



**One Platform to Manage
Your Alliance Française or
Institut Français Center**

Overview

Oncord is an all-in-one website platform with features designed specifically for Alliance Française and Institut Français, making it easier to manage and grow your language and culture centre.

By using Oncord your centre can enjoy all the benefits of a modern, secure and unified platform.

What is Oncord?

Oncord is software that brings together all the tools needed to be successful online and manage your French language and culture centre.



Website

Impress your students and members with a modern, up-to-date website that looks great on mobile devices.



Customers

Get a complete overview of how students and members interact with your website, e-mail campaigns, events and courses.



Marketing

Digital marketing tools that make it easier to communicate with your students and members, and grow your community.



Commerce

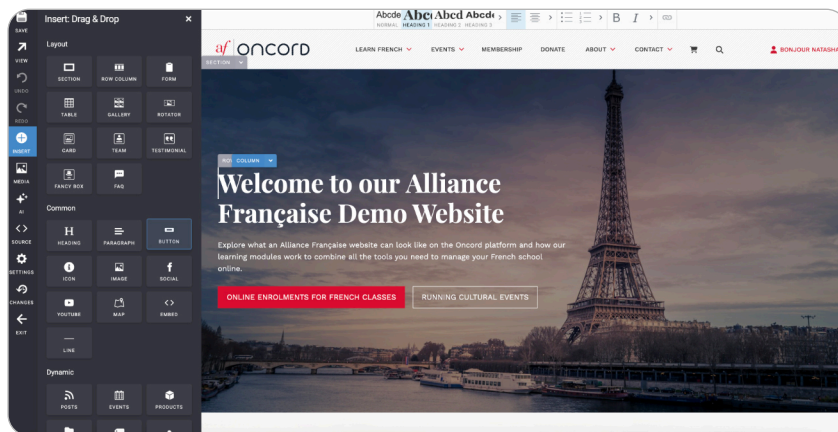
Sell courses, exam sessions and products. Run paid events. Manage recurring memberships. Receive donations. Offer discounts.

Website Editing and Content Management

Website editing made easy

Your website is the first experience most new customers will have with your centre. Oncord gives you simple, user-friendly web editing tools to help you keep your website up to date and publish new content.

Oncord subscriptions include website hosting, back-ups, security and platform updates.



✓ Visual drag and drop page editor.

✓ Unlimited website pages, blog posts and admin users.

✓ Form builder in the visual editor.

✓ SEO settings & automatic sitemap generation.

✓ SSL Certificate included.

✓ Secure, professional web hosting.

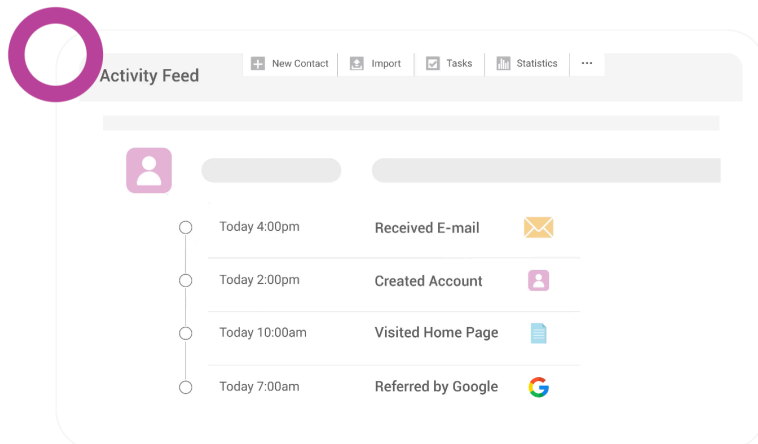
✓ Dedicated pages for Members and Students.

Integrated Contact Database

Grow and manage your contacts

Oncord includes a central contact database which is perfectly integrated with your website, marketing and commerce tools.

With everything in one place, you have full visibility over your contacts, allowing you to view detailed information about a customer's journey and every interaction they have had with your centre along the way.



✔ Unlimited Contacts.

✔ Web forms help grow your contact database.

✔ Group contacts for easier communication and management.

