

Association Management Software Buyer's Checklist



*The Questions Every Association Leader
Should Ask Before Choosing New Software*

Choosing association management software is a long-term decision. Use this checklist during product demos to compare vendors side-by-side and make sure you're evaluating more than just features.

THE CHECKLIST

- ☐ **PURPOSE BUILT FOR ASSOCIATIONS**
Is this software built specifically for associations, or was it adapted from a general business platform?
- ☐ **AUTOMATED REMINDERS**
Does this platform provide automated renewal notifications, online payment options, and the ability to track membership status?
- ☐ **MEMBER PORTAL**
Can you picture your members actually wanting to log in with integrated event registration, payment processing, session management, and on-site check-in?
- ☐ **COMMUNICATIONS**
Will you have the ability to create, sort, and filter by custom groups and send multi-channel communications?
- ☐ **AWARDS PROGRAM**
If your association manages a recognition programs, can you monitor awards and the nomination and evaluation processes?
- ☐ **FINANCIAL REPORTS**
Do financial reports automatically reconcile dues and event payments? Will you be able to generate payout reports?
- ☐ **LIVE DASHBOARDS**
Can live dashboards display membership, event, financial, and engagement metrics?
- ☐ **CUSTOMER SUPPORT**
Do they have a trusted support team you can contact with questions?

"AMP has truly elevated the way we serve our members. It's reliable and easy-to-use."

– **Phil Rison, CMAA, CIC**
Executive Director, NIAAA



AMP

REQUEST A DEMO

