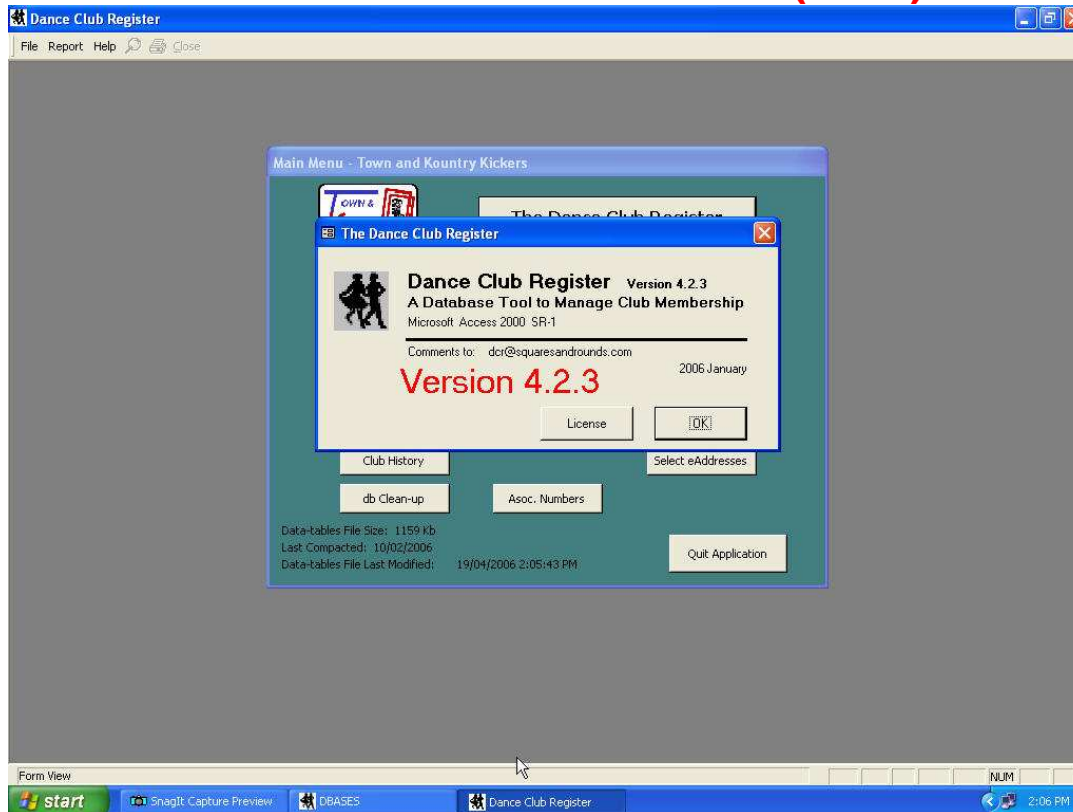




# THE DANCE CLUB REGISTER (DCR)



A program of Square &/or Round Dance Club Management, written by Walter Scott, a Square Dancer specifically for “our” needs. Originally created for the Town & Kountry Kickers square dance club, it has been refined over the past few years by adding & tweaking features as suggested by the ‘users’. Currently, the Dance Club Register is being used by these clubs :-

- Town & Kountry Kickers - Basic/ Mainstream (Stittsville, Ont.)
- Trackers - Plus (Ottawa, Ont.)
- Mississippi Squares - B/MS/ Plus (Carleton Place, Ont.)
- The Bay Waves - Basic/MS (Constance Bay, Ont)
- Shadowcasters - A1 (Ottawa, Ont.)
- Capital Steppers - Plus & Rounds (Ottawa, Ont.)
- Round Tuit Dancers - Rounds (Ottawa, Ont)

A “multi-club” (different dance nights/levels, but only 1 Admin) version is currently under development & is in beta-test.

For further information, contact Geoff Clarke at 613-724-8438 or email [dcr@squaresandrounds.com](mailto:dcr@squaresandrounds.com) If you’re interested in getting a copy of the program for your club, simply send an email to: [dcr@squaresandrounds.com](mailto:dcr@squaresandrounds.com) with the pertinent details.

Built using MS Access, this program (V4) is provided **for a very low price - \$20** to any Square or Round Dance Club, plus a nominal charge for material & mailing costs. Requires Win98 SE or WinXP Operating System. Using it with WinME or Win2000 is not recommended. For systems without MS Access installed, the program installation setup installs an MS Access run-time system for use by the DCR.

**There's a wealth of features, best discovered by using the program yourself, however, here's a few to consider, not in any particular ranking order:-**

- Complete database of all membership information, including names, phone numbers, addresses, birthdays, anniversaries, emails, etc....including partners. Once entered, it never has to be done again & can be updated whenever you wish.
- Membership types & categories can be defined & recorded and a complete history of all members is retained for a period of time defined by the user.
- Complete financial records of all payments made by each individual member. This includes not only membership dues, but also Square Time subscriptions, instructional books, badges & other items as defined by the user.
- Club information contained in the dbase as well as the headings of reports & content of the registration form can be customized by the user to suit your needs.
- Club Calendars can be created, the content of which is totally up to the user. These calendars, once created, can be printed for the members, or emailed to them... whatever. Calendar entries are automatically ported across to weekly club "announcements".
- Contact Group Lists (phone trees) can be easily created & managed.
- CSRDS membership numbers are easily recorded & managed.
- Volunteer roles can be described & retained and the corresponding list of volunteers kept for years (defined by the user)
- Automation is provided for Change of Dance Year / Start of a new Semester
  
- There's a myriad of reports that can be generated, most of which can be exported to MS Word or Excel. ***Some of the reports possible are :-***
  - Blank Membership forms (for new members to fill in)
  - Registered membership form (existing members for renewals)
  - New Semester registration renewals (semester system)
  - Weekly Sign in sheets.
  - Pay By Night & Visitor Sign in sheet (optional design)
  - Active Task Descriptions (eg: club 'jobs')
  - Volunteers by Task (for the jobs)
  - Volunteers by Name
  - List of Current Members (dance level, member status, partner, etc)
  - Payment Summary Report (interval as defined by the user)
  - Revenue Summary Report (weekly revenues -as defined by user)
  - Announcements (details derived from several sources)
  - Contact Group Report (phone tree)
  - Contact List (name, phone, email)
  - Club Calendar
  - Association (e.g.: EOSARDA) Registration Report
  - Association Publication (e.g. Square Time) Subscriptions Report.