



## Joingo IB Features and Benefits

### Features

### Benefits

#### Joingo

- Access the software from any computer with an internet connection
- Step by step help manual included
- Six months of free support
- Manage your courses anytime, anywhere with an internet connection

#### Customization

- Custom question fields
- Custom receipt fields
- Joingo site mimics look and feel of your primary website
- Custom cancellation policy
- Add a custom cancellation fee
- Organization information printed on receipts
- Grouping allows managing the number of participants allowed per course, per group code (IB Code)
- Easily customize without programming
- Make changes on the fly
- Everything is branded for your organization
- Groups can be managed to control attendance

#### Registration Management

- Accept checks, PO's and credit cards
- Partial payments accepted
- Order history is provided for the Admin and the user.
- Courses automatically lock when they are full
- Automated waitlist feature collects waitlist registrants
- Easy transfer tool for moving attendees from one course to another
- Easy waitlist tool allows the admin to accept attendees from the waitlist
- Cancellation wizard provides the accounting on canceled orders
- Assess cancellation fees
- Users can view their account and order history online
- Automatic course locking and waitlists free the admin to focus on immediate needs
- Wizards for transferring, accepting from the waitlist and cancellations make these tasks simple
- Users can access receipts and payment info in their account.
- Cancellation fees, late fees and P.O. fees are all optional



- Optional P.O. Fees can be assessed

## Reporting

- Course summary report
- Daily transactions report
- Aggregate payment reports
- Coordinator and attendee reports
- Transaction ID reports
- IBNA pre-formatted report
- Export to a .csv file
- IBNA report meet specific IBNA reporting requirements, simply add in your instructor information
- Search easily for coordinators, attendees and transaction ID's
- Export reports to further manipulate, import or save them

## Course Management

- Create tracks to identify your courses (MYP, PYP, DP)
- Create Categories for your courses
- Create sessions to accommodate multiple conferences at once
- Clone courses for reuse
- Expired courses auto-archive, preserving your historical data
- Create multi-level pricing
- Admin view of a course shows the number of attendees per course in a session on one page for easy access
- Cloning courses that repeat saves time
- Your historical data is always available
- Multi-level pricing allows you to set pricing tiers controlled by dates

## Communication

- New account emails are automatically emailed to users
- Registration confirmations are automatically emailed to users
- Custom emails can be sent to users from specific courses, including archived courses
- User accounts contain an email address for coordinators
- All automated messages can be customized
- Invoices can be sent in mass or individually
- Broadcast critical messages
- Automated messaging saves you time!
- Customizable automated messaging allows you to control what is sent and to include any information.
- Sending bulk invoices to any partially or non-paid participants is quick and easy

