

# Registrations

Registrations empowers you to organize your events — whether they are recurring events or one-time functions. Track relevant details related to event attendees, record payments, print name badges and photo directories. Reporting options allow you to print activity rosters with event attendees and export data for personalized confirmation mailings or receipts.

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## Features and Benefits

- Manage all aspects of recurring events such as: dinner meetings, standing reservations, attendee roster, fee category, and amount due
- Manage data associated with events such as camps and seminars
- Associate fees as needed: by participant category (spouse, children, guest, member, alumni) and activity (main event, optional workshop, tours, sports activities)
- Export data for merged documents such as confirmation letters and name badges
- Store an unlimited number of event records
- Track basic demographics, participant type, hotel registration, arrival/departure times, registration dates, fees and activities
- Manage individual or organizational events
- Standard or “sliding” fee management and billing
- Use as a reservation system for potluck dinners or Valentine’s Day banquets
- Flexible data entry: “smart” fields, on-the-spot additions, retained information, etc.
- User customization: memo attachment, definable fields, dated/profiled comments
- Selections and Listings for standard and customized reporting
- Utilize reporting options to access on-screen data, analyze attendance patterns, and print activity lists
- Print directories with or without photos to help event attendees keep in touch
- Design and print Photo ID Badges in place of name tags

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### Required modules:

- Accounts Receivable
- General Ledger
- GlobaFILE

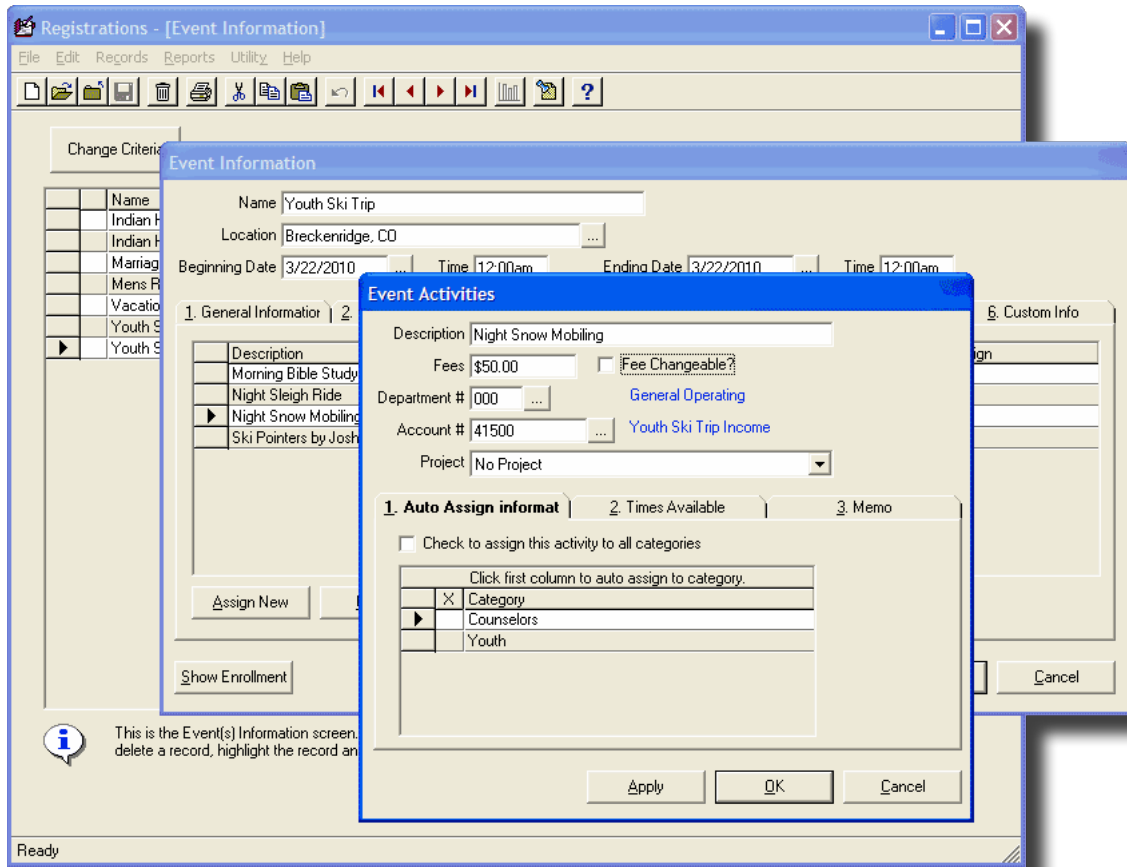
### Optional module(s):

- e-Registrations (online registrations)

Buy these Shelby Add-on products to boost the power of **Registrations**:

- ID Badge Printer System





*Create your own user-defined events, categories, activities and related fees. You can also assign beginning and ending dates and times for each activity.*