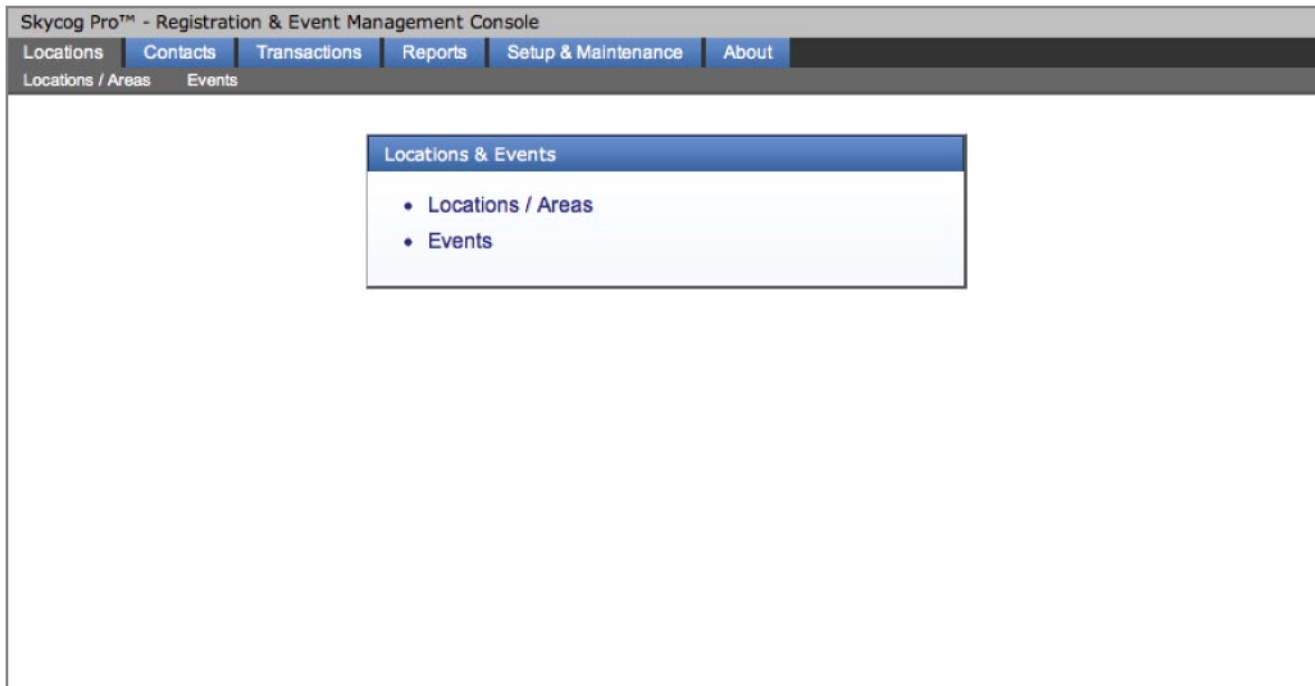


Skycog™ Overview



LOCATIONS

The Locations section is where you will manage all of your events and event locations. You can create a new location a then build a set of events within that location all with a few clicks.

