

# 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



The screenshot shows the IAAPA website homepage. At the top, there is a navigation bar with links for 'Expos & Events', 'News & Funworld', 'Education', 'Safety', and 'My Membership'. The 'My Membership' link is highlighted with a green box and a callout arrow pointing to a 'Sign In' button. Below the navigation bar, there are several sections: 'Membership' (with links to 'Communities', 'Find an Individual', 'Find a Facility', and 'Bookstore'), 'Connections' (with links to 'Regional Events', 'Become a Volunteer', 'Career Center', and 'Connect+ Event App'), 'Events' (with links to 'Expos and Events', 'Speak at an Expo or Event', 'Book a Meeting or Event', and 'Become an Ambassador'), 'Safety and Security' (with links to 'IAAPA Safety Institute', 'IAAPA Safety Reports', and 'Crisis Communications'), 'Education and Research' (with links to 'Certification Program', 'Online Learning', and 'Industry Research and Reports'), and a 'WHY JOIN IAAPA?' section with a list of benefits. A 'All Member Benefits' button is located at the bottom right of this section.



The screenshot shows the IAAPA login page. At the top, there is a logo for 'IAAPA The Global Association for the Attractions Industry'. Below the logo are two input fields: 'Username' and 'Password', each with a corresponding icon (user and lock). A large 'Log in' button is centered below the fields. Below the button are links for 'Forgot your password?' and 'Not a member?'.

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



The screenshot shows the IAAPA website with the 'Education' menu open. The 'Education' button in the top navigation bar is highlighted with a green box and a callout arrow pointing to the 'IAAPA Learning Library' option in the dropdown menu. The 'IAAPA Learning Library' option is also highlighted with a green box. Other options in the dropdown menu include 'In-Person Learning', 'Common Body of Knowledge', 'IAAPA Attractions Industry Skills Assessment', 'Mentorship Program', 'IAAPA Certification', and 'IAAPA Foundation Programs'.

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



The image shows the IAAPA Learning Library homepage. At the top, there is a navigation bar with links for 'Expos & Events', 'News & Funworld', 'Education' (which is highlighted in a blue box), 'Safety', 'My Membership', and 'Ask IAAPA'. Below the navigation bar is a large green banner with the text 'IAAPA LEARNING LIBRARY' in white. To the right of the banner is a photograph of a smiling woman wearing a headset, suggesting she is attending a virtual event. Below the banner, there is a yellow section containing three buttons: 'Online Courses' (which is highlighted with a green border), 'IAAPA Education Contributor Webinars', and 'Recorded Webinars & EDUSessions'.



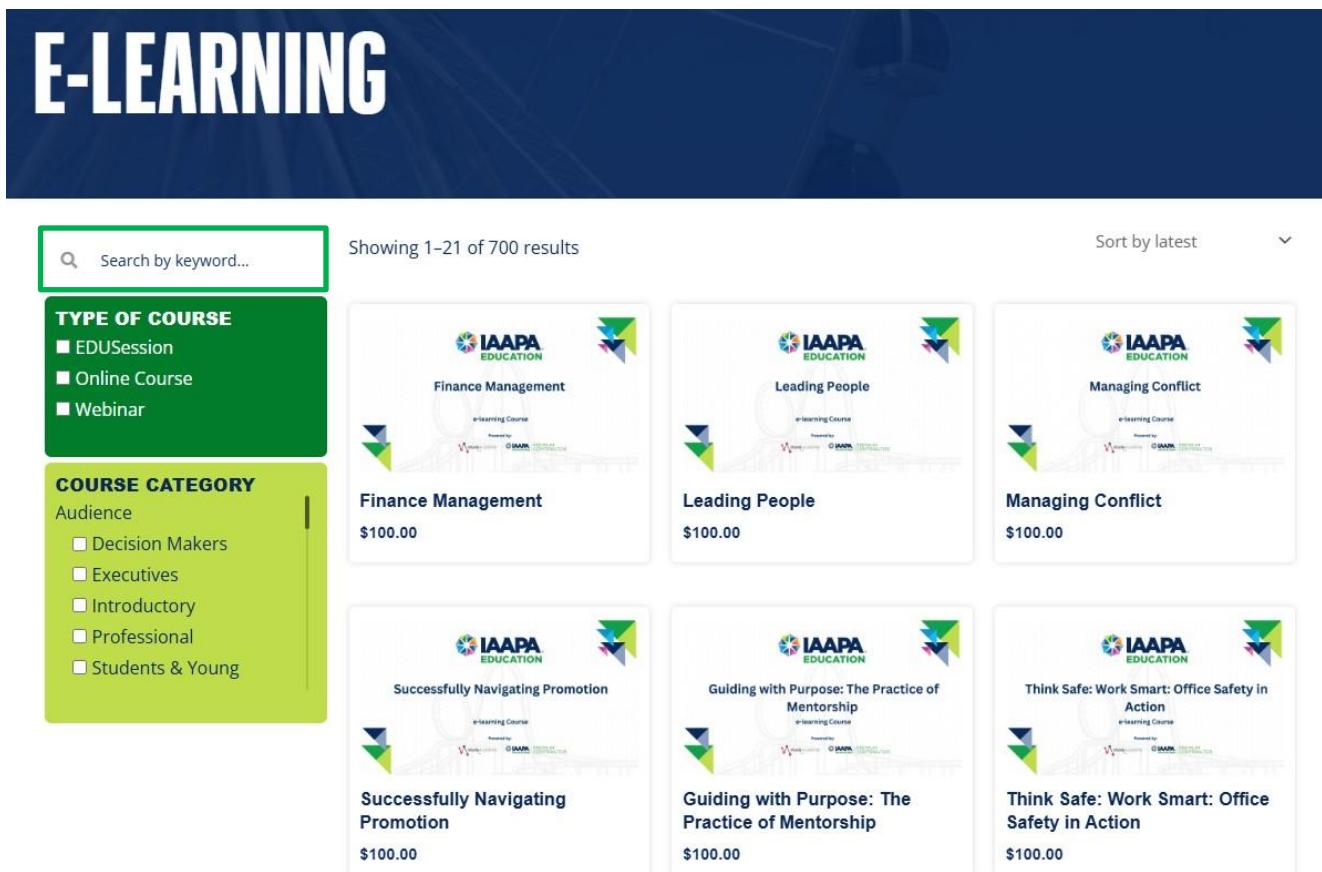
The image shows the IAAPA Learning Library user interface. At the top, there is a dark blue header with the 'IAAPA EDUCATION' logo on the left. To the right are links for 'Home', 'Shop', 'Learner Dashboard', 'Group Dashboard', a shopping cart icon showing '0' items, and a 'Logout' button. Below the header is a large white banner with the text 'IAAPA LEARNING LIBRARY' in a large, bold, white font. Underneath the banner, there is a smaller text block that 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.'

