



ONLINE REGISTRATION

BUYER'S CHECKLIST

amilia

BUYER'S CHECKLIST

The following checklist contains key Online Registration software capabilities you may need in a solution. Check off the items that are integral to your business and add any needs that fall outside of this checklist before you begin researching and evaluating solutions.

FEATURE



ONLINE REGISTRATION & ENROLLMENT

SESSIONS

PRIVATE/SEMI-PRIVATE LESSONS

EVENTS - GENERAL ADMISSION

EVENTS - ASSIGNED SEATING

DROP-IN

CLASS PASS

GIFT CERTIFICATES

CUSTOMIZABLE FORMS

FAMILY ACCOUNTS/CUSTOMER PORTAL

ENROLLMENT RESTRICTIONS

WEBSITE INTEGRATION

CUSTOMIZABLE ATTENDANCE LISTS

BUYER'S CHECKLIST

FEATURE



MEMBERSHIPS

INDIVIDUAL MEMBERSHIPS

CORPORATE MEMBERSHIPS

FAMILY MEMBERSHIPS

REQUIRED MEMBERSHIPS

AUTO RENEWALS

MERCHANDISE

ONLINE STORE

MANDATORY/SUGGESTED PURCHASES

ORDER MANAGEMENT

BUNDLE PRODUCTS, ACTIVITIES & MEMBERSHIPS

BILLING AND PAYMENT

DISCOUNTING

AUTO BILLING

PRO-RATED PAYMENTS

PROMOTIONS

BUYER'S CHECKLIST

FEATURE



BILLING AND PAYMENT

INSTALLMENTS

POS

E-CHECK PROCESSING

COMMUNICATION

TARGETED EMAILING

DASHBOARD INCL. DELIVERY & ENGAGEMENT

STATISTICS (OPENS, CLICKS, UNSUBSCRIBES ETC)

TEMPLATES

EMAIL REPUTATION MONITORING

REPORTING

ACCOUNTS RECEIVABLE

REVENUES AND RECEIPTS

SALES SUMMARY

MEMBERSHIP SALES & CANCELLATIONS BY DATE

RECONCILIATION SUMMARY

ACTIVE MEMBERS

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REPORTING

REPORTS BY DATE INTERVAL

REPORTS BY SPECIFIC DATES

EASY EXPORT OF INFORMATION E.G. EXCEL, CSV

FUNDRAISING

DONATION PROMPT AT CHECKOUT

WEBSITE EMBEDDABLE DONATION CARDS

DONOR LISTS

CUSTOMER SUPPORT

FREE ONE-ON-ONE TRAINING & ONBOARDING

PHONE SUPPORT

ONLINE SUPPORT

You may have needs that fall outside of this checklist.
If so, add any unique requirements on the next page.

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