

The Membership Manager range of solutions is a simple to use, cost-effective way for associations, clubs, businesses and individuals to manage a database of members, subscribers, customers or suppliers online.

The Membership Manager can be seamlessly integrated into your existing website (or it can be used as a stand-alone website linked from your website) and provides an application form for new members, a password protected members' area, a backend database with administrator control and reporting functions, email and SMS text message communication and event managements.

There are several levels of Membership Manager designed to suit the varied requirements of most associations, clubs, businesses or individuals. The available features are outlined in this document.

Benefits for you

- The simplest, quickest, most cost-effective way of creating and maintaining a secure up-to-date database of members, customers or suppliers. No technical skills are required.
- Dramatically lower in cost than creating a bespoke web-based database application.
- Reduces the administrative overhead of managing member records and databases.
- It is a hosted, online solution, so can be managed from any computer connected to the Internet.
- Requires no software to be downloaded or installed on your desktop computer or server.
- You don't need to learn what is often very complex database software.
- Can be seamlessly integrated into any website regardless of how the website was initially created.
- Send emails or SMS text messages to a specified individual or group.
- Password-protected secure access for you to search, edit and update your members' records.
- New member applications are submitted to you for approval or disapproval.
- You can download the member database at any time for added peace of mind.
- Display a diary of events on your website. Members can register for these events, and you can print out a list of attendees.
- Create printable/downloadable reports or listings of members that fit your search criteria.

Benefits for your members

- Members can apply to join using an online form on your website. Their details are automatically added to the member database, and you, the administrator, are notified via email of their application. They are a prospective member until you accept or decline their application.
- Optionally, members can be given a password to allow them to enter a secure member area where they have (if you choose to offer these features) the ability to:
 - access and update their personal details, such as address and telephone number;
 - search for other members and view a limited set of their details. This member-to-member search facility is equivalent to swapping business cards and enables members to contact each other easily. Members also have the option to hide their details, if they require privacy;
 - download files such as PDF documents, photographs or other files that you wish to make available to them;
 - view a list of events and register for those they wish to attend.



Membership Manager

Start managing your members online now

Database administration

- Maintain and manage a secure up-to-date database of members, customers or suppliers from anywhere in the world.
- Password protected secure access to the database to search, edit and update your members' records.
- The member database contains fields for private administrator notes.
- Create printable / downloadable reports or listings of members that fit your search criteria.
- If required, we can customize the database fields (the information you collect from members) to meet your requirements. A one-time fee will apply. Please contact us at sales@xaraonline.com for further information.
- Accept subscriptions online by integrating a payment system such as PayPal

Event management

- Display a diary of events summarized in date order with a link out to a more detailed description.
- The administrator can add/delete and edit events from the administrator area.
- Members can register to attend any event. From their private members' area they can see which events they are registered for.
- The administrator can produce a report listing all attendees for any event.
- Past events can be moved to a past event section, where you can include updated details of the event along with uploaded event photos.

Private member-only access to data

- Make PDF documents, web pages, photographs and other files accessible only to your members.
- Easy file upload from the administrator area, for different file types.
- Members can access and download this content from their private password-protected member area.
- Truly secure content. The files can only be accessed by providing a correct username and password.
- Ten megabytes of file storage space is provided in the basic price. More storage space can be purchased if required.

Email/SMS newsletter management

- The Membership Manager includes a comprehensive, but simple to use email and SMS text messaging manager which allows you to communicate with your database of members, customers or suppliers.
- Professional looking emails can be created using an online email editor that enables you to layout your email with choice of fonts, colour, etc. without the need for any HTML (requires the Microsoft Internet Explorer web browser, version five or above).
- Compose and store preset emails for common activities such as accepting or declining new members.
- Send emails or SMS text messages to any individual or group or the entire member database. The system provides an easy way to search for members and then a single click will send the email newsletter.
- Compose emails, offline or online, to store for future use. For example, you may have a 'special offer' email that you want to send to a group of people and another 'Christmas greeting' email for your entire membership.
- The Membership Manager supports automatic remove requests (if your members wish to leave the email list) and email bounce handling (for example if their email account becomes inactive).

“We are very pleased with our new member and event management system. It was essential for members to be able to interact on line as well as at Club meetings and a bespoke solution was necessary,” said Derek Wright, Director of the Kleinwort Benson Entrepreneurs Club. “Xara Online offered a non-programming solution to create a system for our website that incorporated all the functionality we wanted. The online automated membership and event management has provided a facility for the members to find out more about each other, and to access information and register for events. These are all very important facilities to ensure a successful networking club.”