## 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. At the top, there is a navigation bar with links for 'Home', 'Shop' (which is highlighted with a green border), 'Learner Dashboard', 'Group Dashboard', a shopping cart icon showing '0.00', 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. 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 IAAPA Learning Library Shop page. At the top, the word 'E-LEARNING' is displayed in large white letters. Below the title, there is a search bar with the placeholder 'Search by keyword...'. To the right of the search bar, it says 'Showing 1-21 of 700 results' and 'Sort by latest'. On the left, there are two vertical filters: '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 eight course cards, each with the IAAPA Education logo, a title, a brief description, and a price of \$100.00. The courses 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'.
 

Type of Course	Course Category	Title	Description	Price
EDUSession, Online Course, Webinar	Decision Makers, Executives, Introductory, Professional, Students & Young	Finance Management	e-Learning Course, Powered by IAAPA, APWA, and ASCE	\$100.00
EDUSession, Online Course, Webinar	Decision Makers, Executives, Introductory, Professional, Students & Young	Leading People	e-Learning Course, Powered by IAAPA, APWA, and ASCE	\$100.00
EDUSession, Online Course, Webinar	Decision Makers, Executives, Introductory, Professional, Students & Young	Managing Conflict	e-Learning Course, Powered by IAAPA, APWA, and ASCE	\$100.00
EDUSession, Online Course, Webinar	Decision Makers, Executives, Introductory, Professional, Students & Young	Successfully Navigating Promotion	e-Learning Course, Powered by IAAPA, APWA, and ASCE	\$100.00
EDUSession, Online Course, Webinar	Decision Makers, Executives, Introductory, Professional, Students & Young	Guiding with Purpose: The Practice of Mentorship	e-Learning Course, Powered by IAAPA, APWA, and ASCE	\$100.00
EDUSession, Online Course, Webinar	Decision Makers, Executives, Introductory, Professional, Students & Young	Think Safe: Work Smart: Office Safety in Action	e-Learning Course, Powered by IAAPA, APWA, and ASCE	\$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](#)

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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**

**\$100.00** 1

**Logout**

**View 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

**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		Your order	
Product	Subtotal		
Basics of Food and Beverage Management	\$100.00		
Subtotal	\$100.00		
Total	\$100.00		
<input type="checkbox"/> Credit Card     		Pay securely using your credit card. Card Number <input type="text"/>  Expiration (MM/YY) <input type="text"/> Card Security Code <input type="text"/>	
Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our <a href="#">privacy policy</a> . <input type="button" value="Place order"/>			
Additional information Order notes (optional) <small>Notes about your order, e.g. special notes for delivery.</small>			

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).



