## v.5 Church Registrations

Vacation Bible school, youth ski trips, women's retreats, sports leagues, weekly potlucks. Sound familiar? Shelby's Registrations module 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.

## **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), by 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
- ShelbyREPORTER 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

## **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





🥙 Registrations - [Event Information]	
File Edit Records Reports Utility Help	
Change Criteria	
Name Event Information	
Camp A Name FunDay Event	
Camp A Camp A Location Camp Ground	
FunDay Beginning Date 6/1/2015 Time 08:00am Ending Date 6/5/2015 Time 04:00pm	
Baptist	
Breakou 1. General Informatic 2. Event Activities	Custom Info
Current Description Description	0
Summer Face Painting	
World C Bible Study Department # 1000 General Operating	
World C Lunch Account # 20110 Home Depot CC	
Swimming Project No Project	
Assign New 1. Auto Assign informat 2. Times Available 3. Memo   Assign New Click first column to auto assign to categories   Show Enrollment Click first column to auto assign to category.   X Category   Church Fair	
Ready QK Cancel	

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