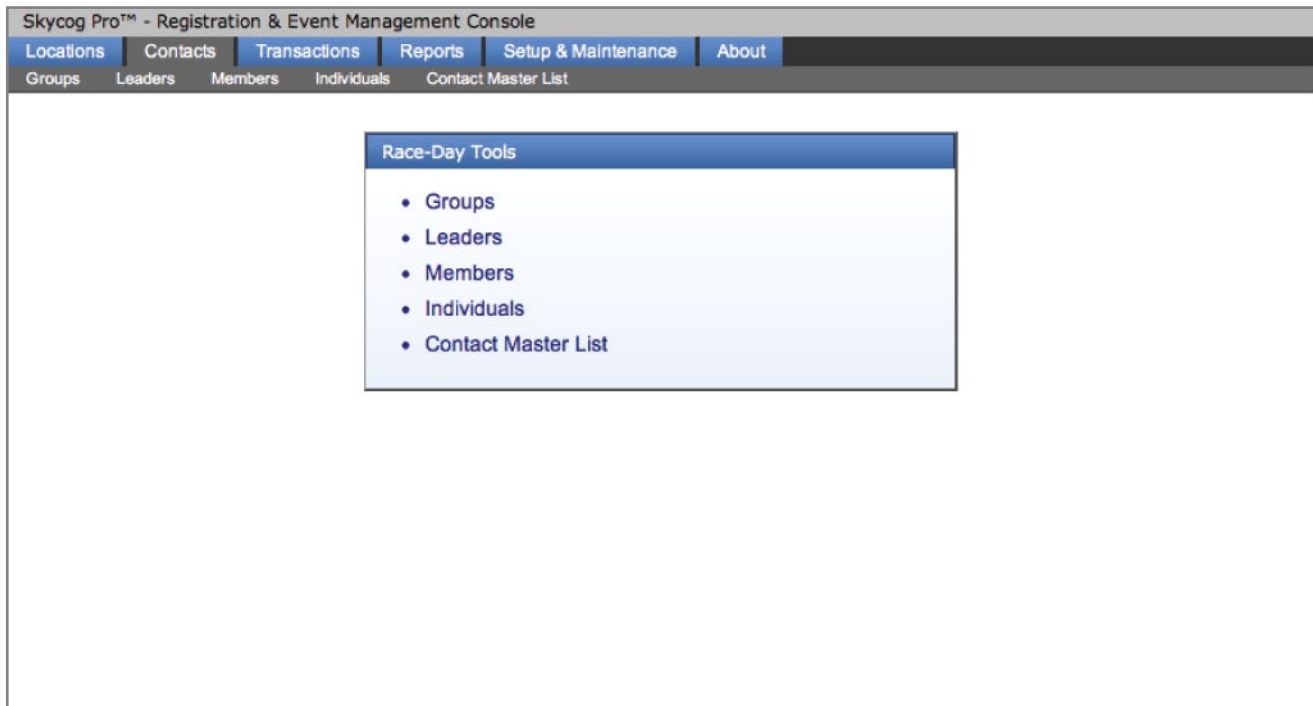
Locations/Areas

In here, you'll find a table with all of your locations. You can edit, delete or create new locations. (See "Creating A New Location/Area" tutorial)

Events

In this section, you'll find a table with all of your events. You can edit, delete or create a new event. (See "Creating A New Event tutorial")





CONTACTS

Within your contacts section, you'll be able to manage all of the clients and contacts that are affiliated with your organization. This includes not only currently registered clients but also all individuals who have interacted with your organization in the past.

Groups

Here you will find a table with all of your registered groups. You can edit these group details and locate all the individuals that are a part of these groups.

Leaders

This is a table limited specifically for your group leaders. Here you can sift through all of your main client contacts and easily find your leader of interest.

Members

The Members section is limited specifically to registered clients who are a part of a group. These registrants are not considered "Individuals" but rather members of a larger registration team. You can filter these members by either their names or their group names.

