



Administrative Control

Powerful membership management features

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Member Management

- Create and manage member types
- Approve members via email validation, directory match or manually
- Create, edit and review member profiles via backend
- Export member profile and non-member profile data
- Create master-accounts and sub-accounts
- Assign sub-accounts to master accounts
- Enable member-type-specific pricing for tickets, store items + more
- Set optional/required dues payment for specific member types
- Provide printable Membership Cards to members
- Restrict member access levels
- Allow specific members to manage community groups
- Manage required registration fields per member type
- Manage registration field visibility per member type
- Create custom profile fields per member type
- Search directory by all profile and custom field criteria
- Create custom forms for frontend member directory searches
- Spotlight members within the community
- Manage lost and non-member directory

Dues Collection & Member Types

- Create multiple membership options and durations
- Establish membership dues variables to affect pricing
- Set community access based on membership level
- Allow introductory pricing and/or free memberships
- Implement recurring dues payment via real-time processing
- Pro-rate annual dues payments
- Provide an expiration grace period on dues
- Allow members to pay membership dues in installments
- Export membership and dues data & transactions

Event & Conference Management

- Manage event information and categories
- Create non-event calendar entries
- Secure access to specific events to members only
- Allow online registration with specific session information
- Manage event photos and galleries
- Add event tickets for sale online with member-type specific pricing
- Cross-promote and sell related store items within events
- Export event registration lists
- Allow for online event check-in
- Mass email event registrants
- Schedule automated event reminder emails
- Syndicate event lists via RSS/XML

Bulk Email & eMarketing

- Bulk email by multi-criteria directory search
- Bulk message all members within your online community
- Real-time chat with individual members
- Select from pre-defined e-newsletter templates
- Create/Save your own custom email templates
- Manage email opt-out and bounce process
- Send rich text, HTML or plain text emails
- Track specific content and/or entire email
- View open reports and click tracking stats
- Schedule future mailings
- Include macros for personalized email
- Attach files, documents and media

Content Management System

- Complete content management control to create site pages
- Publish content via WYSIWYG editor or plain text editor for advanced HTML and formatting
- Create and manage your own custom CSS
- Embed offsite content via RSS feed integration
- Upload/manage access to files, images and documents

- Create site-wide collaborative wiki pages
- Create and manage custom menu design, layout and text
- Control the access to main/sub menus
- Link to offsite content from main menu
- Create site-wide file libraries and resource collections
- Set public/member access security per page
- Create micro-sites and mobile accessible content
- Establish social/professional networking access to members

CEU & Certification Award System

- Enable, manage System-Generated certifications
- Enable, manage Self-Awarded certifications
- Associate certifications with events, quizzes, surveys
- View, search for member certifications

Online Store

- Create custom product categories
- Enable store promotion codes/coupon system
- Add/edit store product details, sizes, colors, types
- Create and sell downloadable products
- Enable a "gift message" option for online purchases
- Set tax/VAT level and select taxable items
- Set item shipping rates with multiple shipping options
- Automated email confirmation and shipment notification
- Process store credit card purchases
- Allow "Bill Me" option for non credit card orders
- Export store order information
- Syndicate via RSS/XML

Donation Collection & Fundraising Center

- Manage donation and fundraising campaigns
- Add/edit donation funds
- Create/manage custom donation fields
- Create/manage recurring contribution/donation options

- Set minimum and maximum donation amounts per fund
- Set pre-defined amounts on per fund basis
- Process credit card and pledged donations
- Mass email members who have donated by multiple criteria
- Export donation information
- Set campaign goals for each donation fund
- Show fundraising progress through visual progress meter

Touch Logs & Reminders (CRM)

- Create and manage touch log and reminder categories
- Search backend member directory and create touch logs
- Create member specific touch logs and reminders
- View upcoming reminders on a per administrator basis
- View member touch history via backend profile snapshot
- Automated touch logs created when members perform certain actions

Career Center & Volunteer Networking

- Create and manage categories
- Accept submitted openings
- Limit number of active career posts by membership level
- Allow for online application to specific postings
- Search résumés/CVs of members
- Approve and monitor postings
- Export résumés, CVs and openings
- Allow for RSS feed of postings

Invoicing & Accounting

- Auto-generate invoices for commerce transactions
- Fully integrated into dues, donations and store systems
- Transaction manager for credits, payments and adjustments
- Partial payment capability via credit card or offline payment
- Exportable invoice and transaction details

Bulk print invoices from ecommerce system, dues, donations and store orders

Invoicing with batch processing

Robust sales, receivable and transaction reporting

API Integration for accounting system synchronization into QuickBooks, Peachtree, Dynamics and more