✔ Automations based on contact details and activity.

✔ View an activity feed of their interactions with you.

✔ Use contact data to send targeted email campaigns.

✔ Integrate with GAEL, Xero, Quickbooks and MYOB.

Event Management and Online RSVP

A simple way to manage events

Events are a powerful way to engage with and grow your French community. The Oncord platform handles the entire Event Management process from start to finish.

Easily plan, promote, and manage events all in one place with our streamlined event management feature.

The screenshot shows the Oncord website interface for an event titled "Bastille Day - Fête Nationale". The event details include the date (15 Jul 2026), time (12:00am - 12:00am), and location (Online with Zoom). The description mentions a pétanque tournament and a dinner. The registration form is partially filled out with the name "Natasha Wilkie" and email "natashawilkie@oncord.com". The payment section shows a total of \$10.00.

Qty	Product	Total
1 x	Bastille Day - Fête Nationale Natasha Wilkie	\$10.00
Tax: \$0.00		Item Total \$10.00
		TOTAL \$10.00

✓ Public or Invite only events for members.

✓ Online RSVP.

✓ Free and paid events.

✓ Offer discounted event prices for members.

✓ Send automated reminders.

✓ Promote through email campaigns and social.

✓ Track attendance, print name tags and guest lists.

✓ Communicate with contacts based on their event activity.

Features for Alliance Française & Institut Français

Specially designed to make managing your centre easier and improve how you interact with your students and your community.

Courses & Enrolments

Exams

Student Portal

Memberships

Teachers

Teachers Portal

Placement Tests

Library

Registration Fees

Integrations

Courses and Enrolments

Manage courses with ease

The heart of every Alliance Française or Institut Français language and culture centre. Oncord has developed a bespoke courses and enrolments system to handle all your class management needs.

The screenshot shows a web interface for managing French courses. At the top, there are tabs for 'ADULTS', 'KIDS', and 'TEENS'. Below these is a 'FILTER BY:' section with buttons for 'Level', 'Session', 'Location', 'Type', and 'Pace'. A link says 'Unsure of your level? Click here to take a free placement test.' The main content area is titled 'AF ELEMENTARY' and features a course card for 'ELEMENTARY 1'. The card includes a description: 'So you've decided you'd like to learn French. You're an absolute beginner, and don't know where to start. Elementary 1 is the course for you! This course serves as a *bienvenue* to the French language. Throughout this course, you will discover the beauty of the French language, and cover the basics, such as introducing yourself and others (*Bonjour, je m'appelle Jean*), spelling and counting (*un, deux, trois...*), and general greetings and politeness (*Salut, s'il vous plaît, merci beaucoup*). You'll also learn how to ask a question, how to communicate, and explain why you are learning French.' It also states: 'This course is designed for complete beginners of French, and no prior knowledge is necessary. After completing this course, you can continue your French journey and move on to Elementary 2!' and 'Required textbook: Mon Alter Ego 1'. On the right side of the card, there is a section 'ORDER THIS COURSE:' with a button 'AF IN WEST END' and a list of sessions: 'Tuesday 6:10pm - 8:10pm' (15 Jul 2025 - 16 Sep 2025), 'Thursday 6:10pm - 8:10pm' (17 Jul 2025 - 18 Sep 2025), 'Thursday 10am - 12pm' (17 Jul 2025 - 18 Sep 2025, Only 4 spots left), and 'Saturday 1pm - 3pm' (19 Jul 2025 - 20 Sep 2025). At the bottom left of the card is a red circle with 'AF' inside.

✓ Sell group and private courses online.

✓ Easily order courses for family members or friends.

✓ Add required and optional materials.

✓ Required or optional Membership selection during enrolment.

✓ Enable a waiting list when a course is full.

✓ Allow teachers to manage courses.

