



MyOrgNet Functionality

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This is a summary by functional area of the *MyOrgNet* capabilities. There are separate overviews for each area which can be used in initial training for users. Online documentation provides specific help for each tool.

● Membership

- **Renewal Notices** by email and paper
- **Join and Renew** online and by mail
- **Automated Accounting**
- **Online Updates** by members
- **Online Directory** of and for Members.
- **Lists** for those who need them (newsletter, emails, ballots, events)
- **Ballots** and Surveys online and paper.
- **Records and History**.
- **Online Forum**

● Donations

- **Online Donations**
- **Tracking and History**
- **Automated Accounting**
- **Donor Communication** by email and paper

● Events

- **Event Planning** by scattered committees
- **Online Calendar** of coming events.
- **Online Ticket Sales**
- **Automated Accounting**
- **History** of participation (producer, staff, performer, volunteer)
- **Location History** (for insurance audits)
- **Last-minute Updates** on the web and notices to participants and attendees.
- **Lists** of participants and attendees.

● Publicity

- **Online Calendar** with integrated performer details
- **Notices** to interested friends and members (with opt-out capability)
- **Email Blasts** to members and friends (with opt-out capability)

- **Personal Calendars**
- **Articles** for online news and interests
- **Media Contact** management

● **Organizational Aids**

- **Distributed Access** for planning and coordination
- **Committee** creation and modification
- **Group** creation and modification
- **List Committees** on the web.
- **Online Forum** with private logging for committees
- **Policy and Procedures** reference
- **Articles** for online information

● **Accounting**

- **Double Entry Accounting** with programmatic and personal tracking
- **Automated Accounting** for donations, memberships and events
- **Credit Card** payments via PayPal
- **Oversight** for online and cash income
- **IRS forms** (1099 and 990) summaries
- **Budget vs Income** and expense tracking
- **Independent Reconciliation** to bank statements

● **Administration**

- **Access Controls** for both tools and data
- **Delegation of Authority**
- **Nomenclature** by program
- **Web Layout** by program
- **Flexible Data Definition** for auxiliary information
- **Usage** tracking
- **Feedback** by tool and user
- **Data Integrity** checking



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