constant
Contact SMS
Guidelines

Budget

Creating Orgs

Org Transfers

PAF

Reports

Expense Reports

Expense Proxy

Financial Reports (start 6:20)

Donations and Donor Management

Donor
Communications

New Donor
Entry

Lapsed Donor

Check and
Check Batch

Donor Relations

FCA Key Concepts

Org Numbers

Yellow, Green and Red Zones

Hiring

ADP ADP Hiring
Work Flow

Teamnet Hiring Page

Hiring Process
Overview

FCAU ADP Hiring
Course