



What you do...

What you need...

In order for Sporg to fully understand your current registration process and assist you in your transition online, please help us complete the following questionnaire.

Organization Name: _____

Contact Name & Title: _____, _____

Email Address: _____

Contact's Phone #: _____

Description of Contact's responsibilities for the Organization:

Please list any additional contacts and their titles

How long has the organization been in established? _____

Website URL: _____ NA

I have a good understanding of my organizations current registration process and I am aware of concerns our members and staff have in regards to this process.

Yes

Somewhat

No

Unsure

What is the nature of the Organization's business?

Does the Organization intend to provide event and/or membership registrations?

Yes No

Please provide a brief description of how Sporg will be used, and include any of the products or services that the Org plans to offer:

Does the organization plan to use the site to sell merchandise or services other than event or membership registration? Yes No

If Yes, please explain _____



Total Yearly Registrations in all memberships/events: _____

Annual Number of Scheduled Events: _____

Number of Registration Forms Used: _____

Average Dollar Amount of the Registrations: \$_____

Please summarize your Organization’s current position, in reference to the decision-making entities and the hierarchical structure of any affiliated bodies (ie: National, Prov/State, Regional/Branches, Local...)

***Attached are copies of as many of the Organization’s current registration form(s) as possible**

***Attached is a step-by-step description (and/or detailed flow-chart) of the organizations current registration process:**

* The organization sign-up documents will not be complete without these attachments. Therefore, the verification of the Organization by Sporg, following this sign-up process, will not be approved unless these attachments are included.

The following questions can be used as a guide for the ‘step-by-step’ description, please add any missing relevant information to the description.

How does the organization currently contact registrants to notify them about events?

Advertising flyers Phone Other: _____

Current members invite friends mailer (to contact list)

How is registrant data collected?

Registrants call, and information is taken over the phone Yes No

Mailers (which include registration forms) are returned Yes No

The Organization holds registration days: Yes No



Organization Profile - USA

The organization offers, an online form: Yes No

- that can be printed, filled out and mailed or faxed Yes No
- that can be filled out online and submitted Yes No
- that collects credit card data to be processed at a later time Yes No

Online payment & transaction processing Yes No

Registrants receive an instant confirmation Yes No

Funds are deposited directly into the Organization's bank account Yes No

Online forms are submitted to a database Yes No

Registrants data is inputted manually Yes No

Number limitations are monitored Yes No

A waiting list is kept Yes No

The organization currently accepts the following forms of payment:
 Check Cash Visa MC AMEX Other _____

Their current discount rate for credit cards is: _____
 _____ NA

Percentage of checks that are NSF or need other recourse: _____%

Does your organization currently use/create a database to keep track of the registrants? Yes No

If yes, what type of database? _____

What do you currently do to organize the information once it is gathered? Filed Reports are created Other _____

If reports are created, How; and What do they typically include?

Please describe the organization's accounting practices.

If they use accounting software, what do they use: _____

How does the organization currently contact registrants to notify them about event changes? Phone Fax Mail
 Email Other _____



If email, do addresses have to be individually entered? Yes No

Is the organization happy with their current process?
Yes Somewhat No Unsure

If they could change any part of the process what would it be?

How does the organization plan to use Sporg? (Please summarize the types/names of events; types of registrant data/questions to be gathered; and desired reports.)

Does this plan involve any changes to their current flow, process, or structure? (If so, How?)

Do Sporg's present utilities fit this plan? Explain why or why not.

What features, that are not presently available, would the organization need to fit their current process?

Would a change in their current flow/process/structure make Sporg a beneficial fit for the organization? Describe change and How.

