



# Online Class and Training Registration Guidelines

Streamline your Classes and Training Programs with Comprehensive  
Online Registration Solutions

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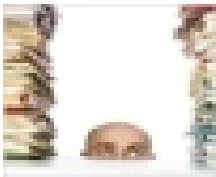
Over the years, it has become important for different kinds of organizations to focus on improved class management and registration procedures. This has led to the growing popularity of improved and customizable class registration software. With the help of scalable class registration solutions, academic institutions as well as various corporate organizations are finding it easier to manage classes and training programs.

## 1. Need for Enhanced Class Registration Solutions

Whether you run a small workshop for kids or an integrated training program for your employees, it is crucial for you to ensure that maximum number of people register for the session. This can help you to achieve the desired ROI (Return on Investment) and ensure maximum participation. However, it cannot be denied that the entire process calls for a lot of planning and administrative workload.

### 1.1 Challenges

While planning a class or corporate training session, you will come across a lot of challenges. Some of the challenges that you might face will include the following:



#### Excessive Data Entry Workload

For several years, organizations have put up with a lot of data entry workload commonly associated with class management and registration. Internal resources are entrusted with the responsibility of managing a great deal of data concerning the attendees for the session, payment management and so on. This has made the entire process extremely tedious and time consuming. In addition, it is also quite common to find communication hassles and data loss that results in further problems for organizations.



#### High Mailing Costs

Whether you are organizing a dance class or a corporate training program, it is pivotal for you to ensure that your target audience knows about it. For this, you need to mail program and class details to your prospects which can be very expensive.



#### Additional Resource for Management

Organizations require a resource to manage the entire data entry workload. This increases costs and also results in a tedious process for class management and registration.

## 1.2 Demand for Class Registration Software Tools

Due to the various complications and hassles that are common with manual class registration procedures, an increasing number of organizations called for improved class registration solutions that could prevent data entry errors. Organizations implemented customizable class registration solutions to streamline the entire process and provide necessary support to the organizations. As a result, in the past couple of years, the demand and popularity of class registration solutions has grown manifold. An increasing number of educational institutions and corporate organizations are adopting innovative and advanced class registration solutions that offer a host of benefits.

## 2. Benefits of Comprehensive Class Registration Solutions

**T**he key benefits of Class Registration Solutions for various types of organizations include the following:

### 2.1 Streamline the Class Registration Process

With a comprehensive class registration software, organizations can easily streamline the entire class registration process. You can use customizable registration forms for new and returning students. In addition, you can choose the number of registrants per class or session. You can also configure each of the registration forms with student information and questionnaires required for that particular class. In other words, you can make the process smooth and simple to get more registrants.

### 2.2 Increase the Number of Attendees

Various kinds of organizations that have adopted advanced class registration solutions have found it easier to increase the number of attendees. Integrated class registration solutions come with advanced features that can help you to attract more attendees. For example, you can allow students to sign up for multiple classes all at the same time to increase attendance for all classes. Furthermore, you can present your training course information in an appealing manner to attract more attendees

With an advanced class registration software you can track actual attendance and schedule training programs accordingly. Furthermore, you can keep your past attendees up to date with the latest information on classes that are

### 2.3 Avoid Miscommunication

Comprehensive class registration solutions come with enhanced features that prevent communication lapses. Choosing a proper class registration software can boost communications with your attendees in an effective manner. These solutions provide various broadcast email tools that allow you to send customized messages to remind registrants about your class or session. Moreover, you can provide better services to your attendees who can access relevant information within seconds without wasting any time on phone calls or emails.

### 2.4 Better Payment Management

Your attendees will quickly lose interest if the payment management system is too complicated or time consuming. To prevent this problem, innovative class registration solutions are equipped with enhanced features that can streamline the entire process of payment management. For instance, a comprehensive class registration software will enable your attendees to pay safely online using any major card. Moreover, they will automatically receive email confirmation once the payment is done. This is very effective considering your attendees could be located anywhere in the world.

## 2.5 Promote Your Classes

Innovative features such as promo codes and gift cards can boost the attendance of your class. This is important because your registrants will look for discounts and special offers before signing up for your session. By using these promotional tools you will get an opportunity to get more attendees.

## 2.6 Manage Data and Student Information

With an advanced class registration solution, you can effectively manage an unlimited number of students. You can even track enrollment history and current enrollment status easily. There is also the option of creating a private community for your attendees to interact with one another and also post queries regarding sessions and training programs.

## 2.7 Offer Certifications to Event Attendees

Online class registration solutions are useful even when the classes are over. You can choose to offer certifications as well as credit records to the attendees. Most online class registration solutions provide customizable templates for certificates, name tags etc. For educational institutions as well as corporate trainers. Simply choose the template, customize it according to your requirements and mail the certificate out to attendees.

Your post class management plans may also include class performance analysis. You can ask your attendees to share their feedbacks with you to gauge the success of the workshop/seminar/class.

## 2.8 Other Features

Class registration software tools are constantly evolving to meet the varied requirements of educational institutions and corporate organizations. The focus is on simplifying the entire process to aid the organizer as well as the attendees. Numerous useful features are being included in these class registration solutions to provide complete assistance to the attendees. The calendaring tool, for example, enables your attendees to view class details easily. Likewise, the wait list option can help you to ensure full attendance of your class.

Have Questions About Acteva? Call (877) 933-4730, to speak to one of our sales representatives. We are available to handle all your online registration needs Monday through Friday from 7:30 AM to 5:00 PM (Pacific Standard Time)

We hope you found the Online Class and Training Registration Guidelines to be helpful and informative. For more information on Acteva and our online event registration solutions, please [www.acteva.com](http://www.acteva.com).

## About Acteva

Founded in 1998, Acteva is the largest and most experienced Event Registration, Class Registration and Private Community Software provider in the market today. They have been helping organizers “know who is coming to their meeting, class or event”. Acteva has not only provided more than 20,000 organizers with a solution to online payment management, but also a place for attendees, members and donors to interact, collaborate and communicate. Acteva has been a pioneer in the event technology industry for more than 12 years, and has hosted over 400,000+ events that have been attended by more than 7 Million+ people.

For more information now please visit: [www.acteva.com](http://www.acteva.com)



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