

Parks & Recreation Software Must-Have Checklist



INTRODUCTION

Change is hard, and now that you have committed yourself, you need to make the right change!

Not only is changing your software a significant investment in time and resources, but the system you choose will have an enormous impact on daily activities and the long-term results for your organization. Therefore, it is important to conduct proper research and ask the right questions when evaluating options to ensure you find your perfect solution.

There are many considerations for identifying and selecting the right software for your needs and goals. To help you out we have compiled this complete list of must-haves to complement what you may already know you need.

THIS LIST WILL COVER THE TOP FEATURE REQUIREMENTS FOR

- 1. Registration
- 2. Facility Booking
- 3. Website & Online Registration
- 4. Additional Features
- 5. Marketing
- 6. Integration
- 7. Security
- 8. Platform
- 9. Services
- 10. Vendor

¹ **REGISTRATION**

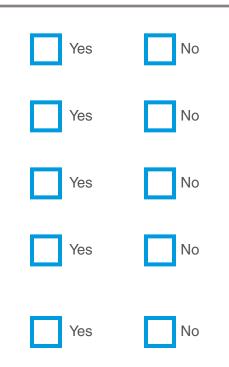
Four types of activity registration: course booking, private booking, drop-in registration and flexible registration

Ability to look at all Instructors' Private Bookings in a side-by-side view

Ability to view staff schedules in a master calendar

Empower staff to make their own schedule of availability for vacations and time off

Conflict management complete with resolution intelligence that gives you the ability to change one or all conflicts if needed, (Staff, Facility, Date and/or Time), allowing you the flexibility to make changes to events with conflicts



^{2.} FACILITY **BOOKING**

also unavailable)

Ability to associate functions/services to predefined facilities to save time when finding the right facility for booking	Yes	No
Ability to view facilities side-by-side in your master calendar	Yes	No
Drag-and-drop functionality to allow staff to easily change an event's start time, length or facility	Yes	No
Ability to add additional items, such as deposits, equipment (lap- tops, chairs, tables) or even specific products for sale to each booking	Yes	No
Dependant facility intelligence: the ability to book a partial area of a larger facility, as well as dependant facility management (when facility A gets booked, make the facility B in the master calendar	Yes	No

^{2.} FACILITY **BOOKING**

Capacity management based on facility setup

Contract management

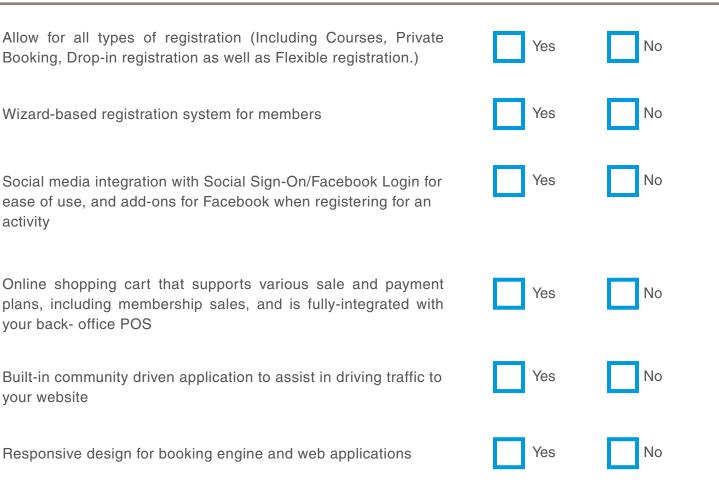
activity

your website

Solution can sync with iCal, Outlook and other calendars

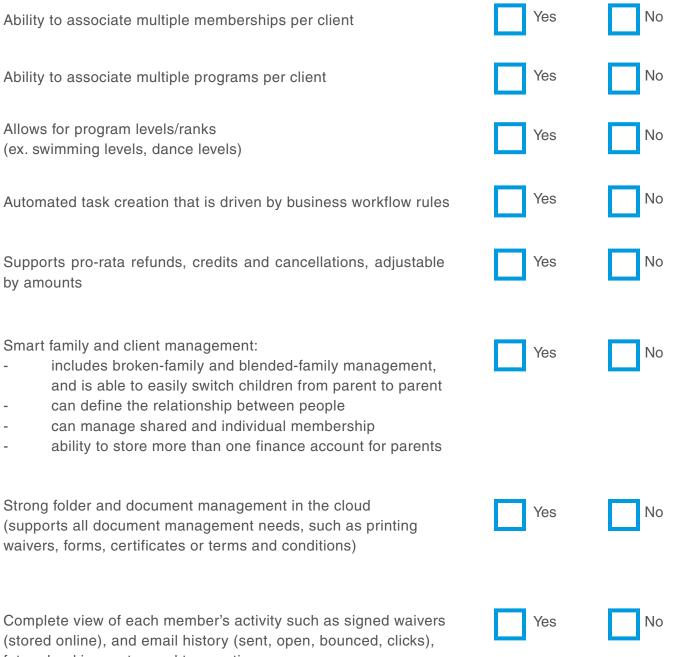
Integrated task manager to create reminders for staff members and the ability to auto-create tasks/reminders using workflow reminders

