

# LUDI<sup>K</sup>

Recreational and sports activity  
management software

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## ADVANTAGES AND BENEFITS

- *Efficient and user-friendly tool*
- *Easily adapted to each client's context*
- *Reliable financial follow-up*
- *Flexible management of taxes*

**D**eveloped in cooperation with managers from several Quebec cities, LUDI<sup>K</sup>™ facilitates the planning and follow-up of all activities provided by municipal recreational services or sports centers.

In fact, several municipalities and some universities, colleges and private sports centres currently use the system. It is even estimated that approximately 25% of the Québec population has access to activities managed by LUDI<sup>K</sup>. Thanks to certain Internet functions, citizens can consult the list of activities and register, reserve the time period and pay on line.

## Intended clientele

Staff of recreational activities services :

- of a municipality;
- of a sports centre;
- of a CEGEP;
- of a university.



## Main functions

### *Clientele function*

- Management of client, employee and organization member files.
- Registration of clients for activities offered during the session: registration, collection, receipts, cancellations and reimbursements, advance registration and waiting lists.
- Management of files for organizations, administrative units, associations or ad-hoc groups, and follow-up on yearly data related to organization support.

### *Programming function*

- Programming of group activities offered during the session: description, scheduling, reservation of rooms or facilities, rate scale, instructions, number of available places and instructors.

### **Group activity follow-up :**

- The « typical week » display shows, on screen or hard copy, the overall program or a sub-division of group activities for a one-week period.
- An updated list of registered names and attendance is available at all times.
- Preparation of a new session based on the programming of a previous one.
- Output of registration statistics and group activity lists.

### *Reservation function*

- Management of reservation requests and the periods involved. The reservation request (or contract) makes the request of a group or person official. A request for a reservation is usually related to an activity and can include the following categories: room or facility, equipment, human resources and services.

The reservation request actually reserves a room or facility, as well as equipment for each date on the calendar in relation to the time slot specified for group activities, or to the schedule included as part of the reservation request.

- Follow-up on reservations for a given period of time: display of schedule and detailed information for selected reservations.
- Printing of contracts and attendance forms.
- On-screen conflict management.
- Quick and easy reservation of spaces.

### *Infrastructure function*

- Management of facilities and premises : description, periods of unavailability, overlapping and mode of occupation, taking into account exclusivity or shared occupation of group activities in a given room or facility.
- Space availability searches, interactive consultation and printout of bookings for a given period. The bookings table lists the actual use of rooms or facilities and points out potential conflicts.
- Management of equipment and sets of equipment: description, location, inventory, periods of unavailability.
- Available equipment search for a given time period.
- Reports concerning facilities, movement and the use of equipment.



## **Finance function**

- Management of collection and deposit slips.
- Management of invoices for the reservation requests that must be charged (rental) : interactive or batch issue, follow-up and collection of invoices, history of collections and printing of statements of account.
- Follow-up of postdated cheques and preauthorized payments for collection on the prescribed date.
- Printing of Relevés 24.

## **Other functions**

### **Navigation function**

- Management of the system's general parameters and timetable calendar.
- Customization of the data dictionary (mandatory values, default values, validation rules) and reference table management.
- Management of rate scales applicable for group activity registrations, room or facility reservations, service requests, equipment reservations and personnel.
- Management of system access, security and confidentiality via user codes linked to security profiles. The security profile defines all accessible functions and sub-functions, establishes data access mode (consultation, update) and makes it possible to restrict access to information sub-sections (organization, administrative unit, etc.).
- Graphical report editor with customized page setup and content for all system reports.

## **LUDIK- Internet**

LUDIK-Internet has two components : **Citizen** and **Organization** that are complementary to LUDIK. With these, municipalities and sports centres can offer their clientele and organizations a user-friendly access to a sub-set of LUDIK functions and information through a browser such as Internet Explorer or Netscape.

**We invite you to visit our demonstration Web site at [www.grics.qc.ca](http://www.grics.qc.ca). Once there, select LUDIK under the Products heading.**

## **LUDIK-Telephone “IVR”**

LUDIK-Telephone “IVR” (Interactive Voice Response) is complementary to LUDIK. This module is an interactive application allowing the user to perform the following operations, using the telephone :

- on-line registration to the activities;
- payments associated to the registrations.

## **LUDIK – Staff Assignments (LUDIK - SA)**

LUDIK – SA allows managers to generate their coaches' schedules and time sheets according to their skill sets and times they are available . This new module also offers a Web component, which coaches can access.

LUDIK – SA operations include:

- Input and update of coaches' skill sets
- Input of coaches' availability times
- Programming - rapid assignment of coaches
- Printing of coaches' schedules and time sheets.

The Web component of LUDIK – SA perform the following functions:

- Coaches can input availability times
- Consultation and printing of schedules by coaches.



## WHY LUDIK?

### LUDIK OFFERS EFFICIENT, USER-FRIENDLY MANAGEMENT TOOLS FOR:

- Managing facilities, space and equipment. Updated booking tables on-screen or on hard copy, search for available spaces and equipment.
- Preparing schedules, with the choice of using all or part of the previous session's schedules to create new ones based on adjustments. The typical week indicates potential conflicts;
- Registering users for activities: availability of automatic functions, especially at times of massive registration, automatic calculation of costs in relation to file characteristics, and adjustment options.
- Reserving spaces, equipment and various services: invoicing, if necessary, and real-time follow-up of reservation requests.

### LUDIK PROCESSES ALL RECREATIONAL SERVICE OR SPORTS CENTERS ACTIVITIES

- It helps manage regular programming for the session, as well as special events or activities that are not part of the regular program.

### LUDIK INCLUDES A NUMBER OF REPORTS AND STATISTICS

- These facilitate the planning, follow-up and optimization of the various resources: registration statistics, reports on equipment use, reports on room of facility bookings, verification of revenues by accounting item and by organization, etc.

### LUDIK ADAPTS TO EACH CLIENT'S CONTEXT

- The navigation function offers the system manager a wide range of functions for customized setup: data customization, definition of general parameters and reference tables, management of security and confidentiality, editing of reports.

### LUDIK IS A SOLUTION THAT CAN INCORPORATE ID-CARD AND LIBRARY MANAGEMENT

- Links can be set up between LUDIK, PHOTO-TECH and REGARD, providing access to photos and unified file management (production, updating).

For more information please visit our Web site at [www.grics.qc.ca](http://www.grics.qc.ca), or communicate with Customer Service at (514) 251-3730 or by e-mail at [info@grics.qc.ca](mailto:info@grics.qc.ca).