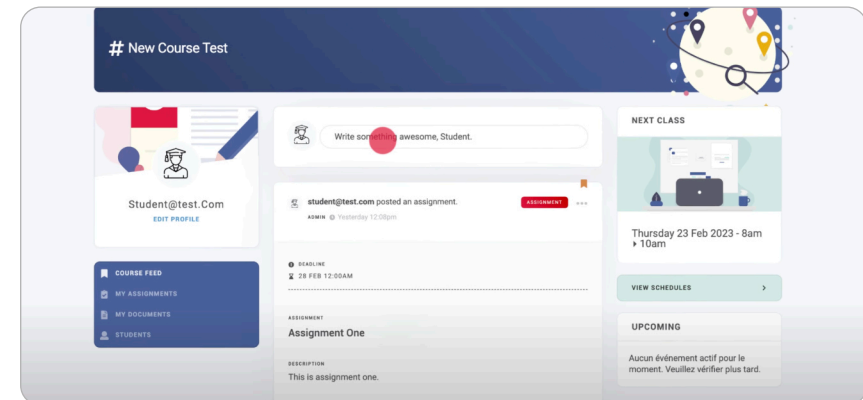
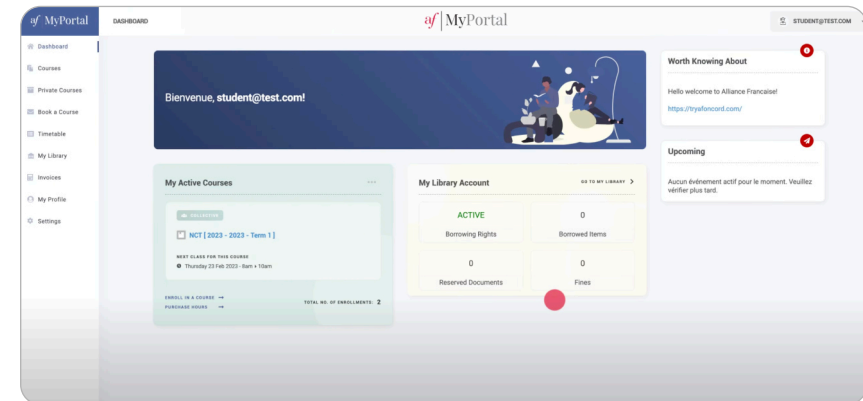
✓ Track analytics and enrolments.

Student Portal

An integrated portal for students

A central place where students can easily manage different aspects of their learning for courses they are enrolled in, including, interacting with teachers and classmates, submitting assignments, updating their profile and more.

- ✔ Interact with teachers and classmates.
- ✔ View course feeds and submit assignments.
- ✔ Timetable view of courses they are enrolled in.
- ✔ Manage their profile, membership, library and more.



Exams & GAEL Integration

Manage Exam Sessions Online

Manage exam sessions with confidence using a purpose-built module designed to simplify administration and improve the candidate experience. Streamline online registration, payments, and candidate management, with seamless data transfer to GAEL and automated communications to keep everyone informed.

Exam	Written	Oral	Registration Dates	Location	Spots	Price	Bookings
DELFL Adults	2 Sep 2025 - 5am - 6am	13 Nov 2025 - 6am - 4:35pm	23 Oct 2025 8:00am - 28 Nov 2025 8:00am		35	\$9.00	Book Now >
DELFL Junior 1 2026	4 Dec 2025 - 5am - 6am		14 Nov 2025 8:00am - 21 Nov 2025 8:00am		4	\$19.80	Closed
TCFL Canada	29 Nov 2025 - 5am - 6am		20 Nov 2025 8:00am - 26 Nov 2025 8:00am		10	\$279.00	Book Now >
TEFL 1	25 Nov 2025 - 5am - 6am		17 Dec 2025 8:00am - 19 Dec 2025 8:00am		3	\$90.00	Upcoming
TEFL 2	30 Nov 2025 - 5am - 6am		18 Nov 2025 8:00am - 21 Nov 2025 8:00am		SOLD OUT!	\$27.00	Closed



Create and publish exam sessions online.



Receive payments directly through your website.



Manage sessions, capacity and candidate lists with ease.



Push candidate data to GAEL.



Send automated registration confirmation and reminders.



Send communications after an exam session ends.

Placement Tests

A1 Beginners

Beginner - Step 1

- I can present myself simply.
- I can express my likes/dislikes.
- I can understand personal information.