^{3.} WEBSITE AND ONLINE REGISTRATION



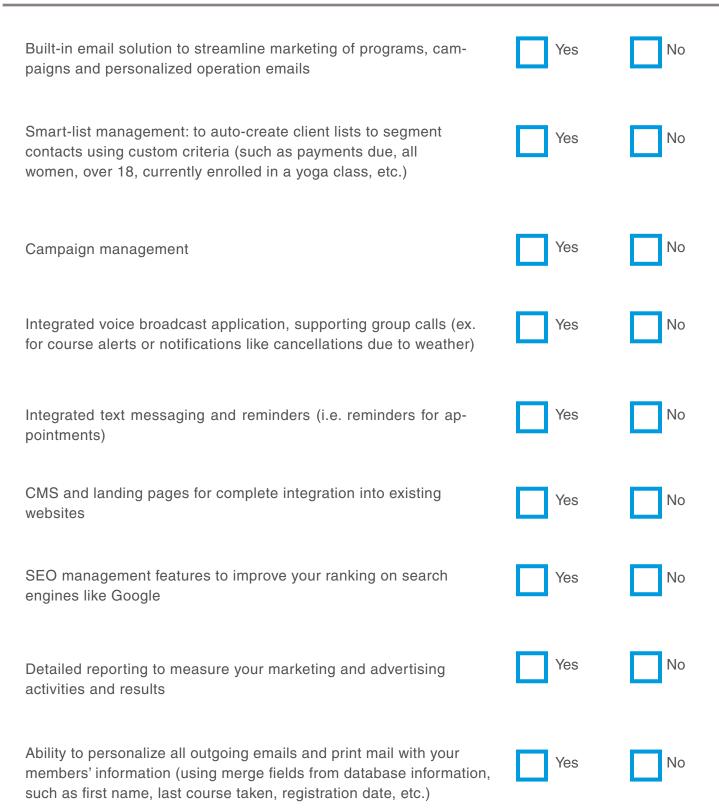
Yes No Yes No Yes No Yes No

^{4.} SUGGESTED EXTRAS & ADDITIONAL FEATURES

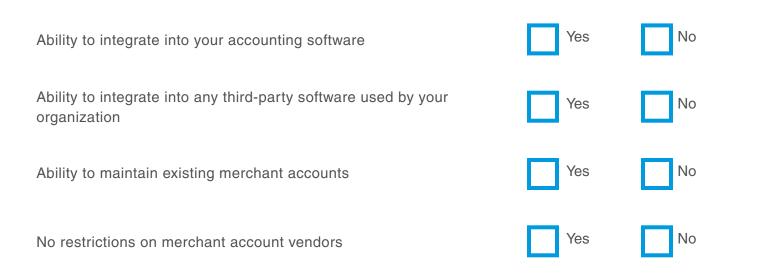


future booking, notes and transactions

5. AUTOMATED MARKETING FEATURES



^{6.} INTEGRATION



^{7.} SECURITY

Ability to create role-based as well as profile-based permissions	Yes	No	
Ability to create application access level permissions based on staff profiles	Yes	No	
Ability to create record based access level permissions for higher security	Yes	No	
Audit log to view all activity in your database	Yes	No	
Ability to control access level by IP, day of the week, or time of day	Yes	No	

^{8.} PLATFORM

Secure cloud-based platform on a solid cloud infrastructure	Yes	No
Built-in proprietary reporting engine to help you create and customize your reports	Yes	No
Workflow engine that helps your organization define and create your own business processes	Yes	No
Multi-location CRM that manages all aspects of your operations, including registrations	Yes	No
Open restful API's to facilitate integration with any third party application including your own mobile apps (if available)	Yes	No
Access to your own database in the cloud	Yes	No
Ability to extend and customize your application if needed	Yes	No
User-friendly so staff and members don't need to spend much time learning how to use the system	Yes	No
Software that adapts to your processes and your organizational needs	Yes	No
Maximum of 3 clicks to perform almost any action, including: adding a member, renewing a member, booking a facility and booking an activity	Yes	No
A platform as a service that adapts to your organization need by contin- uously improving features and functionalities that could improve your business processes	Yes	No
^{9.} SERVICES		

24-hour live support

Dedicated account manager or an assigned success coach

Onsite training, video training, as well as on-going online training

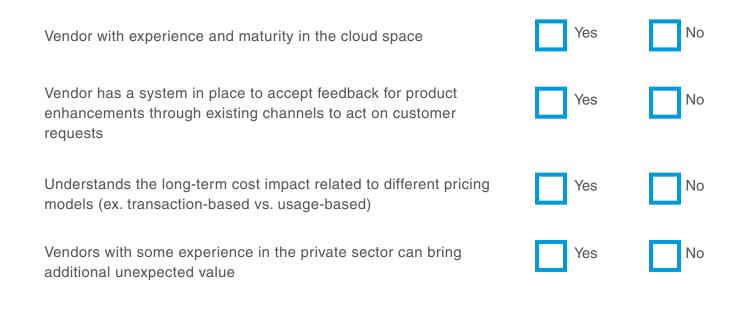


Yes

Yes

Yes





Don't settle for anything but the best...

or you will regret it over the next 10 years.

Still have questions about changing your software?

Email us at **recreation@perfectmind.com** or give us a call at **1-877-818-1017** and we will be happy to help you.



About PerfectMind:

PerfectMind makes the world's leading member management solutions. Founded over a decade ago, PerfectMind offers the industry's first Platform-as-a-Service (PaaS) solution that helps communities and municipalities of all sizes to manage and grow their organization from an easy-to-use cloud-based interface. PerfectMind empowers organizations to drive healthy customer relationships, instantly access real-time data to make informed decisions, and provides the required stability and flexibility to grow with each organization's evolving needs.

For more information visit http://parks.perfectmind.com