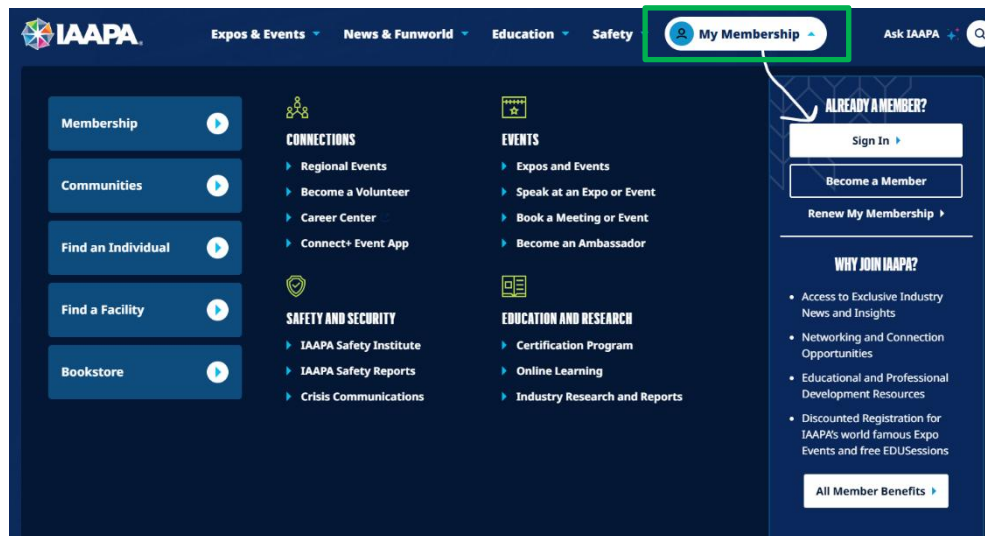


# IAAPA Learning Library User Guide

## Navigating to the Learning Library

1. Navigate to the IAAPA Website @ <https://www.iaapa.org/>
2. Select 'My Membership' and login to your IAAPA account or create an account



3. Hover over 'Education'
4. Then select IAAPA Learning Library from the main Education Menu drop-down list.



4. Select **IAAPA Learning Library** from the light green banner
5. You will be directed to the **IAAPA Learning Library**



## Searching for Courses

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



- 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



Showing 1–21 of 700 results Sort by latest ▼

**TYPE OF COURSE**

- ☒ EDUSession
- ☒ Online Course
- ☒ Webinar

**COURSE CATEGORY**

Audience

- ☐ Decision Makers
- ☐ Executives
- ☐ Introductory
- ☐ Professional
- ☐ Students & Young