Beginner - Step 2

- I can name and locate places in the city.
- I can describe a place.
- I can write a postcard.

A2 Advanced Beginners

B1 Intermediate

B2 Advanced Intermediate

C1/C2 Advanced

Conversation Academic

Niveau A1-1

Please choose the correct answer:

Je sais me présenter d'une manière simple

Choisissez la réponse qui convient. Choose the correct answer.

• « Oh il est vraiment mignon votre chien ! Comment il s'appelle m'appelle l'appelles

• C'est Logan, c'est la le les chien de mon voisin.

• Moi, je s'appelle m'appelle l'appelles Marion, et toi, comment tu s'appelle m'appelle l'appelles

• Moi, c'est Eric.

You are currently taking the test as **Natasha Wilkie** but you can take the test for **someone else**.

Stop! It's too difficult! Stop! It's too easy! Next >

Help students find their level

The comprehensive placement test module allows students to assess their current level and helps them find the courses they need.



Establish students CEFR Levels.



Receive e-mails for each submission.



Automatic placement for students.

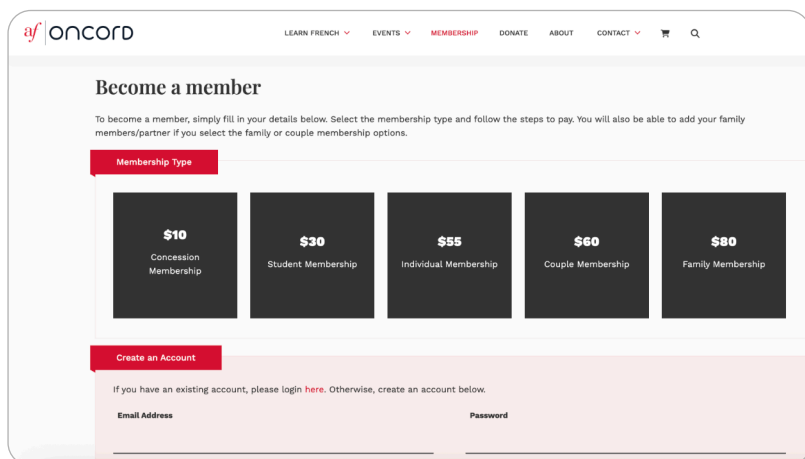


Save student and teacher admin time.

Memberships

Grow your Community

We know that all French language and culture centres take pride in their vibrant and passionate community. We also know that a great membership experience is the key to a growing community.



The screenshot shows the 'Become a member' page on the oncord website. The page features a navigation bar with links for 'LEARN FRENCH', 'EVENTS', 'MEMBERSHIP', 'DONATE', 'ABOUT', and 'CONTACT'. Below the navigation bar, the heading 'Become a member' is followed by a brief instruction: 'To become a member, simply fill in your details below. Select the membership type and follow the steps to pay. You will also be able to add your family members/partner if you select the family or couple membership options.' A section titled 'Membership Type' displays five membership options in dark grey boxes: 'Concession Membership' for \$10, 'Student Membership' for \$30, 'Individual Membership' for \$55, 'Couple Membership' for \$60, and 'Family Membership' for \$80. Below this, a 'Create an Account' section includes a note: 'If you have an existing account, please login [here](#). Otherwise, create an account below.' There are input fields for 'Email Address' and 'Password'.

✓ Create various types of memberships.

✓ Send automated renewal emails.

✓ Create automated recurring memberships.

✓ Track membership statistics.

✓ Offer discounts and benefits.

✓ Downloadable digital Membership card.

✓ Member only events, newsletters and content.

Teachers Management & Teachers Portal

Online tools for admin & teachers

The teachers module allows admins to easily manage teachers, assign them to courses, schedule work and more. The teachers portal, provides an environment where your teachers can have full autonomy on updating and managing their availabilities, classes, posting assignments, marking and timetables.

COURSE CODE	TYPE / SESSION	AGE GROUP / LEVEL	DAYS	START DATE	END DATE	LOCATION	PROGRESS
NCT New Course Test	Regular courses 2023 - 2023 - Term 1	High School Students Year 7 Year 8 Year 9	Mon, Tue, Wed, Fri	6 Mar 2023	28 Jun 2023		46 done 54

✓ Allocate your teachers to courses.