Reporting & Key Performance Indicators

Select from pre-built reports on commerce, receivables, sales, member activity, community use and more

Create hundreds of reports via integrated reporting system

Save queries within administrative searches for reuse

Create custom queries

Save and share custom queries

Export reports and saved query data for use offline

Data Synchronization

Import member and non-member profile data

Export member and non-member data, contact forms, event registrations, blogs, forums, résumés/CVs, career openings

Import member data into offline databases

Export transaction data for dues, donations, store purchases

Import transaction data into third-party accounting systems

ODBC-compliant format (ASCII and UNICODE)

Application Programming Interface (API)

XML based API

Single Sign-On and Federated Identity capability

Create member profiles

Import and export member data, including custom fields

Access transaction data from commerce systems

Access career postings

Access all RSS 2.0 community feeds

Access member messaging, connections, media galleries, wall feeds,

referrals and more, included free of charge

Administrative Dashboard

View overall health of your community at-a-glance

View registered members needing approval

Process membership dues

Process online donations submitted via website

Process store orders needing fulfillment

Review and approve career/volunteer postings

Review and process event registrations

Review and process event tickets

Review member-related statistics

Review action items awaiting processing

Review and approve group/community blogs and photos

Read about enhancements and new product features

Check syte.sensor for your community's health

Administrative Control Panel

Alter system-wide settings

Manage your site security and privacy settings

Set date and currency formats to your locale

Set name display format for organization and member types

Allow for real-time credit card processing

Control auto-response emails

Control administrative email notifications

Create custom profile and custom donation fields

Provide required terms of use

Set community email opt-out procedures

Toggle specific features on and off

Manage menu, navigation, order and naming

Manage site meta tags

Manage countries and locations within countries

Set Tax/Vat rate for specific countries and locations within countries

Administrative Directory Search

Search the backend directory by all member profile fields

Email and/or message members based on search results

Assign search results to specific community groups

Create touch logs for all search results

Save your search query to re-run again

Export directory search results for use offline

Assign master account to search results

View extended profile data, transaction history, account information

Custom Form Creation

Set public/private access and security per form

Create forms with fill-in, radio buttons, multi-select, etc.

Add fields that auto fill data from member profiles

Link to forms from within custom pages

Allow file uploads within forms

View form data submitted via administrative backend

Process form submissions and mark internal comments

Edit submitted form data

Export form data

Document, File & Media Management

Manage site-wide images and media

Create resource folders and manage content

Upload images, docs, MP3s, FLASH, videos, etc.

Create rotating images and photo galleries

Group, Committee & Chapter Administration

Create individual groups

Establish private groups with invitation requests

Make specific groups public

Assign members as group administrators

Search and contact group members

Manage group-specific events

Create and manage group blogs & forums

Create and manage custom content within groups

Customize group homepage layouts

Post and manage group photo galleries

Create collaborative wiki group pages

Create group file libraries and resource collections

Blog Management

Create multiple community and group blogs

Allow for members to maintain personal blogs

Browse blogs and posts by tags

Search blogs and posts by post content

View, edit and delete blog posts and comments

Lock specific blogs to member-only access

Lock specific blogs to read-only access

Set admin approval on group and community blogs

Forum Management

Create multiple community and group forums

Search forums and thread content

View, edit and delete threads

Lock specific forums to member-only access

Lock specific forums to read-only access

Assign specific members as forum moderators

Create automated forum digests that email members updates

News & Press

Create rich blog-style news articles

Manage news categories

Restrict access to news items

Feature specific news items throughout site

- Associate specific news items with select groups
- Allow for commenting on a per article basis
- Syndicate via RSS
- Push updates to members via real-time micro blog feed

**** YourMembership.com continually enhances its solution, and all current features and future upgrades are included with the product's low fixed fee.**

Survey, Voting & Quiz Management

- Create customized surveys, quizzes and voting ballots
- Allow for fill-in, radio button and multiple choice responses
- Send private surveys to select members
- Limit to one-time submission
- View statistics, graphs and reports
- Query & export all respondent data

Administrative User Management

- Add/edit UNLIMITED administrative accounts
- Apply specific access rights
- Expire accounts by date
- View last login date of administrators

Customer Service, Support & Training

- Receive unlimited training and support - for no additional fees!
- View, submit and manage support tickets
- Submit, view and vote on new features via the Idea Box
- Schedule live person training sessions and site audits
- Request site design changes and updates
- View integrated online help
- Browse best practice documents and training guides
- Read the site update log of all new features
- Use syte.sensor™ to monitor the health of your community
- Watch online video tutorials at your own pace
- Join YM's unified community of site administrators!