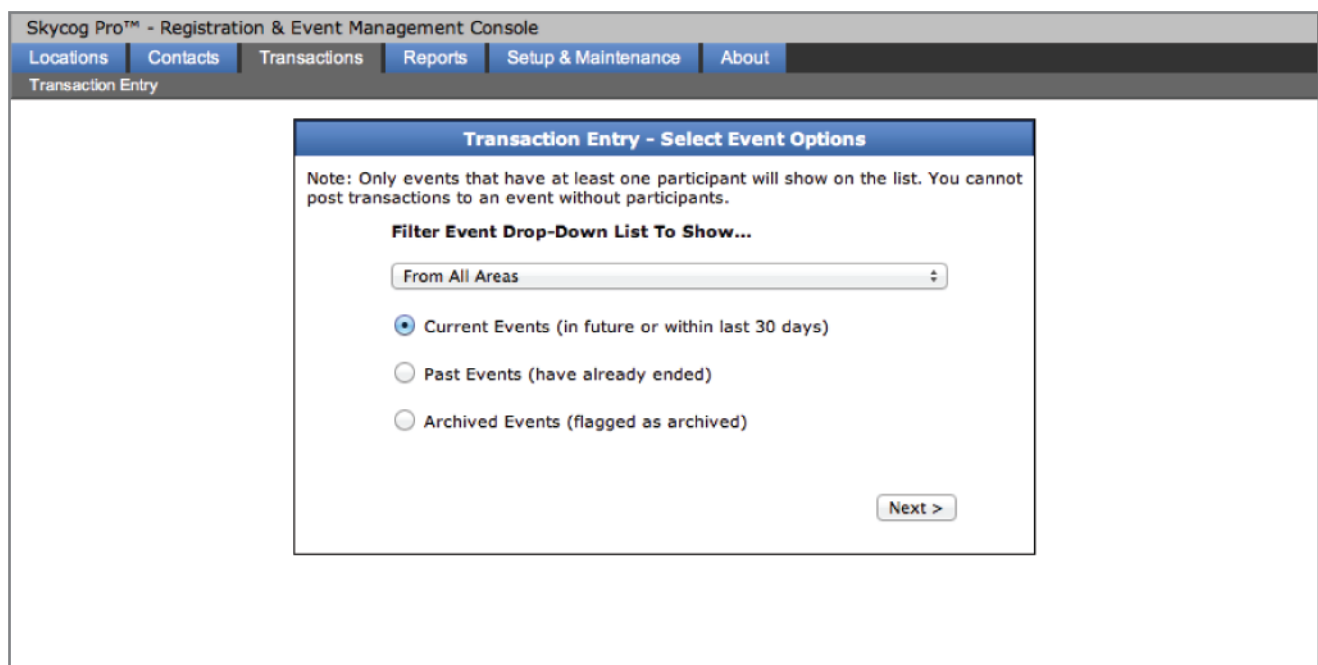


Individuals

Individuals are those who register by themselves without any association with a group. In this section you can monitor and manage your individual registrants and find pertinent contact information.

Contact Master List

Your master list is a reference to all of your contacts, both past and present. Here you can find anyone who has been affiliated with your organization and any information within their profile.



The screenshot displays the Skycog Pro™ - Registration & Event Management Console interface. The top navigation bar includes tabs for Locations, Contacts, Transactions, Reports, Setup & Maintenance, and About. The main content area is titled "Transaction Entry" and features a dialog box titled "Transaction Entry - Select Event Options".

Transaction Entry - Select Event Options

Note: Only events that have at least one participant will show on the list. You cannot post transactions to an event without participants.

Filter Event Drop-Down List To Show...

From All Areas

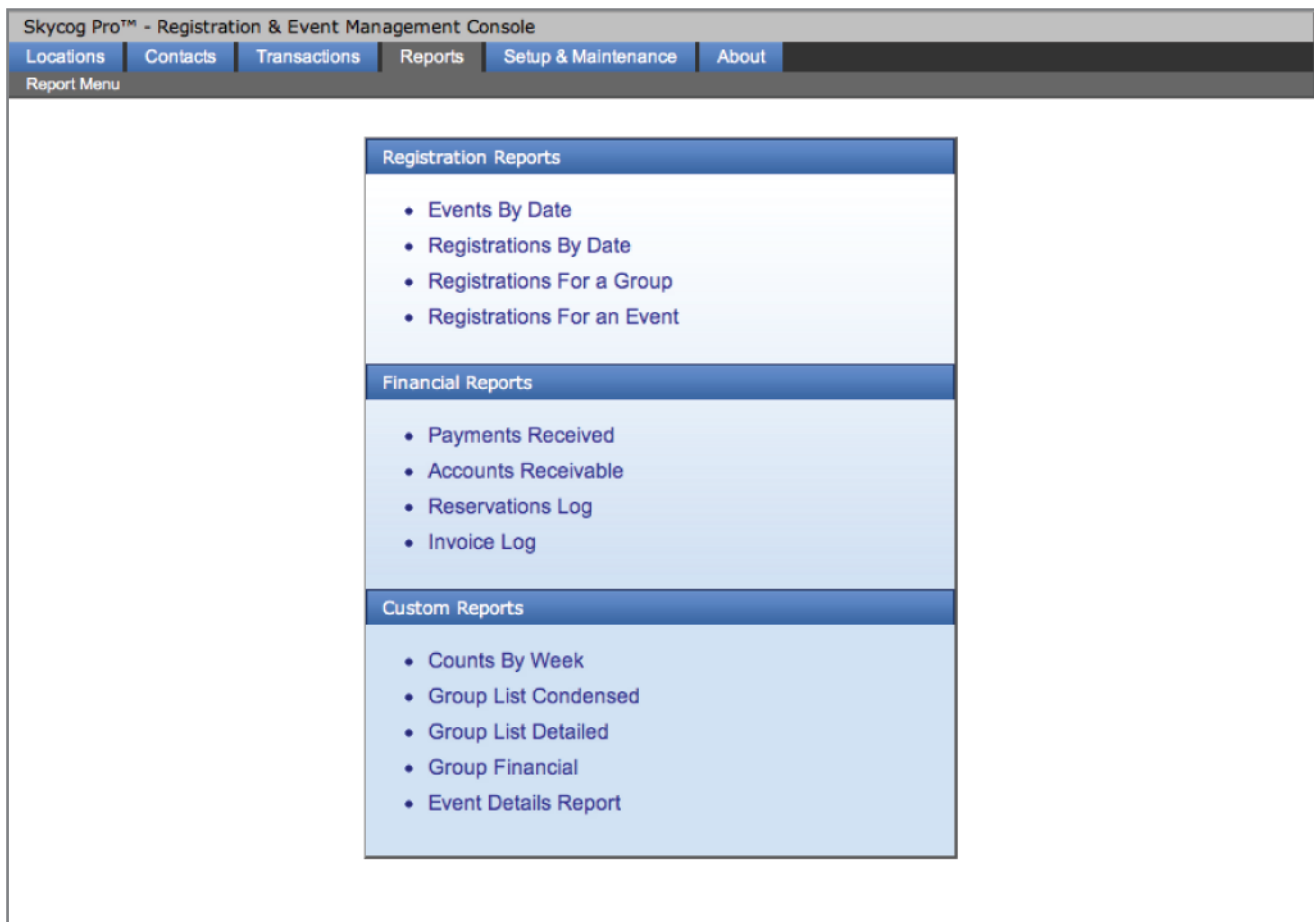
- Current Events (in future or within last 30 days)
- Past Events (have already ended)
- Archived Events (flagged as archived)

