# CONNECTING COMMUNITIES

**"The functionality and ease of use of the website meant we were able to improve our communications with our volunteers, membership and supporters"**

- Provides us with a dynamic web presence we can manage ourselves

- Records helpers' skills and availability

- Lists our social events

- Builds our social network

- Actively engages with our members.

- Encourages enhanced co-operative working

- Provides a reward system which encourages reciprocity

- Provides a technology platform that encourages learning and the teaching of skills

- Builds our group's network of contacts.

- Forges alliances with other groups.

- Builds Capacity

# Powering your COMMUNITY

# Agoria  Managing your Volunteers Events Donors

Provides you with the ideal solution to:
- Manage members and supporters
- Manage and promote events
- Maintain Donor Contact

Gives you tools to
- Record time spent
- Record help requests
- Manage Subscriptions
- Manage mailing lists
- Update contact details
- Manage Event booking
- Accept Online payments and donations

Suitable for
- Volunteer Groups
- Charities
- Support Groups
- Social groups
- Campaign Groups

## Market Place

Agoria is the system that gives you the ability to match your database with your members "Wants" and "Offers".

Once a "Want" is listed, it is displayed to the members of the group. This allows other members of the group to make an "Offer" to satisfy the "Want". In some cases the "Want" may need to be mediated by a local time broker who can identify "Wants" and arrange with others to provide the appropriate solution.

Each individual has the ability to list their "Wants" and "Offers" and respond to the "Offers" and "Wants" posted by others. Where the individual does not have either the required skills or access to the internet, their needs can be handled by the Time Broker.

All details of the trades are recorded on the system by the Time Broker or the recipient. Once a task is completed, the receiver indicates the completion of the exchange and the time is credited to the goods or service giver.

## Usability

Keeping control is the key to success. With Agoria you can manage your list of Members, Recipients, Volunteers, Supporters and Partners and your central source of information is always available to you. Delivery of messages by post or by e-mail - or a mixture of both - significantly reduces the time involved and the costs of material and postage.

You can target your mail by class and fee type, age group, location and many other search terms or keywords, allowing you to target you audience with your message.

The system is available all the time. Staff and volunteers can access the system from work or home, working at a time to suit them. This helps retention of volunteers and if their workload increases, the work can be shared easily.

**Building and Running your community group**
Agoria is designed to support the network structure of groups. You can build your structure in any way you wish, around a geographical area or on a particular service.

You can run the whole of your structure in this way with each group maintaining their own activities etc., with help and assistance from the centre.

Groups can also be linked to other groups. For example, Groups could be organised at the regional level. However, groups close to the border may share activities with a group just across that same border.

**Membership**
Agoria describes people as members. These can be many types and be involved as volunteers or beneficiaries or helpers and these are subdivided into a variety of membership types.

Groups that have membership fees can use the ActivityForum BackOffice membership system. This system is flexible and copes easily with different payment schemes. Payments are handled automatically. Members that make regular donations can be reminded by the system with the due dates and renewal dates being recorded. The GiftAid management facilities increase income by preparing the GiftAid claim form.

Where no fees are collected, the functionality of the membership system is still available for mail services, event management and statistics.

In addition payments made to volunteers, for example, can be recorded against the volunteer record and reported in the payments system

**Event Management**
Events are important as income generators for most associations, clubs and groups. Events can be organised for members and for non members.

There is an online facility to reserve a place on the event and for the organiser to track event payments. The attendees' list includes all the details for the event-owner of bookings and any special needs.

Once events are open for booking, the participants can be reminded of the time on the preceding day and any last minute changes to the arrangements can be communicated.

For example, a National Event organised at the centre can be communicated to all the members at each group. For events organised at group level, they can be e-mailed from the group and adjacent or related groups can be included in these e-mails.

**Application**
Agoria has been developed by ActivityForum Ltd to provide the customer with their Membership Management System - a solution that incorporates this along with the features of Community Trading. Agoria, like ActivityForum, is web based and all the features currently available in ActivityForum are here in Agoria.

There are additional features – such as the Trading and Exchange System, which help to build and design your own style of web pages.

**Maintenance**
The system is maintained by Activity Forum Limited who manage all the websites and associated requirements in terms of security, backups, virus software and software updates

**Costs**
Our aim is always to make the system affordable for you. We therefore base the costs on how many members you have. We don't include in this member count the number of lapsed members, staff, related parties or potential members.







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