Joingo Features and Benefits

Features	Benefits

Joingo

- Access the software from any computer with an internet connection
- Step by step help manual included
- Six months of free support

- Manage your courses/events anytime, anywhere with an internet connection

Customization

- Custom question fields
- Custom receipt fields
- Joingo site mimics look and feel of your primary website
- Custom cancellation policy
- Add a custom cancellation fee
- Organization information printed on receipts
- Optional grouping allows managing the number of participants allowed per course, per group code

- Easily customize without programming
- Make changes on the fly
- Everything is branded for your organization
- Groups can be managed to control attendance if needed.

Registration Management

- Accept checks, PO's and credit cards
- Partial payments accepted
- Order history is provided for the Admin and the user.
- Courses/events automatically lock when they are full
- Automated waitlist feature collects waitlist registrants
- Easy transfer tool for moving attendees from one course to another
- Easy waitlist tool allows the admin to accept attendees from the waitlist
- Cancellation wizard provides the accounting on canceled orders
- Assess cancellation fees
- Optional P.O. Fees can be assessed

- Users can view their account and order history online
- Automatic course locking and waitlists free the admin to focus on immediate needs
- Wizards for transferring, accepting from the waitlist and cancellations make these tasks simple
- Users can access receipts and payment info in their account.
- Cancellation fees, late fees and P.O. fees are all optional

Reporting

- Course summary report (roster)
- Daily transactions report
- Aggregate payment reports
- Purchaser and attendee reports
- Transaction ID reports
- Export to a .csv file

- Search easily for coordinators, attendees and transaction ID's
- Export reports to further manipulate, import or save them

Course Management

- Create tracks to identify your courses/events (Computer Sciences, Swim Class, etc)
- Create sessions to accommodate multiple conferences at once
- Create Levels, if applicable
- Clone courses/events for reuse
- Expired courses/events auto-archive, preserving your historical data
- Create multi-level pricing

- Admin view of a course shows the number of attendees per course in a session on one page for easy access
- Cloning courses/events that repeat saves time
- Your historical data is always available
- Using sessions, levels and tracks, you can set up any type of program!
- Calendar can display when courses/events take place.
- Multi-level pricing allows you to set pricing tiers controlled by dates

Communication

- New account emails are automatically emailed to users
- Registration confirmations are automatically emailed to users
- Custom emails can be sent to users from specific courses/events, including archived courses/events
- User accounts can collect multiple email addresses
- All automated messages can be customized
- Invoices can be sent in mass or individually

- Broadcast critical messages
- Automated messaging saves you time
- Customizable automated messaging allows you to control what is sent and to include any information.
- Sending bulk invoices to any partially or non-paid participants is quick and easy