Next >

TRANSACTIONS

The Transactions section provides you with the ability to import any financial information into your registration system. If you receive a check or money order from a client, you can easily insert this information into the clients profile and update the financial information in your invoices and on your website.





REPORTS

Reporting is an invaluable section for you to monitor your registration and financial process. You can take a look at different trends and analyze your registration success to make sure your organization has met its goals.

Registration Reports

View your registration statistics by event, date, or group.

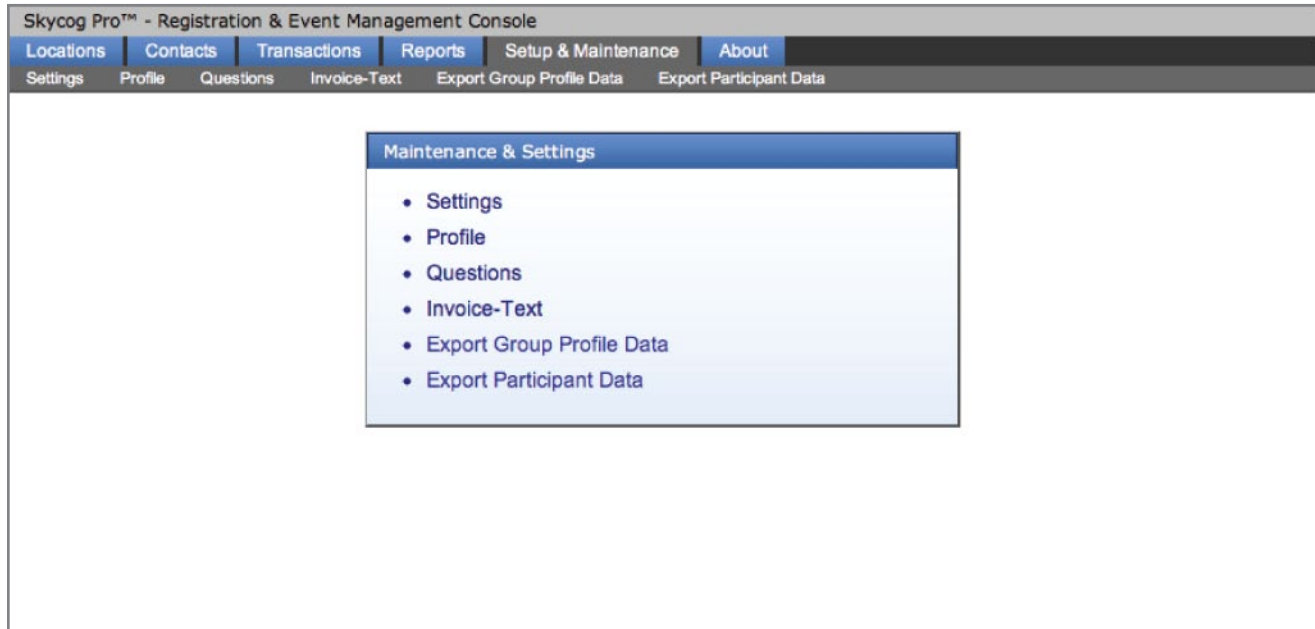
Financial Reports

Monitor all of your received payments, accounts receivable and reservation logs.

Custom Reports

Analyze group information and different participant/reservation counts.





SETUP & MAINTENANCE

Settings

Establish the global settings for all of your events, including terminology, financial settings, payment schedules, and much more.

Profile

Tell us who you are. Record your organization name, location, contact information, site administrator, and website.

Questions

Determine questions that you want to ask all clients when they register. This is a helpful tool to use, especially with regards to marketing.

Invoice-Text

Provide the header text you want us to include in all of your financial invoices.

Export Group Profile Data

Export all the data within your group profiles.

Export Participant Data

Export all of the data within your participant profiles.





ABOUT

Learn lots more about us at www.skycog.net

