

Stay Focused On Your Business: Running Your Association

BH&A's Contacts&Events is the first Association Management Software developed with end-users from the outset. Based on our extensive experience in association management, we have developed a solution that has become the backbone of a growing number of national and international associations, helping them efficiently manage the complexities of their day-to-day operations from tracking memberships to running annual General Meetings.

Manage the complexities of contacts with multinational, governmental and inter-related organizations.

The integration of this powerful contacts and entities management tool with a comprehensive event management package provides all the elements necessary to ensure a successful **congress, training seminar or conference** without having to juggle between several different programs. Contacts&Events uses a powerful **relational database** in a **client-server** architecture and functions on both the Windows® and MacOS® platforms, allowing any authorized user to access the system. And, **fully compatible** with Microsoft® Word, Excel, Outlook, etc., all data remains accessible to other applications. It also contains an **integrated document management system**. BH&A's Contacts&Events is a comprehensive package combining complete **memberships, events, hotels** and **committees** management with extensive **website** integration. An invoicing management module allows the users to manage all invoiced companies, participants and member contributions to date, balance due and reminders. BH&A Contacts&Events offers many advantages bundled in an all-inclusive package that's designed to evolve with the realities of non-profit organizations.

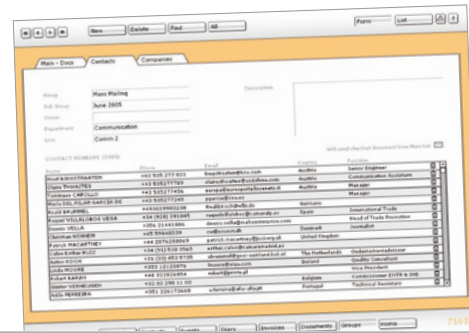
→ Contacts&Events Highlights

- Fully **integrated** contacts, groups, memberships, events, diary, invoicing and document management software.
- Hassle-free administration of **Committees, Groups, Lists, And Subscriptions**.
- **Multi-user appointments and follow-up tool**.
- The **Events module** saves time in organizing from the simplest to the most complex event.
- Print personalized delegate **badges**, place cards and file-**labels**.
- Keep track of hotel bookings, conference fees and payments.
- **Integrated invoicing management package**.
- **Avoid duplicates** thanks to the duplicate detection system.
- **The audit functionality** logs changes to core data.
- **Export and Import data** to and from various formats including Microsoft Excel.
- **International approach** with country-specific address formats.
- Integrated **document management** system links documents to companies, contacts, events, groups...
- **Remote access** to your data.
- **Mass mailing & optional Web Publishing:** i.e. Contacts&Events can mail invitations to an event (text or HTML formats). All your contacts then have to do is complete a web form to register. It really can't get simpler.
- **Customizable:** the standard package can be adapted.



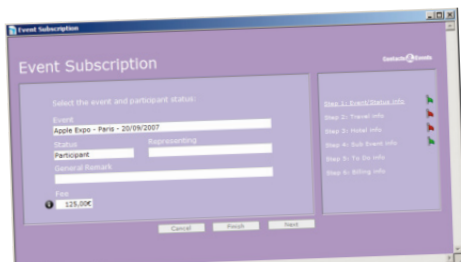
All-in-One Member Relationship Management

Up to 250 users of the central database can reduce redundancies, eliminate multiple data sets and centralize data storage by managing all of the contact-related data in one location - including information on an unlimited number of members, non-members, prospects, contacts, committees, events, publications, financial information.



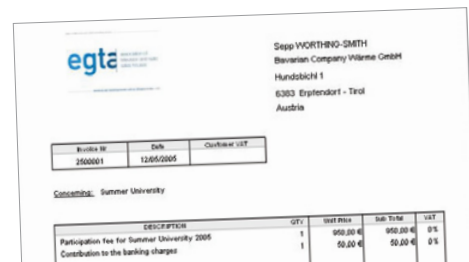
Hassle-Free Administration of Committees, Groups, Lists, and Subscriptions

Impress your committee members and volunteers, while reducing the load on association staff, by easily administering and communicating with all kinds of groups of members and participants. Contacts&Events can also send personalized emails in either simple text or HTML formats, in large quantities, yet individually, to your contacts or companies.