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SOLUTIONS	1	2	3	4
General Features				
Integrate some or all of the features into your website	✓	✓	✓	✓
Members can apply using online form	✓	✓	✓	✓
Applicant's record automatically added to database	✓	✓	✓	✓
Administrator vets and accepts members		✓	✓	✓
Automatic Online Registration (no vetting)	✓			
Accept online subscription payments	✓	✓	✓	✓
Database of Members/Customers				
Administrator control to add, delete, edit records	✓	✓	✓	✓
Produce a report / listing of members that fits specified search criteria	✓	✓	✓	✓
Members can upload personal photo or graphic to their record		✓		✓
Import/Export member list to wordprocessor or spreadsheet	✓	✓	✓	✓
Max number of fields for each member record ¹	10	30	20	30
Email Newsletter and SMS Manager				
Administrator can email individuals or groups	✓	✓	✓	✓
Administrator can send SMS text messages to individuals or groups ³		✓		✓
Automatic email bounce & remove request support	✓	✓	✓	✓
Event management				
Online Event Diary		✓		✓
Members can register for events online		✓		✓
Administrator can print a list of attendees to any selected event		✓		✓
Passworded Member Area				
Members sign in		✓	✓	✓
Member can be emailed password when forgotten		✓	✓	✓
Members can edit their own member details		✓	✓	✓
Member to member lookup		✓		✓
Member only access to files and other data				
Member access to private web pages, pdf files and other administrator uploaded data			✓	✓
Private document storage quota ²	10 MB	10 MB	10 MB	10 MB
Quota				
Number of members supported in basic product ²	1000	500	3000	5000
Number of emails per month ²	2000	1000	6000	10000
Number of SMS credits		5		5
Private document storage quota ²	10 MB	10 MB	10 MB	10 MB
Price				
Price per month \$ ⁴	\$9.95	\$39.95	\$79.95	\$99.95
Price per year \$ (12 months for the price of 10) ⁴	\$99.00	\$399.00	\$799.00	\$999.00

¹ For annual subscribers only, we offer customization of the member database fields up to a maximum shown here for a one time fee of \$100. For further information contact support@xaraonline.com.

² Additional database, storage & email quotas can be purchased; 2000 additional database records, 2000 emails per month, 20Mbytes storage for \$24.95 per month.

³ There is a small charge per SMS text message sent

⁴ We offer special pricing for non-profit organisations.

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Example Uses

Business/club membership: not only is it an easy way to maintain a database of members and to manage newsletters/emails, but its useful member-to-member search enables good contact and networking amongst members.

Online fan club/newsletter: everything you need to maintain an online membership database and send regular newsletters. Plus you can provide member-only downloads.

Subscription management: allow people to subscribe from your website. No need to re-enter data into a separate database.

Event management: create an easy-to-update list of events for your website and allow prospective attendees to register online. Maintain this customer list and mail newsletters (or SMS text messages) to your attendees or prospective attendees.

Mailing list management: allows your website visitors to subscribe to your mail list and receive your regular newsletters and information.

Improved customer relationship: reduce your administrative work of maintaining accurate customer records. Not only can you send regular emails or newsletters to your customers, but you can also provide a secure password-protected area on your website so they can maintain their own record details, such as address, contact number, etc. Provide online documents for them to download, perhaps product manuals or other data or web pages.

An online community: customers need to register before they can access the content, so that you can control data access. At the same time collect email addresses to further communicate with your customers.

View our case studies to see how other users have benefited from the Membership Manager, please see visit our dedicated website; the address is below.

To purchase online now, or find out more, visit our dedicated website at: www.managemembers.com

Security and Support

- All data is hosted on secure servers at professionally managed data centers. The servers are backed up and guaranteed safe with 99.99% uptime.
- You can download the database at any time for added peace of mind.
- Free lifetime email support.
- Full 30-day no quibble money back guarantee. If this product isn't what you expected then it will cost you nothing.

And, if that isn't enough...

Xara Online's parent company has been developing software for 21 years and developing online solutions for more than seven years. Xara is an established company with considerable experience of managing more than 1.5m customers online.

“We wanted to ensure that we got the most out of our investment in a web site for the Rotary Club of Hemel Hempstead. At the same time we didn't want an unjustifiable expense,” said Tony Ford. “Xara Online offered an easy to use and affordable solution that has enabled us to add all the functions we wanted for our members and we could do this without having any technical skills.”



Revolutionizing Web Application Development

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