

## *Keystone: Program Registration*

The Keystone Program Registration module allows the user to define any number of Courses/Programs (including specific details such as location dates, times, Instructors and qualifications, etc.), register individuals, create invoices and/or cash receipts and produce registration confirmations. Full integration with the Accounts Receivable, Cash Receipts and General Ledger modules.

- Define courses/programs
- Create categories of programs (youth, adult, senior, etc.) and place programs in them
- Specify the rate for each course as well as any portion of the rate that is eligible for a tax credit
- Specify minimum and maximum age requirements, if applicable
- Set minimum and maximum registrants
- Specify dates, days of the week and time of day for each course
- Define families with the parent becoming the customer (for billing and cash receipting purposes)
- Register individuals in courses
- Create course registration invoices or process cash receipts
- Produce registration confirmations either for an individual registration or for registrations for an entire family
- Track the home municipality for participants and produce reports for your neighbouring municipalities of non-resident use of the programs you host
- Produce rosters, attendance lists
- The module offers many other useful reports including revenue by program

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