



# Registration Module

## Are your courses becoming an administrative nightmare?

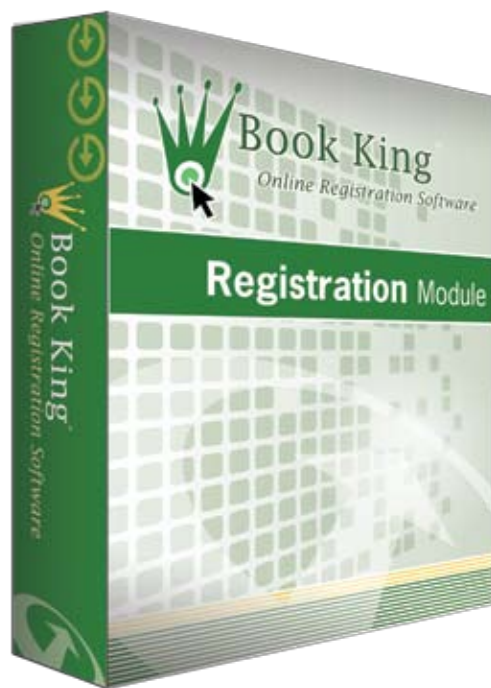
Book King will ease your administrative processes by providing a complete and affordable registration solution.

People expect a simple and quick process for registering into a course or event. A public access portal and self service registration allows your clients to view the information and register for courses and events at their own leisure with just a few clicks.

Book King's Registration Module is the perfect solution to help you manage and streamline your enrollment activities. The Registration Module allows you to efficiently manage enrollments, invoicing and reporting of all your organization's courses, events and activities.

Book King is a 100% web based solution and supports Microsoft Windows, Mac and Unix operating systems with Internet Explorer, Netscape, Firefox or Safari web browsers.

The Registration Module provides a very comprehensive event setup process and optional integration with our Scheduling Module for facility and resource scheduling.



## Registration Module Overview

### » Manage Courses

Create unlimited seasons, categories, activities, courses, classes and camps with deadlines, waitlists, age requirements, and minimum and maximum enrollments.

### » Manage Enrollment

View, search, enroll and override course enrollments by name, code, category or instructor. Withdraw, refund, transfer and communicate with enrollees, individually or as a group.

### » Manage Wait Lists

Create and Manage waitlists. Cue and e-mail wait listed clients when vacancies arise.

### » Manage Families & Groups

Manage and maintain alternate billing addresses for groups or family enrollments.

### » Integrated E-Commerce

Enable client access through the Internet to simultaneous search, enroll and securely pay for course registrations.

### » Manage Instructors & Payments

Organize, manage and maintain Instructor qualifications, descriptions, rates and assignments. Manage Instructor payment options by course rate, session rate, hourly rate and percentage of course fees.

### » Attendance & Course Completion

Track attendance for each session and course completion for each activity.

### » Manage Teams

Manage teams and team members for intramural sports and kids camps.

### » Manage Client Information

Searchable client database to update clients and track client account information or integrate with an LDAP database.

### » Manage Business Information

Create and e-mail invoices with digital signatures, attach documents and produce various custom reports.

Simplified  
**Registration**  
Management





### Registration Module Features

Features	Complete	Plus	Advantage
Number of Courses Annually	99	249	499*
Course Enrollment Management	•	•	•
Location Management	•	•	•
Individual and Group Enrollment	•	•	•
Activity/Code/Category/Instructor Search	•	•	•
Wait list Management	•	•	•
Attendance & Completion Tracking	•	•	•
Team Management	•	•	•
Instructor Management	•	•	•
Instructor Payment Management	•	•	•
Integrated Invoicing & Reporting	•	•	•
Unlimited User Accounts	•	•	•
Configurable User Groups & Security	•	•	•
Multi-lingual Interface	•	•	•
Document Management System	Optional	Optional	•
Digital Signature Processing	Optional	Optional	Optional
Integrated E-Commerce	Optional	Optional	Optional
LDAP Integration	Optional	Optional	Optional
Online Help	•	•	•
Unlimited Telephone Support	•	•	•

\* Larger configurations available upon request

### About Pacific Tier Solutions

Pacific Tier Solutions provides quality resource scheduling, course registration and event ticketing software and services worldwide. Our affordable and easy-to-use web-based solutions streamline administrative processes enabling our customers to maximize their revenue potential from their resource assets. We pride ourselves in providing exceptional service to our customers.

Discover how other organizations have incorporated the innovative solutions offered by Pacific Tier Solutions. New modules and feature enhancements to existing modules have simplified how organizations deliver their services and added significant advancements in self service client access.

Learn how Book King modules can help your people make the greatest possible contribution to your organization's success.

Contact Pacific Tier Solutions at 1-888-599-8282. We look forward to assisting you to find the best solution for your organization.

### Customer Quotes

"MTSU chose Book King because of their robust and efficient implementation, their attention to details, and their willingness to work closely with our staff."

**Matt Grossland, Manager of Recording Industry Department, Middle Tennessee State University**

"Being a volunteer organization with many different people who have to use Book King, the set up, training and support has really made all the difference for us. The product is great, but the real difference has been the personal touch"

**Lou Schwing, Camping Chair, Verdugo Hills Council, Boy Scouts of America, California**

### Other Book King Modules

