

IAAPA Learning Library User Guide



Navigating to the Learning Library

1. Navigate to the IAAPA Website @ <https://www.iaapa.org/>
2. Hover over 'Education'
3. Then select **IAAPA Learning Library** from the main Education Menu drop-down list.



The screenshot shows the IAAPA website's navigation bar with links for English, Asia Pacific, Advocacy, Partners, Research, Awards, About, Membership, and Career Center. Below the navigation is a large banner with the text 'JOIN THE FUN' and the IAAPA logo. The 'Education' menu is open, displaying a list of options: IAAPA Learning Library (highlighted with a green arrow), In-Person Learning, Common Body of Knowledge, IAAPA Attractions Industry Skills Assessment, Mentorship Program, IAAPA Certification, and IAAPA Foundation Programs. The 'IAAPA Learning Library' option is the top item in the list.

4. Select 'Online Courses' from the light green banner



The screenshot shows the IAAPA Learning Library landing page. At the top, there's a green banner with the text 'IAAPA LEARNING LIBRARY' and a subtext about learning opportunities. Below the banner are three buttons: 'Online Courses' (highlighted with a green box), 'IAAPA Education Contributor Webinars', and 'Recorded Webinars & EDUSessions'.

5. You will be directed to the **IAAPA Learning Library**
6. Select **Login**



The screenshot shows the IAAPA Learning Library homepage after logging in. The top navigation bar includes links for Home, Shop, Learner Dashboard, Group Dashboard, a shopping cart with \$0.00, and a 'Login' button (highlighted with a green box). The main title 'IAAPA LEARNING LIBRARY' is displayed prominently in large white letters.

7. Use your IAAPA.org Login to access your IAAPA Learning Library discounts



Searching for Courses

1. From the IAAPA Learning Library Home Page, select 'Shop' at the top of the screen.

The image shows the IAAPA Learning Library home page. The top navigation bar includes 'Home', 'Shop' (which is highlighted with a green box), 'Learner Dashboard', 'Group Dashboard', a '\$0.00' cart icon with a '0' notification, and 'Logout'. The main title 'IAAPA LEARNING LIBRARY' is prominently displayed in large white letters. Below the title, a sub-headline reads: 'Discover a world of learning opportunities with IAAPA Online Education. From skill-building courses and insightful webinars to interactive workshops and virtual conferences, our digital platform offers a diverse range of programs to meet your needs.' A 'Search by keyword...' input field is located at the top left of the content area.

- a. Selecting **Shop** directs you to all the course offerings
- b. Courses can be filtered by **type of course, target audience, areas of practice, constituency, and language**
- c. Courses can also be searched by using the '**Search by keyword**' search feature

The image shows the 'E-LEARNING' shop page. On the left, there are two filter panels: 'TYPE OF COURSE' (EDUSession, Online Course, Webinar) and 'COURSE CATEGORY' (Audience: Decision Makers, Executives, Introductory, Professional, Students & Young). The main content area displays a grid of course cards, each with a thumbnail, title, description, and price (\$100.00). The cards shown are: 'Finance Management', 'Leading People', 'Managing Conflict', 'Successfully Navigating Promotion', 'Guiding with Purpose: The Practice of Mentorship', and 'Think Safe: Work Smart: Office Safety in Action'. A search bar at the top says 'Showing 1-21 of 700 results' and 'Sort by latest'.

Selecting a Course

1. The fee for each course is listed just under the course name
2. Select the course of interest to see additional information and to complete your purchase

Home Shop Learner Dashboard Group Dashboard **\$0.00** [Logout](#)



If you are registered with IAAPA as a student, educator or young professional and not seeing your discount being applied, [click here](#) for your discount code.

Basics of Food and Beverage Management

\$100.00

Individual Group

[Add to basket](#)

Course Description

This course establishes the basics of food and beverage management so that you can keep consistent records, calculate food cost percentages, and maximize guest spending in order to remain perpetually profitable. It examines best practices for troubleshooting cost issues, as well as how to recruit, train, develop, and retain good employees, all while maintaining a positive food and beverage culture.

This 30-minute course includes multiple inline activities to aid in the understanding of how to calculate food cost as a percentage of sales, create recipe cards, and engineer your menu properly in order to boost sales. This course also includes a knowledge check to reinforce the concepts and is a vital course for any team member, especially frontline employees, new hires, or employees returning for the new season.

Course Objectives

- Define common food and beverage terms
- Collect and analyze sales data for food and beverage products
- Engineer a menu layout according to sales data
- Identify food and beverage management best practices for attractions
- Establish, train, and maintain a strong labor force

Details

CEUs: 0.5

Training Time: 30 minutes

Language: American English

Key Features: Inline Activities, Post-Assessment

Categories: Amusement & Theme Parks, Audience, Common Domains, Constituency, Decision Makers, English, Executives, Family Entertainment Centers (FEC), Food & Beverage, Language, Museums & Science Centers, Natural & Adventure Attractions, Professional, Water Parks & Resorts, Zoos & Aquariums

Tag: Online Course

Related products

The Art of Leadership Presence: Consistency
from Mindscaling

First Steps: Ride Operations
\$100.00

First Steps: Safety
\$100.00

Purchasing Courses

1. Courses can be purchased for **individuals or groups** by selecting the appropriate option
2. Then, select '**Add to basket**'



If you are registered with IAAPA as a student, educator or young professional and not seeing your discount being applied, click here for your discount code.

Basics of Food and Beverage Management

\$100.00

Individual Group

Add to basket

3. The course will appear in your '**basket**' and the total for all items in your basket will be displayed at the top of the screen. From here, you can also view your basket at any time.



If you are registered with IAAPA as a student, educator or young professional and not seeing your discount being applied, click here for your discount code.

Basics of Food and Beverage Management

\$100.00

Individual Group

Add to basket

4. Your basket will display the following:
 - a. All products that have been added for purchase
 - b. A space to enter a '**coupon code**', if applicable
 - c. '**Basket totals**'
 - d. '**Proceed to checkout**'
5. To make your purchase, select '**Proceed to checkout**'

Basket

Product	Price	Quantity	Subtotal
 Basics of Food and Beverage Management	\$100.00	1	\$100.00
<input type="text" value="Coupon code"/> <input type="button" value="Apply coupon"/>			<input type="button" value="Update basket"/>

Basket totals

Subtotal \$100.00
Total \$100.00

6. Complete your billing details
7. Then select 'Place order'

Checkout

Have a coupon? [Click here to enter your code](#)

Billing details

First name * Corlis Last name * Webb

Company name (optional)

Country/Region * United States (US)

Street address * House number and street name

Apartment, suite, unit, etc. (optional)

Town / City *

State * Florida

Postcode *

Phone *

Email address * cwebb@iaapa.org

Additional information

Order notes (optional)

Notes about your order, e.g. special notes for delivery.

Your order

Product	Subtotal
Basics of Food and Beverage Management x 1	\$100.00
Subtotal	\$100.00
Total	\$100.00

Credit Card 

Pay securely using your credit card.

Card Number *
Expiration (MM/YY) * Card Security Code *

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

8. Access purchased content by selecting 'Learner Dashboard' from the top of the screen

[Home](#)

[Shop](#)

[Learner Dashboard](#)

[Group Dashboard](#)

\$100.00

[Logout](#)

For more information about the IAAPA Learning Library contact education@iaapa.org.