Activities

The Activities tools in ACS are a great help for tracking groups, events, and participation opportunities within your organization. ACS provides tremendous flexibility in setting up activity groups. Groups can be sub-categorized to create levels of detail. In addition, comments can be attached to an event and detail fields can be created so that information can be gathered about the enrolled individuals or the events.

In addition to elements, there are options for comments, dates and numbers. ACS demo data shows how activities can be used. There are also numerous examples.

When you have Activities set up, the activity information you enter will be available for obtaining phone lists, mailing labels, membership rosters, merge letters, and more for the activity participants. Because of the groups/roster design, you can quickly pull information on multiple levels. For example, you can:

- Pull a list of anyone on a committee, a list of individuals on a specific committee, or a quick list of all committee treasurers when budget season rolls around.
- Find past members when it’s time to look for proven skills.
- Filter and Search tools are both available for Activity records.

Activities can also provide a historical record of who has served in different capacities for your organization. Imagine Member Smith's pleasure when you recognize their service through the years, not overlooking activities from several years ago because you've kept the records. How much history you keep is up to you. ACS does not limit the detail you can keep.

There are three main Activities options. Each option contains information about individuals and allows you to perform specific functions. The different Activities options are:

- **Activities by Individual** — Let you enter and display participation records for a single individual. This is where you can see what Robert Smith is involved in and enroll him in additional activities. Activities by Individual can also be accessed from the individual's main record in Add/Edit Individuals.

- **View/Edit Groups** — Let you change the participation records of entire groups of people at one time or delete individuals from an activity. For example, this is where you can copy all the members of the Computer Committee to the new Technology Committee, then adjust the names if needed.

- **Activities Setup** — Let you set up, edit, and delete activities.