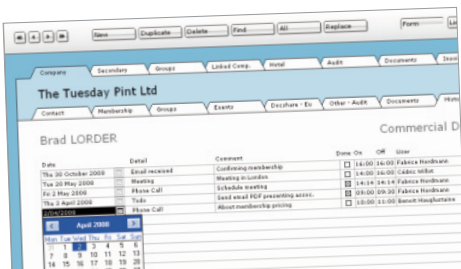
Easy Event Registration & Management

Manage registration and billing for events of all sizes, from the simplest to the most complex. Create nametags, attendee lists, hotel reservations, to do's, event budgets and track your communication to event participants from a single interface.



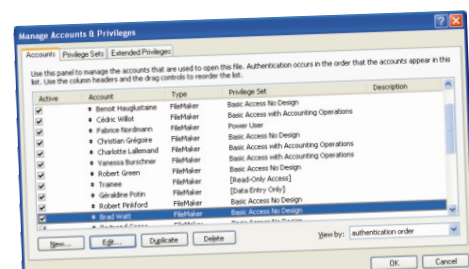
Flexible Dues & Non-Dues Billing

Email Invoicing & Online Payments: Maintain financial records and manage billing for dues, events and other products and services. Connect with almost all popular accounting software packages including QuickBooks®. Send invoices and payment reminders via email using Contacts&Events linked with your preferred email



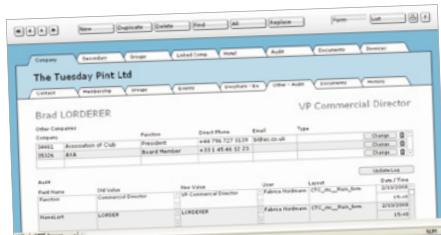
Complete Contact & Participation History

Take advantage of CRM (Customer Relationship Management) capabilities and keep a complete history of various types of interactions with members, prospects and others. Generate pre-formatted reports to assist in retention activities and to identify and communicate with non-participating members.



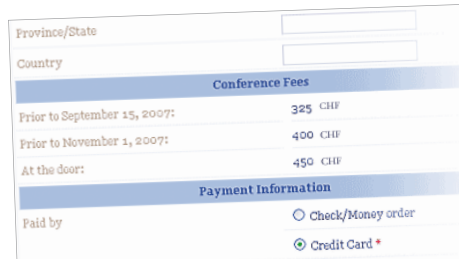
Adaptable Security & Change Auditing

Control which staff members can access and make changes to all aspects of your database. Automatically log revisions and additions to core data.



Link a Contact to Multiple Entities

Link contacts to one another with a simple click: set up and link contact information for an assistant, a manager... Track member communication preferences, create and manage ad-hoc groups, and filter recipients in hundreds of ways.



Optional Online Registration

Registration can be done online either through a link in an email or by going directly on your website. This option is customized to your precise needs and integrated in your website.



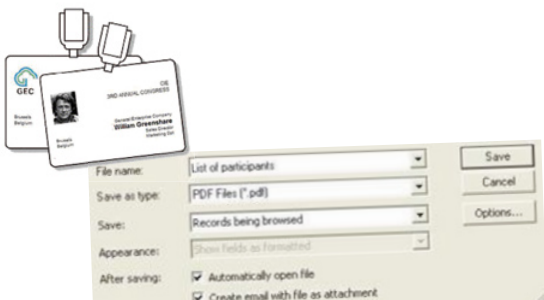
Connecting to Third Party Applications with Multiple Popular Data Export and Import Formats

Save time exporting filtered data from all areas of Contacts&Events directly to most popular data export formats including Microsoft® Word®, Microsoft Outlook®, Microsoft Excel®, Mozilla Firefox, Apple Safari, Microsoft Internet Explorer®, MacOS X Mail, Adobe PDF. Provide advanced integration with third party applications through optional custom-built web services utilizing FileMaker® Web-publishing, PHP and XML capabilities that are readily available from BH&A's Custom Development Group.



