



Enterprise Software for the Non-Profit World

PROGRAMS MODULE

The Programs Management Module brings together all the tasks in managing your association's activities, integrating your operations across branches and tying together the front desk, the business office, and the program staff.

Programs Setup

Your Programs are set up in a four-tiered structure - Program, Activity, Event or Class, and Sub-Group, *including Childcare*.

- ◆ A Program is a major area of activity, such as Aquatics, Youth Sports or Adult Fitness.
- ◆ An Activity is a specific event or class within a program, such as Advanced Lifesaving.
- ◆ An Event is a specific offering of an Activity at a certain place and time, such as Advanced Lifesaving at the Downtown Pool Saturday May 1, 8, and 15th at noon.
- ◆ Subgroups can be used to designate teams in sports events, huddles in child care, or cabins at camp. Tools are provided for dividing registrants into subgroups in a variety of ways.

Your staff can set up a complete curriculum of activities, assigning member and non-member prices, sites, and staff to each event. In addition, they can specify earlybird and late fees, and special rates.

The **CounterSale Setup** lets you create a pricelist of items for sale at the counter, such as day passes, personal training sessions, swim caps, snacks, tee-shirts, etc.

Express Registration

Our approach to registration allows an unlimited number of people to register for the same or different activities on the same order. Thus a parent can register her son for soccer, her daughter for swimming, and herself for aerobics at the same time, receive a single receipt, and make a single payment. And the familiar Shopping Cart metaphor simplifies front desk training.

- ◆ System warns when class is full, or when the registrant is not the appropriate age or sex.
- ◆ Users enter payment information with just a few clicks.

- ◆ The software will invoice unpaid registrations on a periodic basis.
- ◆ You can sell merchandise available as counter sales right along with activity registrations. You can apply scholarships, discounts, and gift certificates while registering.

Administration

MEMBERS ONLY provides a host of tools to assist your staff in running your busy program of activities. Such tools include:

- ◆ Manage transportation arrangements, special needs, and health concerns.
- ◆ Registration Management. View all participants on-screen, and manage cancellations, transfers, discounts, scholarships, and refunds.
- ◆ Registration Accounting. Complete integration with MEMBERS ONLY ACCOUNTS RECEIVABLE module lets you manage all your financial reporting for your programs.
- ◆ Rosters. A list of all the registrants for a specific event with addresses and phones.
- ◆ Other Event Management Printouts. Create labels, badges, certificates, & sign-in sheets.
- ◆ Multi-event Registration Report. For all events in an activity or a program between specified dates, calculates the number of registrants and total revenue. You can also list or print labels for all these participants, as well as for staff, coaches, and so on.

Special Programs

- ◆ Sports programs require additional information, such as choice of coach and teammate, and uniform size. Sport program registrations automatically request this additional information.
- ◆ You may have special programs with repeat billing, such as Child Care. MEMBERS ONLY child care billing enables you to manage this easily. Such programs can also be automatically paid via bank draft or credit card.
- ◆ Customization. You may have programs with complex pricing rules. Our object-oriented structure allows us – if necessary to keep a valuable business practice - to customize pricing calculations for a specific type of class without upsetting the way other classes work. Custom requests of course involve an additional fee, and we urge you to get used to using the software is before thinking about custom features.

Web Interface

Your members expect to be able to view the schedule of activities at your Y online and be able to sign up and pay over the internet. The optional MEMBERS ONLY WebRegistration module allows users to search classes, register, make donations, and record address or phone number changes online.