

## **Whistler Web Design On-line Registration System**

Whistler Web Design's On-line Registration System is a fully integrated, web based system designed to accept, process, and manage registrations to seminars, courses, camps, or any other calendar based events. It is easy to use, affordable, customized to each client's web site, accessible from any computer connected to the internet, and has proven itself to save clients hundreds of hours of work a year. At the same time, the user interface is clean and simple, and leads to increased participation in events.

### **System Overview**

The system administrator (there can be any number of administrators, all with separate passwords, and with access from any internet based computer) uses a simple interface to set up courses/seminars/classes, which includes everything from location and price to the maximum number of participants (if applicable).

Users can then register directly on-line from your web site. The registration form is totally customized to your own application, so any information that you require beyond name and address can be included and captured.

If users set up an account with you (or are members of your group/association), they can sign in to their account and all their information is pre-populated in the registration form, saving them time.

The system automatically counts the registrations, so that when a course is filled, the system can either shut down any more registrations, or switch to a waiting list. This can be done without any intervention on your part.

As well, any deposits (or full payment) can be processed on-line using either a credit card or PayPal.

Once the registration is entered, both the user and the administrator get a confirming e-mail with the details of the registration. The administrator has full access to all registration records on-line, and can also keep track of payments and other documents that may be required at a later date (waivers, proof of prerequisites). Changes can be made with the click of a mouse. For example, if a user is on the wait-list for a particular course, and a spot opens up, all the administrator has to do is recall that record and change the designation from "wait list" to "registered". A screen shot is shown below. Also, if payment is received separately from the registration, it only takes a mouse click to enter the payment into the system.

### Modify Registration Record

Makes changes as necessary. Only fields followed by an asterisk (\*) can be modified.

Confirmation code:	<input type="text" value="ASQ6529"/>
Last name:	<input type="text" value="Goldstein"/>
First name:	<input type="text" value="William"/>
Dog name:	<input type="text" value="Brigg"/>
Course code (*):	<input type="text" value="AG220080408"/>
Course name (*):	<input type="text" value="Agility Level 2"/>
Course date (*):	<input type="text"/>
Status (*):	<div style="border: 1px solid gray; padding: 2px;"><input type="radio"/> Registered <input checked="" type="radio"/> Wait List <input type="radio"/> Cancelled</div>
Paid (*):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Payment type (*):	<input type="text"/>
Payment date (YYYY-MM-DD) (*):	<input type="text" value="0000-00-00"/>
Payment amount (*):	<input type="text" value="0.00"/>
Waiver (*):	<input type="text" value="I AGREE"/>
Vaccination seen (*):	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Modify record"/>	

Summary reports are available instantly, showing the number of registrants per class and how many are on the wait list.

Staying in touch with registrants is very simple. You can select any combination of registrants (such as those that have not paid yet), and send them all an e-mail, in just seconds. As well, you can easily remind all participants the week before the class starts, or even notify them all instantly in case you have to cancel or postpone a class.

As well as on-line access, you can also download any combination of registrants or members to an Excel spreadsheet in case you want your own record locally on your computer.

## Summary of Features

- Complete registration and membership system available from any internet connected computer
- Fully integrated and customized for your own web site
- Automatically tracks number of registrants and switches to FULL or WAIT LIST when class is full
- Users can sign up for an account and their registration information is filled out for them
- Administrator can see registration summaries at a glance from any computer
- Payments and other information can also be tracked on-line
- E-mails can be sent to all class registrants OR selected registrants (i.e., those that have not paid yet)
- Database is accessible on-line or can be downloaded to an Excel spreadsheet

## Pricing

There is a one-time set up charge to integrate the system into your web site, design the forms, and design the administrator interface. The set-up charges for the modules are:

- Registration only: from \$450
- Membership only: from \$325
- Registration and Membership: \$650

This covers all the standard reports. Additional reports and features can be developed at a discounted rate.

Once up and running, there is a fixed monthly charge (in addition to monthly web hosting charges) depending on whether you have the registration or membership module alone, or both together.

- One module: \$20/month
- Two modules: \$25/month

## Upgrades

All users automatically receive any general system upgrades. As well, as we develop new reports and features that are applicable to a number of users, they will be incorporated into the system.