LEARNINGSTREAM

Registration Management Software

Buyer's Guide

What is Registration Management Software?

More importantly, why do you need it? In an increasingly distributed, virtual, and digital world, organizations are looking for registration management systems that streamline and automate the process of registering participants for events, courses, training, workshops, and more.

Having the right online registration system will not only make managing registrations easier for your team, it can also increase attendance by up to 30%. That's because online registration not only makes it easier for people to register for events, but it also allows event organizers to collect more data about their attendees, which can be used to improve future events.

Online registration software can be used for:

- ☑ Professional Training
- ☑ Certification Management
- ☑ Conferences
- ☑ Seminars
- ☑ Classes
- ☑ Continuing Education
- ☑ Workshops
- ☑ *And more!*

What impact can online registration software have on your bottom line?

A robust, flexible, and easy-to-use system can:

Save time and money. Manually processing registrations can be time-consuming and error prone. Online registration software can automate the process, freeing up your staff to focus on other tasks.

Improve accuracy. Online registration software can help to ensure that all registrations are accurate and complete. This can help to avoid problems at the event, such as overbooking or duplicate registrations.

Grow revenue. Many registration systems integrate with payment gateways, making it convenient for participants to pay registration fees online. This helps improve cash flow for organizers.

Provide better customer service. Online registration software can make it easier for attendees to register for events and get the information they need. This can help to improve the overall customer experience.

Gather valuable data. Online registration software can collect data about attendees, such as their contact information, interests, and purchase history. This data can be used to improve future events and marketing campaigns.

Now you know how your organization will benefit from an online registration system. **(Impressive, right?)** As you consider which online registration management system to choose, there are a few factors you should keep in mind:

Frequency & Complexity of Your Events

Your Events' Unique Needs

Your Events' Budget

How Much Support You'll Need

Learning Stream brings together robust registration management with learning management capabilities in one, *easy-to-use* and *comprehensive* platform.

Registration Management: Streamline connections with learners, handling complex pricing, group registrations, continuing education tracking, and data analysis for classes and programs.

Continuing Education: Track completed classes for reporting and transcripts, accommodating various CE types.

Payment Processing: Easily integrate with popular payment gateways or choose one that suits your needs.

Student Portal: Empower registrants with secure access to their registration history, payment records, CE transcripts, certificates, and e-learning content.

Canvas Learning Management Integration: Seamlessly integrate with Canvas for consistent registration data, even for online courses.

Virtual Meeting Integration: Connect to popular virtual meeting platforms, populating key meeting info in emails.

E-learning Content: Manage and extend the life of live learning with Media Manager for videos and webinars.

Evaluations: Tailor-made survey tools for courses, allowing anonymous responses tied to registrants.

Access For Instructors: Facilitator access for instructors to track attendance and access class information.

Instructor Module: Provides pre- and post-class information, attendance tracking, and communication with registrants.

Test Management: Manage registration, attendance, and testing with automated scoring, all tied to participant records.

Texting: Offer SMS updates for class and event communications alongside email.

Simplified Learning Plan: Create, assign, and administer learning opportunities for individuals and groups, tracking progress toward goals.

Registrant File Upload: Convenient module for registrants to upload digital files during registration, kept within their records.

Who Uses Learning Stream and Why?

Here are some of the ways Learning Stream is being used today by clients across multiple industries:

Higher Education

Continuing Education: Simplify the student enrollment process for continuing education, including course registrations and fee payments for non-credit and alternative education. In fact, our clients collect an average of $800,000 revenue for courses offered through Learning Stream!

Ongoing Training and CEUs: Offer Continuing Education Units (CEUs) to graduates through specialized courses and workshops that allow alumni to expand their knowledge and skills in their chosen field beyond their degree programs.

Industry Partnerships: Partner with corporations or government to offer specialized training to students or the community.

Event Registrations: Manage registrations for extracurricular activites, conferences and workshops.

HIGHER EDUCATION CLIENTS

School Districts K12

Certification & Credentialing: Support teachers in pursuing additional certifications or endorsements in specific subject areas or teaching methodologies.

Microcredentials & Badging: Offer microcredentialing programs where teachers earn digital badges for completing specific professional development activities.

Professional Training: Incorporate professional development into regular department or subject-area meetings. Focus on curriculum alignment, assessment strategies, and content-specific skills.

Webinars & Virtual Events: Offer webinars or virtual training sessions for teachers who prefer or require remote learning.

District-wide Initiatives: Launch district-wide initiatives that target specific areas of improvement, such as literacy, STEM education, or inclusive classrooms.

K12 CLIENTS

Healthcare

Community Health Education Programs: Enroll patients in health education programs, workshops, or support groups (e.g. classes for parenting, birth, mental health, childcare, etc.)

Staff Professional Development: Streamline staff professional development, including Continuing Education Unit (CEU) training designed to update and enhance the skills and knowledge of healthcare professionals, ensuring they stay current with industry standards and best practices.

Medical Conferences: Manage registrations for medical conferences, webinars, and training sessions.

HEALTHCARE CLIENTS

Bon Secours

Centura Health.

Texas Children's Hospital

Weill Cornell Medicine

Government

Professional Training and Workshops: Facilitate registration and tracking of employee training programs, workshops, and events.

Licenses and Permits: Manage registrations for licenses and permits, such as driver's licenses or business licenses, can be made more efficient.

Citizen Engagement: Manage registrations and communications for government events such as town hall meetings, or training sessions.

GOVERNMENT CLIENTS

County of Los Angeles
LACOUNTY.GOV

CA.GOV

TEXAS
Department of Assistive and Rehabilitative Services

Department of Labor
United States of America

OTHER CORPORATE & NON-PROFIT CLIENTS

ASPCA

GE APPLIANCES

O'Reilly AUTO PARTS

TACO BELL.

Schedule a Demo

[Click here](#) to get a live walkthrough of Learning Stream and learn more about ways other companies and organizations are using Learning Stream in your industry.

Questions Your Organization Should Ask

As you consider implanting a registration management system, consider these questions:

Will this save your team time? Automation of registration tasks – such as confirmation emails, reminders, and updates – saves time for event organizers. This allows them to focus on other aspects of event planning.

How efficient is the registration process? Online registration systems simplify the registration process for both organizers and participants. Participants can easily register and make payments online, reducing the need for manual data entry and paperwork for organizers.

How manual is the process of setting up events? Online systems minimize errors that can occur with manual data entry. Participants enter their information directly, reducing the risk of typos or other inaccuracies.

Can you collect payments? Many registration systems integrate with payment gateways, making it convenient for participants to pay registration fees online. This helps improve cash flow for organizers.

Do you have access to the data you need? These systems provide a centralized database where organizers can access participant information, track registrations, generate reports, and analyze data.

How customizable is the tool? Registration systems often offer customization options, allowing organizers to tailor the registration process to their specific needs and branding.

What automation exists? Automated emails and notifications keep participants informed about event details, schedules, and any changes.

Does it meet your needs for integration? Many registration systems can integrate with other tools such as CRM software, marketing platforms, and survey tools.

What is the customer/participant experience? A seamless online registration process enhances the overall experience for participants, making it more likely for them to attend future events.

Get Started Today

The implementation process for Learning Stream is very straightforward with hands-on guidance for every step of the way. **You can be up and running and ready for students in as little as a month.** Learning Stream also provides flexible pricing options starting at $4,500 for organizations of differing sizes and needs. **In fact, our customers say their investment pays for itself in the first month due to time savings alone!**

[Click here](#) to discuss building a custom business case for Learning Stream at your organization or email **greg@learningstream.com** to learn more.