**Finance Management**

IAAPA EDUCATION

e-learning Course

Powered by

**Finance Management**

\$100.00

**Leading People**

IAAPA EDUCATION

e-learning Course

Powered by

**Leading People**

\$100.00

**Managing Conflict**

IAAPA EDUCATION

e-learning Course

Powered by

**Managing Conflict**

\$100.00

**Successfully Navigating Promotion**

IAAPA EDUCATION

e-learning Course

Powered by

**Successfully Navigating Promotion**

\$100.00

**Guiding with Purpose: The Practice of Mentorship**

IAAPA EDUCATION

e-learning Course

Powered by

**Guiding with Purpose: The Practice of Mentorship**

\$100.00

**Think Safe: Work Smart: Office Safety in Action**

IAAPA EDUCATION

e-learning Course

Powered by


**Think Safe: Work Smart: Office Safety in Action**

\$100.00

## 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 Mindscalling



First Steps: Ride Operations  
\$100.00

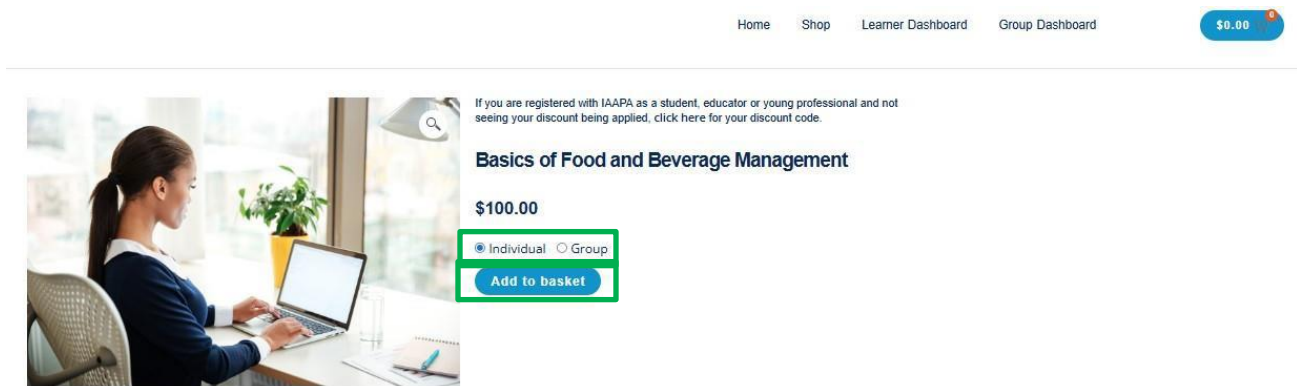


First Steps: Safety  
\$100.00

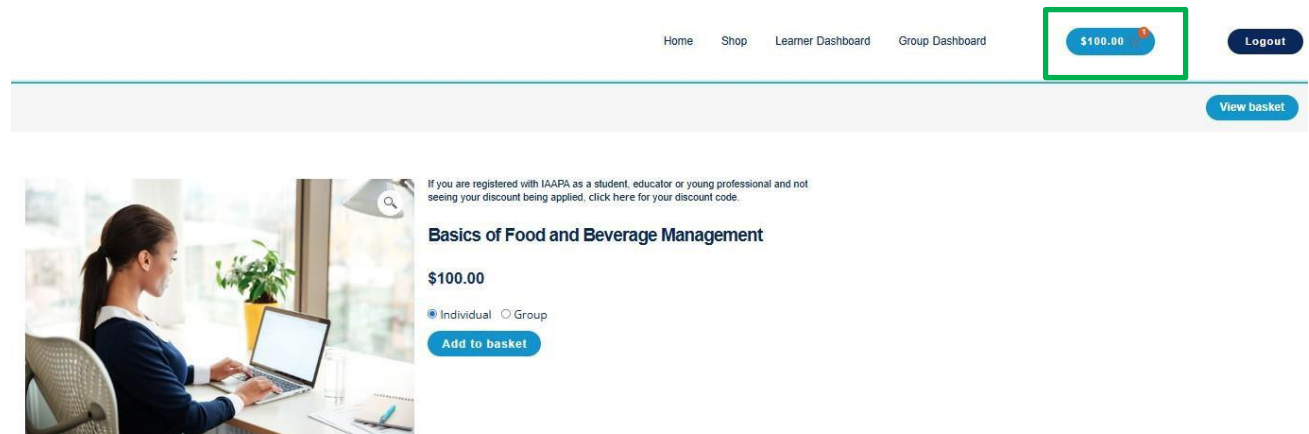


## Purchasing Courses

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



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.



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
	 <a href="#">Basics of Food and Beverage Management</a>	\$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

- Complete your billing details
- Then select 'Place order'

# Checkout

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

## Billing details

First name *	Last name *
<input type="text" value="Corlis"/>	<input type="text" value="Webb"/>
Company name (optional)	
<input type="text"/>	
Country/Region *	
<input type="text" value="United States (US)"/>	
Street address *	
<input type="text" value="House number and street name"/>	
<input type="text" value="Apartment, suite, unit, etc. (optional)"/>	
Town / City *	
<input type="text"/>	
State *	
<input type="text" value="Florida"/>	
Postcode *	
<input type="text"/>	
Phone *	
<input type="text"/>	
Email address *	
<input type="text" value="cwebb@uaapa.org"/>	
Additional information	
Order notes (optional)	
<input type="text" value="Notes about your order, e.g. special notes for delivery."/>	

## Your order

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

Credit Card     

Pay securely using your credit card.

Card Number *	<input type="text" value="**** *"/>
Expiration (MM/YY) *	<input type="text" value="MM / YY"/>
Card Security Code *	<input type="text" value="CSC"/>

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



For more information about the IAAPA Learning Library contact [education@iaapa.org](mailto:education@iaapa.org).



