

# Chamber of Commerce

## Membership Tracking System

### Menu Features



#### Menu Tabs for Chamber-Demo.com:

##### ❖ **Member**

###### **Login**

- Allows only registered users to login and use this system.

##### ❖ **Membership**

- Maintains Members Names, Companies, Addresses, Phone Numbers, Email & Web Addresses, and Method of Invoicing (snail mailing or emailing).
- Maintains the Activities for which each Member who wants to Volunteer to help for events like May Day, Fall Colors, June BBQ, etc.
- Also Maintains a Long and Short Descriptions of Member's Business, and supporting graphics for that Member.
- Produces Reports: Mailing labels, Contact List, Emails to send to Members, Volunteer Lists, New Members Roster, Creates a Vertical Response File.
- Provides automatic uploading and downloading Communications to the Chamber's Website.

##### ❖ **Dues & Status**

- Maintains Membership Types like being a Commercial, Corporate, Business, Civic Member, etc. Collects Dues, Produces Invoices, and Current Status. Invoices are created to send by email, snail mail, or both.
- Produces Reports: Creating Invoices, Mailing labels, Contact List, Emails to send to Members, New Members Roster, Creates a Vertical Response File.
- Provides automatic uploading and downloading Communications to the Chamber's Website.

##### ❖ **Event Registration**

- Membership Event Tracking Attendance, Payments, and Guests. Chairpersons can easily track things like what Fall Colors vendors have signed up, the number of valid & up to date members who have signed up for Chamber Dinners and other Events.
- Produces Reports: Contact & Attendees List, Emails to send to Attendees, creates Event Tickets, Creates a Vertical Response File.
- Provides automatic uploading and downloading Communications to the Chamber's Website.

##### ❖ **Calendar**

- Tracks and maintains Upcoming Events and Dates.

##### ❖ **Special Procedures**

- Special Additional Manual Communications to and from Chamber's Website and produces special reports.

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#### ❖ **Directors, Leaders & Contributors**

- Maintains Members who are on the Board, Committee personnel, and other important Chamber persons.
- Produces Reports: Mailing labels, Contact List, Emails to send to Members, Creates a Vertical Response File.

#### ❖ **Other Lists**

- Maintains several lists for Marketing Purposes, like Restaurants, Wineries, Lodgings, Potential Members, Past Presidents, Other Chambers in the area, Vendors, Art Festival Contacts, etc.
- Produces Reports: Mailing labels, Contact List, Emails to send to the list, Creates a Vertical Response File.

#### ❖ **Table Maintenance**

- Maintains lists for defining Business Categories (genre), Memos used for various other menus, Membership Types, Event Meeting Types, Payment Types, Volunteer Types, Previous Generated Reports, Changing your logon password.

#### ❖ **System Maintenance**

- Maintains Methods of Invoicing, Valid US States, System Default Parameters, "Other Lists" Contact Categories, and Defined Users.

#### ❖ **Logout**

- Goes back to the Logon Menu.

#### **Notes:**

- 1) This system is hosted on Microsoft's Windows Server 2022 and written in Microsoft's Visual Studio.
- 2) This system can currently handle 15 simultaneous users.
- 3) All reports are in PDF format and are unique to each user.
- 4) Members can be quickly "tag" members to include in reports.
- 5) The Vertical Response reporting produces and downloads an Excel file for the purpose of using the Vertical Response as an alternative external company for mass emailing.