



**MeetingREADY**  
SOLUTIONS

**People management made easy!**

A powerful, yet easy-to-use software that provides the tools to maximize communication with your prospects, clients & membership:

- ✓ Get organized
- ✓ Target your market
- ✓ Track every contact
- ✓ Build relationships
- ✓ Manage Membership

**Perfect For:**

Tracking and communicating with prospects, clients, members and suppliers

**Will Benefit:**

Organizations in their marketing strategy and their general day-to-day business operations

**PLUS**

- ✓ Associations
- ✓ Secretariats
- ✓ Societies, Clubs
- ✓ Trainers
- ✓ Meeting Managers



**SUMMIT SUITE OF SOFTWARE**

***The SUMMIT CENTRAL... Will provide the tools for People Management – Maximize communication with prospects, clients, members and suppliers***

**SUMMIT CENTRAL CORE SOFTWARE**

***Build an accurate database you know you can rely on ~***

- Consolidate diverse databases - de-duping as you go
- Standardize the format of names and addresses quickly and easily

***Maximize your marketing campaigns ~***

- Group and profile people, nominate areas of interest and industry types
- Select a combination of groups and/or profiles for targeted mailouts

***Know more about the people in your database ~***

- Personal information - date of birth, photo, associated people's details.
- Event attendance history with participation categories (delegate, presenter, exhibitor, sponsor and/or advertiser). Information can be entered directly or imported from your Summit Event Manager

***Organize contacts and tasks to ensure goals are achieved ~***

- Record every contact, meeting or phone call with automated next contact dates
- Use the Organizer to plan your day and remind you of tasks to be done

***Improve Communication Channels ~***

- Generate and send - individually or broadcast - letters, e-mails and SMS text messages
- Barcode addresses for cheaper and more accurate addressing

**AND ADD THE FOLLOWING COMPONENTS...**

**MEMBERSHIP MANAGEMENT**

***Define the attributes of your group or association ~***

- Define the structure e.g. committee positions plus chapters, branches and regions
- Determine each membership type and its attributes: Corporate or Individual, voting rights, fees, expiry date anniversaries, etc...
- Generate subscription renewals and reminders on a regular basis
- Process expressions of interest, joins and renewals
- Track professional information - alumni, qualifications, expertise and affiliations
- Monitor your financial position - banking, income reconciliations, outstanding payments, etc...
- Manage meetings; AGMs, with attendance tracking and Minutes development

**PRODUCTS & SERVICES**

***Track items and/or services that you provide ~***

- Sell and/or rent items to individuals
- Generate invoices, receipts, Tax Invoices and deposit slips

# SUMMIT CENTRAL

## **SHORT COURSES**

### ***Create and manage short courses ~***

- Register attendance, send confirmations, and allocate credits
- Monitor the course's financial position - income and expenditure
- Set prerequisites and produce certificates

## **DONATIONS MANAGER**

### ***Tracks donations by campaign to determine which campaigns are most successful ~***

- Run multiple projects concurrently and report on different campaign elements

## **INTERNET ASSISTANT**

### ***Process the following information received via on-line forms ~***

- Demographic updates
- Membership, joins and renewals
- Sales and rentals of products and services
- Registration to courses

***Select the components you require for your business to create the ultimate people management tool***

## **SUMMIT CENTRAL CAN BE USED IN CONJUNCTION WITH...**

Summit Event Manager - send people to an event and then update the master database with event histories

Microsoft Word - for mail merges

Microsoft Excel - to import and export data

Microsoft Outlook - for individual and broadcast e-mails

## **SUMMIT CENTRAL VIEWER**

The program enables you to share your data with others in a 'look but don't touch' format

## **OUR GUARANTEE**

We are so confident that the Summit Suite of Software will give you greater control over your data management, we give this guarantee...If you are not 100% satisfied with any of our products, and we will provide a full refund within 30 days of purchase...no questions asked.

**For further information, contact:** [info@meetingready.com](mailto:info@meetingready.com)



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