✓ Schedule and view teachers worked hours.

✓ Generate reports of worked/paid hours.

✓ Manage availability.

✓ Timetable view of all their group and private courses.

✓ Teachers Portal for teachers to manage their classes.

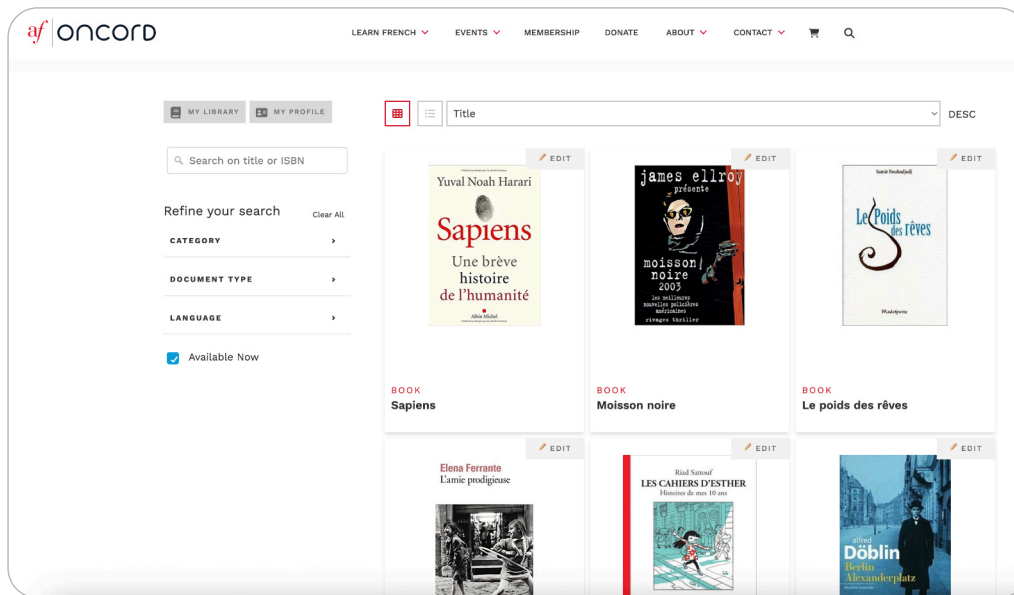
✓ Post assignments to course feeds.

✓ Let teachers record absences and student marks.

Library

Library Management and Online Catalogue

By running your library from the same platform as your contacts and memberships you can make sure borrowing runs smoothly without any data entry required.



✓ Administer library access.

✓ Track item status.

✓ Manage an online catalogue.

✓ Set borrowing limits.

✓ Automated email notifications.

Loved around the world

” You have a 360-degree management of activity without the need for specialized or more complex tools. Oncord is an excellent choice as it provides a unique tool that covers all functions of the company. No need to use multiply providers and tools. Their constant improvements and the ones that you may request mean that the software remains up-to-date and performing. For Alliance françaises and Instituts Français in the world, the exclusive specific module for our network is the top on the market and should definitely be considered when thinking of a new system. This software implied a strong growth in our activity, a better visibility and a very quick response to updates.

Jean-Sébastien A.
Alliance Française Hong Kong



” Oncord being generally easier to use than the management tool courses we used previously. The team is very responsive to help us solve the problems and always ready to listen when we have suggestions to improve certain features.

Rachel Villéger
Alliance Française Westchester



” Having one platform and everything on this one platform was just the best. It makes it very easy to manage. It's been helping us to grow much faster and it keeps on growing, it's amazing!

Matthew Vendeville
Alliance Française de Melbourne



Migrating to Oncord

Our onboarding process is designed to make your experience as smooth and stress-free as possible, with minimal disruption to your daily operations.

We have a dedicated team to help with migrating your website and data into the Oncord platform, and we run training sessions to ensure your staff feel confident using the new tools, including guidance on how to use them to reduce manual workload and grow your community.

Onboarding is quoted on a project basis, depending on your current setup and tailored to what you need moving forward.