

12 TASKS YOUR PROGRAM MANAGEMENT SYSTEM CAN HELP WITH YEAR ROUND



CAMPS & CLASSES

Take full advantage of the help your program management solution offers by using it year round! These 12 tasks can ease your workload before, during, and after each session.

	YOUR TO-DO LIST	HOW CAMP & CLASS MANAGER HELPS
PRE-SESSION	<ul style="list-style-type: none"> <input type="checkbox"/> Create sessions <ul style="list-style-type: none"> <input type="checkbox"/> Easily duplicate previous sessions <input type="checkbox"/> Include blackout dates 	+ Quickly create reports
	<ul style="list-style-type: none"> <input type="checkbox"/> Get participants signed up 	+ Send personal emails to participants and parents reminding them of the upcoming session
	<ul style="list-style-type: none"> <input type="checkbox"/> Collect registration payments 	+ Simplify fee collection with online registration, flexible payment plans, and applicable discounts
	<ul style="list-style-type: none"> <input type="checkbox"/> Collect documents and forms <ul style="list-style-type: none"> <input type="checkbox"/> Registration & supplemental forms <input type="checkbox"/> Waivers 	+ Easily track receipt of all mandatory documents within the system to know who's submitted and who hasn't
	<ul style="list-style-type: none"> <input type="checkbox"/> Build customized lists of participants 	+ Manage on-going communications easily by creating email lists. This allows different groups (participants, administrators, instructors, etc.) to receive different messages.
	<ul style="list-style-type: none"> <input type="checkbox"/> Market your upcoming session <ul style="list-style-type: none"> <input type="checkbox"/> Online <input type="checkbox"/> Using social media <input type="checkbox"/> Through email blasts <input type="checkbox"/> In the community 	+ Get free listings on ACTIVE.com and ACTIVEkids.com where millions of parents and participants search for activities in their community + Send personal emails to participants and parents reminding them of the upcoming season
SESSION	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate upcoming events <ul style="list-style-type: none"> <input type="checkbox"/> New programs offered <input type="checkbox"/> New merchandise available 	+ Manage on-going communications easily by creating custom emails + Partner with our team of Digital Marketing Consultants who provide launch support with social media, web and search engine optimization, and branding expertise
	<ul style="list-style-type: none"> <input type="checkbox"/> Access in-depth, customizable reporting 	+ Track revenue and program performance + Output 30-, 60-, and 90-day accounts receivable reports
POST-SESSION	<ul style="list-style-type: none"> <input type="checkbox"/> Celebrate the session's success <ul style="list-style-type: none"> <input type="checkbox"/> Email updates and recaps <input type="checkbox"/> Update your website 	+ Send custom emails recognizing participants and thanking instructors
	<ul style="list-style-type: none"> <input type="checkbox"/> Retain registrants <ul style="list-style-type: none"> <input type="checkbox"/> Use email blasts <input type="checkbox"/> Offer discounts 	+ Offer loyalty discounts for upcoming sessions
	<ul style="list-style-type: none"> <input type="checkbox"/> Get next session's registration setup <ul style="list-style-type: none"> <input type="checkbox"/> Open online registration 	+ Allow early access to registration and boost participation
	<ul style="list-style-type: none"> <input type="checkbox"/> Report on successes and shortcomings <ul style="list-style-type: none"> <input type="checkbox"/> Access financial reporting <input type="checkbox"/> View year-over-year data 	+ Pull data from standard and/or custom reports to assess the current session and plan for the next