

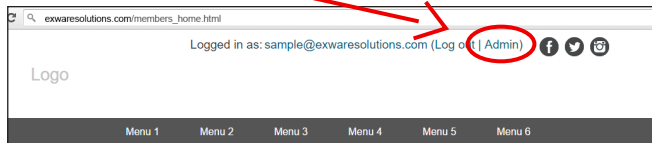
Highlights from the Latest Exware Update

ExSite 3.8.7 Features

The following outlines new features and modules for the Exware System. Not all features and modules will be applicable for all client sites. If you have questions about this announcement or how your site can incorporate these new features, please call or email us.

MEMBERSHIP MANAGEMENT

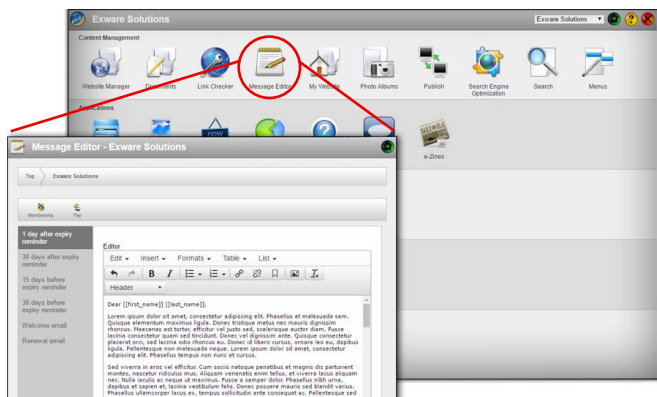
- When adding a new member, admins can now invoice or comp the membership
- When logging in as a member, admins can now revert back to the admin control panel by clicking on an 'Admin' link without typing in their login and password again!



- Members can now upgrade their membership from a lower level to a higher level (e.g. Associate to Full Member) and pay the difference between these rates (NOTE: *requires set-up work*)

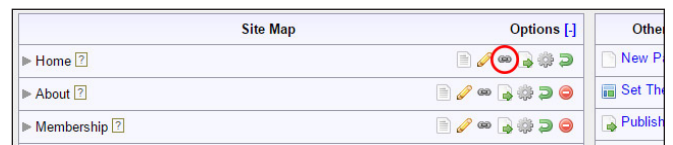
MESSAGE EDITOR - NEW MODULE

- In the top row of the admin control panel, you will see a new icon - **Message Editor**. This allows you to easily view/edit your automated emails such as Welcome emails, Renewal emails, etc.



MY WEBSITE

- Under **OPTIONS+**, you will now see a 'link' icon. This will allow you to get to the page URL



- When creating a new page, we will now default page visibility to 'hidden' (NOTE: *Website Manager not changed*)
- In the EDITOR:
 - Insert link allows you to create a button
 - Spell checker automatically enabled

EVENT REGISTRATION

- Event fees can now be restricted to a specific member type (NOTE: *requires set-up work*)
- **Who is Coming** feature available - see support site for how to enable
- Admins can schedule event reminders and post event follow-ups
- More merge codes available - See Event Reg help icon for specifics (top right, yellow question mark)
- Event management icons are located in their own row on the admin control panel; the new **Registration Report** module provides you with more event reports/roster options

FINANCIAL REPORTS

- New report available -- shows refunds and payables

If you have any questions about these new updates, please call us at 604.684.9440.

PAYMENTS

- Admins can find unpaid invoices from 30, 60, & 90 days ago
- Admins can show invoices that were unpaid as of a specific date

Find invoices from

Find invoices from

Show invoices that were unpaid as of 2016-07-20

- The **Cancellation/Refund** tool allows you to include an admin fee/service charge

Refund Invoice 90

Please indicate how the original sale should be treated:

Cancel the sale
The buyer is no longer buying the purchased items, and you do not want the sale to appear in reports.

Void the sale
This was an error, this purchase never happened, and should not appear in reports.

Enter a refund
Both the original sale and the refund will appear in reports as separate items.
Check off the items being refunded:

- Refund Membership Dues (New membership (Organization) for Exware Test Aug 10, 2016 - Mar 31, 2017), \$1.00
- Refund Prorated Discount (7 month(s) remaining in membership term), \$-0.42

If doing partial refunds, you should also refund any taxes/surcharges related to the refunded items.

Optional admin fee:

Leave the sale as-is
The sale is good, you are only refunding/canceling payments.

EMAIL DISTRIBUTION

- The system will show you a list of recipients being filtered due to being unsubscribed
- Images and/or links to documents included in your email text will automatically be published for you

PUBLISH

- New and improved user-friendly interface

CANADIAN CLIENTS

We have updated the system with the following new tax rates:

- New Brunswick** - July 1, 2016 - HST increased to 15%
- Newfoundland** - July 1, 2016 - HST increased to 15%
- PEI** - October 1, 2016 - HST increased to 15%

Semi-Private Server Package - Now Available

Exware has launched a new Support & Hosting package. For associations that require more server resources but not enough to justify a private server, we are offering a Semi-Private Server package.

You will continue to receive our standard support services:

- 24/7 Emergency IT Support
- Website and AMS application support during business hours
- Up to 1 hour per month of web mastering, training, and support services
- Software upgrades

In addition, you will receive:

- Hosting on a Semi-Private server
- New features/functions that require additional server resources, such as:
 - all static web page URLs will work with or without the '.html' extension
 - in Email Distribution > Email Log, messages sent can now be resent to an individual

How do you know if this is right for you?

- You have 750+ members/contacts in your system; **or**
- You occasionally experience spikes in web traffic (e.g. during conference registration); **or**
- You have a lot of documents, images, or files that require increased data storage; **or**
- You are looking to speed up your website as it has started to slow down over the years (e.g. due to increased traffic, content/webpages, documents, etc.)

On average, speed will increase by 60% or greater

Visit our support site to view tutorials on our modules support.exware.com

If you have any questions about these new updates, please call us at 604.684.9440.