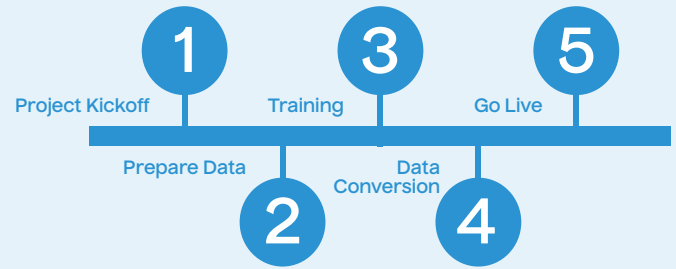


Implementation Timeline

Follow along with this timeline as you make your way through the implementation process, and check things off as you go! If you stay committed to being actively involved, things will go all the more smoothly. We're here for you every step of the way!



Phase 1: Project Kickoff

AVERAGE TIME FOR IMPLEMENTATION: 1 WEEK

Your Tasks

- Attend kickoff call
- Receive access to MC Trade demo database
- Start MC Trade "Fundamentals" training

MemberClicks Tasks

- Schedule kickoff call
- Develop project plan
- Host project kickoff call



Phase 2: Prepare Data

AVERAGE TIME FOR IMPLEMENTATION: 4-5 WEEKS

Your Tasks

- Attend data workbook consultation call
- Complete and submit data workbook
- Submit invoice sample and dues structure

MemberClicks Tasks

- Prove data workbook consultation training
- Review submitted workbook



Phase 3: Training

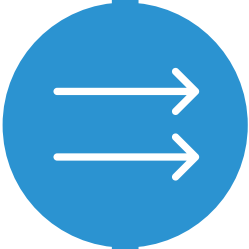
AVERAGE TIME FOR IMPLEMENTATION: 2 WEEKS

Your Tasks

- Complete MC Trade "Fundamentals" training

MemberClicks Tasks

- MC Trade training check-in



Phase 4: Data Conversion

AVERAGE TIME FOR IMPLEMENTATION: 3-5 WEEKS

Your Tasks

- Attend guided data conversion review
- Submit feedback (if needed)
- Make corrections on data workbook (if needed)
- Complete MC Trade "Beyond-the-Basics" training program

MemberClicks Tasks

- Complete initial database conversion
- Provide guided review data call



Phase 5: Go Live

AVERAGE TIME FOR IMPLEMENTATION: 1 WEEK

Your Tasks

- Submit final data file
- Attend system configuration call
- Attend finance configuration call
- Attend member portal call (optional)
- Graduation & introduction to Help Resources
- Join our client community, The Loop

MemberClicks Tasks

- Complete final conversion of data (with needed corrections)
- Provide system configuration training
- Provide finance configuration training
- Provide member portal training
- Introduction to Help Resources
- Grant access to The Loop

Congratulations! Be on the lookout for information about additional ongoing training resources, our world-class Help Team (there to help you along if you ever hit a snag) and other ways to stay involved and in touch!