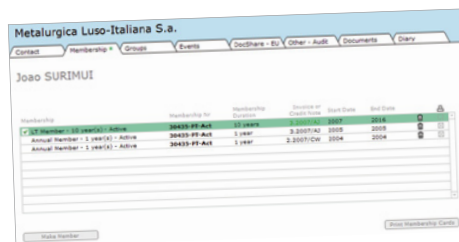
Link your Documents

All kinds of documents can be linked or stored within Contacts&Events to companies, contacts, events and groups in the form of images, access maps, Microsoft Word - Excel - PowerPoint, HTML, PDF documents and many more. Embedded HTML code and attached documents can be sent in individual emails thanks to the optional one-click mass mailing system.



Printing Various Formats

Using the powerful Print module, create your own layouts using any data from Contacts&Events without juggling with external merge systems. Print personalized delegate badges, nametags and file-labels directly from the system.



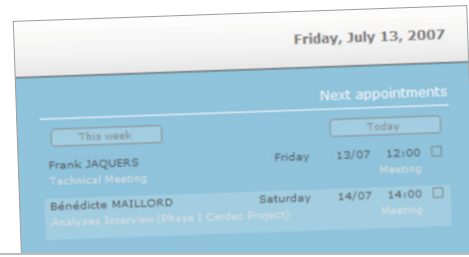
Manage Memberships

A powerful calculator tool allows you to create or renew memberships based on a rate schedule. Contacts&Events keeps a running history of each membership.



Embedded Web Browser

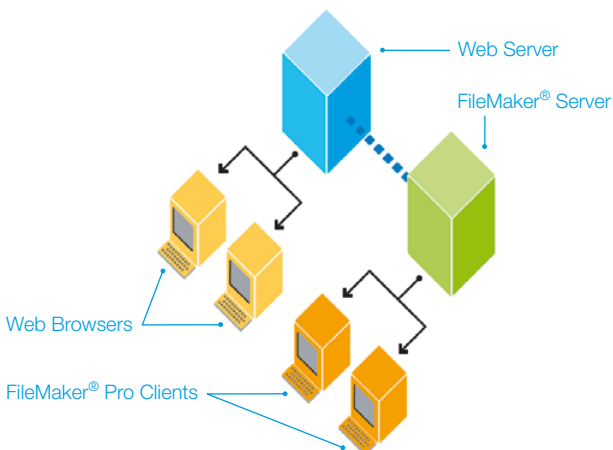
A link to an external website can be included directly into Contacts&Events. The solution can be used to view information linked to the current record in a web window, e.g. Mr Alvaro's picture and details come directly from the European parliament's website. This feature allows an optional connection to most Content Management Systems.



Diary

Contacts&Events incorporates a fully featured, multi-user appointments diary, showing appointments in a weekly or daily view, both printable formats. The diary can be accessed by any authorized user to view availability and book meetings, appointments, etc. between individuals in the organization. The integrated nature of Contacts&Events also means that meetings with external contacts can be booked directly.

Individuality & Versatility. Contacts&Events can be tailored to your association's specific needs. No matter what your non-profit sector is, you decide what database fields to use, how they are arranged and which intelligent functions are enabled. And Contacts&Events grows with you! Thanks to the FileMaker® database technology, almost everything is possible, from Oracle or SQL to Content Management System integration.



“ With **Contacts&Events**, everyone in our busy office can look after the logistics of their meetings, as well as setting up and updating contacts and mailings. The system allows all staff members access to the same information, quickly and easily, and without requiring in-depth knowledge of the software. BH&A adapted **Contacts&Events** to our precise needs and it now provides our organization with an unmatched level of information management. ”

Vanessa MARSCHNER

Office Manager & Head Logistics & Training
EGTA – European Group of Television Advertising
www.egta.com

→ BH&A a Local Partner with the Assurance of a Global Network.

With representation in Belgium, France and Switzerland, BH&A offers a totally adaptable service, from supply to standard or modular packages to a custom-made development designed to the exact customer requirements.

At BH&A we provide business solutions, not just a piece of software. Working with small and medium sized organizations and companies, we understand the importance of providing a full service, ensuring that our customers quickly get the most out of each solution we supply.

BH&A's background in custom software development also offers you the potential to adapt the standard Contacts&Events package to meet special requirements.

Contact us or see our website www.bh-a.com for more details on Contacts&Events and for additional information on BH&A.

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